

Board of Directors Regular Meeting - Minutes
Stratmoor Hills Water District
November 20, 2024

RECORD OF PROCEEDINGS

The Regular Meeting of the Board of Directors, held Wednesday, November 20, 2024, was called to order by President Robert Colgrove at 4:03 PM.

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

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 October 16, 2024, and the Special Meeting of October 30, 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 Dull. All Ayes - motion passed unanimously 5-0.

Public Comment

None.

Unfinished Business

None.

New and Miscellaneous Business

W-1. 2025 Budget Hearing – President Colgrove opened the hearing by asking if there were any questions regarding the 2025 budget. Hearing none, the district manager went over some minor changes and reported that a 2% increase in water assessments was used because of anticipated growth and new development. He reported that water lease income will increase by \$20,000 but will be offset by a reduction of \$25,000 in water tower lease income. He pointed out that over 2.5 million dollars is scheduled for capital projects and equipment, of which 1.2 million dollars will come from district funds. He added that roughly \$900,000 will come out of reserves to help pay for these projects. Grant funding for the interconnect project and South Booster Tank recoating projects allow for this work to be completed without getting a loan.

W-2. District Manager Recruitment – Consultant Steve Rabe provided the board with two hiring timelines for the recruitment of the District Manager position. He recommended waiting until after the holidays to start recruitment. There was discussion regarding the extension of the consultant’s contract and the Board plans to approve that at the next board meeting. The current district manager agreed to continue working until March or April of 2025 if necessary. Director Pesicka made a motion to move forward with the Alternative 2 hiring timeline, and to pay the current district manager for his rent of \$2,000 per month for January, February and March of 2025 as discussed. Director Willcox seconded the motion. All Ayes – motion passed unanimously 5-0.

W-3. District Manager Job Description Revision – The District Manager job description needs to be revised to accurately reflect the addition of the new Office Supervisor position. The district manager also described some other changes to personnel matters. Director Pesicka moved to approve a revision to the District Manager job description identifying employees supervised as Superintendent, Office Supervisor, and indirectly all District staff, along with changes to other personnel matters as presented. Second provided by director Willcox. All Ayes – motion passed unanimously 5-0.

W-4. Holiday Bonuses – The district manager reported that it has been a very productive year, and all employees have worked hard to be efficient and cut operating costs. He added that employees are always available to respond to emergencies. Director Pesicka moved to approve a \$600 Holiday Bonus for each of the employees to be paid out in December, from the water budget. 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 there were four water main breaks and one service lateral repair in October. He reported that Operator Chris Arden recently obtained his Class D Water Treatment license. He reported that Baron Land repeated the survey they conducted on the base of the water tower and determined there has been no movement of the base since it was last checked in December 2022. He provided an update on the CSU interconnect project and reported that the notice to proceed was delivered to Velocity Constructors on November 14th.

Safety Committee Report

Director Willcox reported on the Safety Committee meeting that was held on November 13, 2024. He reported that all members were present and there have been no accidents in 209 days. Agenda items were Traffic Safety through neighborhoods, and Cold Stress Safety. The next safety meeting is scheduled for Wednesday, December 4, 2024.

Financial Reports

The District Manager verified the bank balances matched the Quickbooks reconciliation report. The district manager reported that water assessments continue to catch up with the budgeted amounts and expenditures are on track for this time of year. Director Pesicka moved to approve


the October 2024 financial reports as presented. Second provided by Director Dull. 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 4:42 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.



John Willcox
Secretary/Treasurer



Robert Colgrove
President/ Chairman