

Board of Directors Regular Meeting - Minutes
Stratmoor Hills Water District
September 18, 2024

RECORD OF PROCEEDINGS

The Regular Meeting of the Board of Directors, held Wednesday, September 18, 2024, was called to order by President Robert Colgrove at 3:20 PM.

Present: President Robert Colgrove, Vice-President James Pesicka, Director Cindy Dent and Director Richard Dull

Absent: Secretary/Treasurer John Willcox

Staff: District Manager Kirk Medina, Superintendent Nancy Lee Watkins

Public: None

Approval of Minutes

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of August 21, 2024, as presented. Second provided by Director Dent. 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 Dent. All Ayes - motion passed unanimously 4-0.

Public Comment

None.

Unfinished Business

None.

New and Miscellaneous Business

W-1. District Manager Job Recruitment

The district manager provided an update on the recruitment for a new District Manager. He reported there has been one application submitted that looks promising. He explained that the last day to apply is September 27th, at 4:00 PM. The consultant will review the applications and provide a list of finalists for the October 16th Board meeting.

W-2. TruTech Managed Services Agreement

The district manager reported that TruTech IT Solutions has updated its annual service agreement to provide complete computer services for the district which includes hardware and software support, software licenses, cyber security, remote monitoring and onsite helpdesk services. He explained that this is a 17% increase, but it also provides additional services including Office 365 Business package with cloud based backups. Director Pesicka moved to approve the TruTech IT Solutions Managed Services Agreement as presented. Second provided by Director Dent. All Ayes - motion passed unanimously 4-0.

W-3. 2023 Audit Follow Up

The district manager reported the audit adjustments have been started and \$96,114 has been paid to the Sanitation District for assessment payments received in 2022 and 2023 that are still owed. He added that several other adjustments still need to be completed, and he will report again on this item next month when they are expected to be done.

W-4. Job Description Updates (Action Item) Medina

The district manager explained that changes are needed to three job descriptions to accurately define the supervisor over each of these positions. He added that the only change to these job descriptions was the supervisor the job reports to. Director Pesicka moved to approve the updated Office Clerk, Accounting Clerk and Water/Wastewater Technician job descriptions as presented. Second provided by Director Dent. All Ayes- motion passed unanimously 4-0.

W-5. Budget Workshop

The district manager reported that the draft 2025 Budget is nearly complete, and he will deliver the proposed budget to each Board member at the October 2, 2024 Budget Workshop scheduled to begin at 1:00 PM.

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 the water treatment plant had an average flow of 350,000 gallons per day in August. Crews responded to 3 water main breaks and 4 service lateral repairs in August. He reported that a pre-bid meeting for the Interconnect Project was held on September 24th and five contractors showed up with interest in bidding on the project. The bid opening is on September 24th, and a contractor will be recommended for the Board to approve at the October 16th Board meeting. The manager reported that Comcast has notified the district that they will not extend their contract that expires on December 31, 2024. This will reduce the district's lease income by \$23,768 per year.

Safety Committee Report

The district manager reported on the Safety Committee meeting that was held on September 11, 2024. Director Willcox was absent for the meeting. It's been 150 days since the latest accident on April 15, 2024. The manager explained that he is responsible for reporting accidents, and the group decided on an accident reporting form to use. Staff will go over Houskeeping and Behavior

Based Safety information this month. It was reported that the field crew was able to witness a controlled cave in this month that demonstrated how dangerous it could be to work without shoring. The next safety meeting is scheduled for Wednesday, October 9, 2024.

Financial Reports

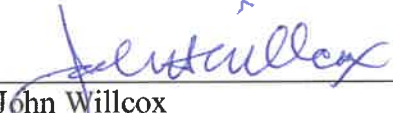
The District Manager went over the bank balances and compared them to the previous month. He explained that the interest earned in the savings accounts exceeded budget expectations. He reported that the check to CSU for \$396,000 for the additional 175 acre feet of water did not show up on the report (or bank balances) yet, because our check had not been cashed at the beginning of the month. He reported that revenues and expenditures are on track for this time of the year. Director Pesicka moved to approve the August 2024 financial reports as presented. Second provided by Director Dent. 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 3:50 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.



John Willcox
Secretary/Treasurer



Robert Colgrove
President/ Chairman