

Board of Directors Regular Meeting - Minutes
Stratmoor Hills Water District
October 16, 2024

RECORD OF PROCEEDINGS

The Regular Meeting of the Board of Directors, held Wednesday, October 16, 2024, was called to order by President Robert Colgrove at 3:00 PM.

Present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, and Director Cindy Dent.

Absent: Director Richard Dull

Staff: District Manager Kirk Medina, Superintendent Nancy Lee Watkins

Public: Consultant, Steve Rabe

Approval of Minutes

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of September 18, 2024, as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 4-0.

Approval of Agenda

Motion was made by Director Pesicka to approve the agenda as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 4-0.

Public Comment

None.

Unfinished Business

None.

New and Miscellaneous Business

W-1. Approval of List of Finalists for District Manager Position – Consultant Steve Rabe informed the board that a list of Finalists is to be publicly named before the Board can move forward with the hiring process. He suggested that prior to the release of any name(s) an Executive Session should be held. At 3:05 pm, Director Pesicka moved to enter into Executive Session in accordance with Section 24-6-402(3.5) of Colorado Revised Statutes to consider employment matters as it relates to the District Manager position. Seconded by Director Dent. All Ayes - motion passed unanimously (4-0). At 3:20 pm, the board exited Executive Session. President Colegrove reconvened the meeting and asked for a motion to approve a list of finalists for the District Manager position. Director Pesicka, moved to list Mr. Jeff Janssen as the sole candidate

for the District Manager position. Seconded by Director Willcox. All Ayes – motion passed unanimously (4-0). It was then determined that an interview would be scheduled on October 30, 2024, at the fire station at 3:00 pm. Mr. Rabe said he would notify the candidate.

W-2. 2025 Water Rates and Fees Increase – The district manager reported that at the Budget Workshop held on October 2, 2024, the Board was considering a Consumer Price Index adjustment of 4% to the water rates and fees. The board discussed this matter and felt that since there was a rate increase in 2024, it may be too soon for another one. There was also discussion regarding a tap fee increase, and it was determined that it would be best to hold off until the next rate increase. Director Pesicka moved to table this item until the January 2025 Board meeting. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-3. 2025 Water District Budget – The district manager explained that in accordance with Colorado Statute C.R.S. 29-1-105, the budget for 2025 was delivered to the Board of Directors on October 2, 2024. The Board also needs to provide a hearing for public comment on the proposed budget. Director Pesicka moved to acknowledge receipt of the proposed 2025 budget. To set and publish per statute a public hearing, as required by Colorado statute, for November 20, 2024, at the Board of Directors meeting and to set the date of December 11, 2024, at 3:00 pm, at the Board of Directors Meeting to adopt the final budget for 2025. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-4. Permanent Easement for Furniture Row – The district manager explained that the developer for the Furniture Row project has prepared a 70’ X 30’ easement to provide the Water District access water line coming from Sam’s Club property up to the beginning of their project. The district’s legal counsel has reviewed the easement, and staff recommends approving it so the main can be accessed if needed. Director Pesicka moved to authorize the Board President to sign the Permanent Easement along Sam’s Club property so the district can serve the Furniture Row project with water services as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-5. Award of Interconnect Project – The district manager handed out a letter from Forsgren Engineering recommending the district award the construction contract to Velocity Constructors for their bid amount of \$721,740. He added that four (4) responsive bids were received, and this was the lowest qualified bid. He stated he would also budget for the 10% contingency that Forsgren recommended. Director Pesicka moved to award the CSU Stratmoor Hills Interconnect project to the lowest qualified bidder, Velocity Constructors, Inc., as presented by staff. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-6. EIAF Contract for Tank Recoating Project – The district manager provided the board with a copy of the grant contract for the Reservoir Recoating Project that will match up to \$700,000 for the recoating of the District’s South Booster Tank. Since the DOLA contract is “Unilateral”, no signature is required from the district. He pointed out that the grant expiration date October 31, 2026, and federal funds are being used for this grant.

Manager's Report

A Manager's Report describing significant activities that took place during the month was included in the board packet. The District Manager reported that Baron Land repeated the survey they conducted on the base of the water tower yesterday, and staff are waiting for their results. He reported that Jessica has completed the audit journal entries and adjustments, and we are now only waiting for Hoelting and Associates to confirm they have been done correctly. Nancy Lee reported that she had her crew dig up the leak on Chamberlin place to confirm it was the CSU water main that was leaking. She informed CSU of the leak, and they repaired the leak quickly. CSU had to take precaution on this leak as this line had an asbestos coating on it.

Safety Committee Report

Director Willcox reported on the Safety Committee meeting that was held on October 9, 2024. He reported that all were present except the district manager who was on vacation. He reported the last accident occurred on April 15, 2024, and the latest close call was on 8/22/2024. He explained that Nancy Lee provided ground level hazards training to the field crew on October 8, 2024. The next safety meeting is scheduled for Wednesday, November 13, 2024.

Financial Reports

The District Manager went over the bank balances with the Board. Director Dent pointed out there was a \$200 discrepancy from the checking account reconcile report. The district manager will look into this. The district manager reported that water assessments are beginning to catch up with the budgeted amounts based on summer billing revenues coming in. He said expenditures are on track for this time of year. Director Pesicka moved to approve the September 2024 financial reports as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

Other Business

None.

Adjournment

With no further business to come before the Board of Directors, Director Pesicka made a motion to adjourn the meeting at 3:58 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 4-0.

John Willcox
Secretary/Treasurer

Robert Colgrove
President/ Chairman