

Board of Directors Regular Meeting - Minutes
Stratmoor Hills Water District
August 21, 2024

RECORD OF PROCEEDINGS

The Regular Meeting of the Board of Directors, held Wednesday, August 21, 2024, was called to order by President Robert Colgrove at 3:50 PM.

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

Absent: None

Staff: District Manager, Kirk Medina

Public: Steve Rabe, Consultant

Approval of Minutes

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of July 17, 2024, as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.

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 5-0.

Public Comment

None.

Unfinished Business

None.

New and Miscellaneous Business

W-1. Approval of Professional Services Agreement with Steven G. Rabe

President Colgrove reported the district manager is planning to retire at the end of 2024 and he recommends hiring consultant, Steven G. Rabe to assist in the search to fill the upcoming vacancy. Mr. Rabe presented a Professional Services Agreement for the Board that would authorize him to work on finding a new manager for the district. He also provided a memo describing the state statutory requirements for filling this vacancy. Director Pesicka moved to approve the Service Agreement with Steven G. Rabe to facilitate the hiring process for a new Water and Sanitation District Manager as well as to perform other professional services, as deemed necessary. Second provided by Director Willcox. All Ayes – motion passed unanimously (5-0).

W-2. Approval of the Hiring Timeline and Application Process for a new District Manager

President Colgrove reported the Stratmoor Hills Water District needs to approve the hiring timeline and application process for hiring a new District Manager.

Director Pesicka made a motion to move forward with the Stratmoor Hills Water District hiring process timeline for obtaining a new District Manager as proposed by the district's consultant, Steven G. Rabe. Second provided by Director Willcox. All Ayes – motion passed unanimously (5-0).

W-3. 2023 Audit Follow Up

The district manager reported the audit adjustments have been started by staff and are scheduled to be completed Friday August 23rd with the help of Jessie Seibert. He will report on this item again next month after all the adjustments have been made. He explained these adjustments are for the 2022 and 2023 budget years. He added that he is now generating management reports himself and he hopes to incorporate them into the monthly financial reports.

W-4. Lead Service Line Inventory

The district manager reported that staff has mailed the state mandated Notice of Possible Lead Service Line Material information to 150 customers who have unknown services, and we are requesting their assistance in identifying their service line material. He reported that 2 completed surveys have been returned so far this week.

W-5. Award of DOLA Energy and Mineral Impact Assistance Program Grant

The district manager provided a description of a grant awarded to the district for the recoating of the 2.5-million-gallon water tank. The EIAP grant will provide matching funds up to \$700,000 for the project estimated to cost up to \$1.4 million dollars. DOLA is preparing a contract for the district to review and approve.

Suggested motion... “to authorize Board President Colgrove to sign the contract accepting the grant when it is made available electronically, provided the district’s legal counsel has no concerns.”

W-6. Equipment Purchase – Action Item (Medina)

The district manager reported that the 2024 Vactor Impact vacuum truck he ordered did not have all the features he thought it would. He requested to cancel the order for the 3Yd Vactor Impact truck and order a new 10Yd Vactor 2100i PD Combination Sewer Cleaning Unit from the same supplier, Joe Johnson Equipment. He explained that like the “Impact” purchase, the “2100i” purchase would be included in the 2025 budget with payment due upon delivery in 2025. Director Pesicka moved to cancel the initial order of the 3Yd Vactor Impact unit and authorize the order of a new 10Yd Vactor 2100i Combination Sewer Cleaning unit from Joe Johnson Equipment using a “Sourcewell” cooperative bidding contract. With half of the costs being paid for by the Sanitation District, the amount committed by the Water District shall be \$252,217.50. Second provided by Director Willcox. All Ayes – motion passed unanimously (5-0).

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 crews responded to 1 water main break and 3 service lateral repairs in July. He reminded the board that the interconnect project payment of \$396,025 will be paid this month for the additional 175 acre feet of water to be made available by CSU. He reported the 3M & DuPont settlement claims have been submitted and he expects the district to receive payment for damages someday. He also mentioned that the groundwater augmentation deliveries are now being tracked more closely.

Safety Committee Report

Director Willcox reported on the August 14, 2024, Safety Committee meeting. He reported that the safety coordinator will do on-site safety inspection of our facilities and will report back to the committee next month. He reported that First Aid and CPR training was provided to staff that included AED training. The next safety meeting was scheduled for Wednesday, September 11, 2024.

Financial Reports

The District Manager handed out bank reconciliation reports ending on July 31, 2024. He reported that all bank beginning and ending balances were correct. He explained that the \$96,114 audit adjustment paid to sanitation had not been transferred until after August 1st, and it will show up on next months bank balances. He added that the \$396,000 payment to CSU has not been paid yet either. Because capital projects have not started yet, both revenues and expenditures are lower than projected for this time of year. Director Pesicka moved to approve the July 2024 financial report as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

Other Business

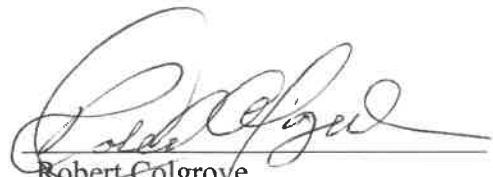
None.

Adjournment

With no further business to come before the Board of Directors, Director Pesicka made a motion to adjourn the meeting at 4:40 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.



John Willcox
Secretary/Treasurer



Robert Colgrove
President/ Chairman