

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting Regular Meeting
Minutes
October 9, 2023
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday October 9, 2023, at 4:00 P.M. in the Firestone Town Hall located at 9950 Park Avenue, Firestone, Colorado. Any director or consultant who was unable to physically attend the meeting could attend virtually.

The following Directors were in attendance, to wit:

Julie Svaldi (2026)	President	Present
Julie Pasillas (2024)	Vice-President	Present
Dave Lindsay (2024)	Secretary	Present
James Walker (2025)	Board Member	Present
Don Conyac (2025)	Treasurer	Present

Also, in attendance were Amber Kauffman (Little Thompson Water District), and Rusti Roberto (Town of Firestone).

Tim Flynn (Collins Cole Flynn Winn Ulmer), Brett Gracely (Leonard Rice Engineers) and Wayne Ramey (Ramey Environmental). attended via Zoom.

Agenda Item 1:

A quorum having been established, the meeting was called to order by the Authority's President, Julie Svaldi at 4:00 P.M.

Agenda Item 2:

Director Svaldi referred the Board to the meeting minutes for the September 11, 2023 Board meeting.

Motion to approve the minutes was made by Director Conyac, Second by Director Svaldi.

Motion passed unanimously by voice vote.

Agenda Item 3:

There was no public present, and no public comments were made.

Agenda Item 4a:

Director Lindsay directed the Board to the packet to the summary of current bills that were paid or are being processed for payment. Director Lindsay disclosed that the first bill on the summary was a reimbursement back to him as some lab equipment was needed for the Water Treatment Plant and he went ahead and paid by credit card. Director Lindsay noted that he was recusing himself.

Director Svaldi had a question regarding the amount of the Black Hills Energy bill. Director Lindsay explained the cost for Black Hills Energy is going to be increasing as the weather gets cooler and the water plant furnace and unit heaters are used more.

Motion to approve the payment of bills was made by Director Walker, Second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Pasillas	X		
Don Conyac	X		
James Walker	X		
Dave Lindsay			X
Director Svaldi	X		

Motion was passed.

Agenda Item 4b:

Director Lindsay directed the Board to the financial statements.

Director Pasillas mentioned that she appreciated the update to the water sales being separated out rather than lumped together in one line item.

Motion to accept the financials was made by Director Pasillas, Second by Director Conyac.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Dave Lindsay	X		
Julie Svaldi	X		
Don Conyac	X		
Julie Pasillas	X		
James Walker	X		

Motion was passed.

Agenda Item 5a:

Director Lindsay directed the Board to the packet to the 2024 Draft Budget. Director Lindsay walked through the budget worksheet and discussed Operating Revenues, and Operating Expenditures which included Administration, Facilities, and Operations and Maintenance. He pointed out that the Board has not yet established formal policies for reserves. The 2023 Budgeted expenses were very conservative and as he added in the projected actual expenses for 2023, there would be a substantial fund balance to carry over to 2024. For purposes of demonstrating an alternative, the budget work sheet presented assumed that the Water Operations Base Charge could be based on a percentage of the actual budgeted

expenses, in this case 85%, and reduce the planned carry-over from 2024. However, after discussion, the Board was comfortable leaving the Base Charge at 100% of budgeted expenses and maintaining the full carryover. It was noted the Board would like to start discussion to establish policies for reserves and what reserves would be used for. This discussion would require the input of the Budget Director, Jessica Clanton, so Director Lindsay and Director Conyac will set up a meeting her to start that effort and will have her available for a future meeting to discuss those policies and accepted standards with the Board.

It was discussed among the Board that a miscellaneous line item should be included for other services or supplies that may be needed throughout the year. It was also suggested that the budget should include Capital Equipment as a separate expense category since those items should be depreciated.

Director Lindsay noted that he would make corrections and have an updated version at the November meeting. His recommendation is that a notice get published for a public hearing for the November meeting. At that time, the Board can adopt the budget or wait until the December meeting to adopt the budget.

Agenda Item 5b:

Director Lindsay explained to the Board that he had no formal update on the Security System. He was sent information the day of the Authority meeting and did not get a chance to look through the information received. Director Lindsay let the Board know that he would go through the information and have an update at the next meeting. He did note there would potentially be an executive session to discuss detailed items of the system with the Board.

Agenda Item 6a:

Wayne Ramey with Ramey Environmental Compliance referred the Board to the monthly activity report included in the packet. It was noted that there was a line in the domestic service meter pit that did fail and was leaking. Firestone public works located and fixed the leak. Director Lindsay explained that it did not appear the meter setter had been damaged during installation and that it may have been delivered from the supplier with the damage found.

Director Svaldi did ask what the cost of the leak was, and Director Pasillas noted that the Town had not yet billed for that usage. Director Lindsay and Pasillas did note that the issue has been fixed.

Agenda Item 6b:

Director Lindsay gave the Board an update regarding the Facility Maintenance. He noted that Trash Service with Waste Connections, 2K Cleaning Service, Frontier Fire and Orkin Pest Control had all been contacted and that he received quotes for monthly services. He reviewed each of the agreements and the month costs. The Board had no objections to him proceeding to execute the contracts and begin service.

Agenda Item 6c:

Director Lindsay explained there is not much Engineering activity happening. He did say that Plummer Associates are working on developing an interactive spreadsheet to help with tracking the chemical usage for the plant. They are also doing some research into asset

management software that the Authority may want to invest in to help manage routine maintenance for equipment and track spare parts warehoused at the plant.

Director Lindsay explained Firestone and the general contractor were still at odds over final issues to close out the construction contract but that discussions are ongoing.

Agenda Item 7:

Next Meeting will be November 13, 2023 at Firestone Town Hall, starting at 4:00 P.M.
Director Conyac will be absent at this meeting.

Agenda Item 8:

No other business was discussed.

Agenda Item 9:

Motion to adjourn made by Director Pasillas, Second by Director Conyac at 5:25 P.M.

Motion passed unanimously by voice vote.