

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Minutes
December 12, 2022
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, December 12, 2022, 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:

James Walker (2025)	Board Member	Present
Don Conyac (2025)	Treasurer	Present
Julie Pasillas (2024)	Vice-President	Present
Dave Lindsay (2024)	Secretary	Present
Julie Svaldi (2023)	President	Present

Also, in attendance was Amber Kauffman (Little Thompson Water District), Rusti Roberto (Town of Firestone), AJ Krieger (Town of Firestone), Brett Gracely (LRE Water). Tim Flynn (Collins Cole Flynn Winn & Ulmer) attended via Zoom.

A member of the public who is identified as Bobby Mathews also was present for the meeting.

Agenda Item 1:

A quorum having been established, the meeting was called to order by the Authority's President, Julie Svaldi.

Agenda Item 2:

Director Svaldi referred the Board to the meeting minutes for the November 14, 2022 regular meeting.

Motion to approve the minutes was made by Director Pasillas, Second by Director Svaldi, motion passed unanimously by voice vote.

Agenda Item 3:

One member of the Public was present, but had no public comments.

Agenda Item 4a:

Director Lindsay reported to the board that there were three invoices that needed to be paid, including Black Hills Energy, Comcast, and SDA (Special District Association 2023 Annual Dues). Lindsay noted that the invoice from Comcast had a few discrepancies. One being these were being mailed to the Treatment Facility where mail could not be received. He also noted that because of the mailing error, there was a late fee. Comcast waived the late fee and updated the mailing address. Lindsay also noted that the SDA (Special District Association 2023 Annual Dues) is not due until July 1, 2023, and wanted to get it to the Board for review.

Motion to approve the payment of bills was made by Director Pasillas, Second by Director Lindsay.

Motion was passed unanimously by voice vote.

Agenda Item 4b:

Director Lindsay noted that there was a current balance sheet and current profit-loss statement included in the packet.

Motion to approve acceptance of financials was made by Director Conyac, Second by Director Lindsay.

Motion was passed unanimously by voice vote.

Agenda Item 4c:

Resolution 2022-08, a Resolution of the St. Vrain Water Authority Correcting Certain Line-Item errors in the Authority's Adopted 2023 Budget and Authorizing the Corrected Budget to be Filed with the Division of Local Government.

Director Lindsay reported that an error was found on the 2023 Budget that was approved at the last meeting. The error does not affect any of the math or the dollar amounts, but had a 2021 Actual revenue shown in the wrong line on the budget document.

In the "2021 Actual" column, the budget had shown a revenue being credited to Firestone as a "Water Ops Base Charge". That revenue was actually the LTWD Subscription Fee and should have been shown as a "Non-Operating Revenue". Director Lindsay directed the Board to the Board Packet showing 2 pages with the corrected items.

Motion to Adopt Resolution 2022-08 was made by Director Conyac, Second by Director Pasillas.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 5a:

Director Lindsay reported to the Board that the Authority is not required to do an audit if under a certain dollar amount on the budget. Director Lindsay explained after talking with Jessica Clanton the Authority's Budget Director that there had been past audits done for the Authority, under the umbrella of Town of Firestone's audits as a component unit. This is not an uncommon practice and is a less expensive way to have the Authority finances audited.

Tim Flynn, the Authority Attorney, recommended that going forward the Authority should have a separate audit done, rather than under the umbrella of Firestone, this way it keeps things transparent and separate. Director Conyac and Director Lindsay also agreed that future audits will start to get to be more complicated as the plant produces and sells water, so the Authority should get a separate audit.

The Board decided that an RFP will need to be put together, and will be reviewed at the January meeting.

Agenda Item 5b:

Director Lindsay reported to the Board that the Authority had been receiving requests for documents and information under the Colorado Open Records Act. The Authority is required to respond to the requests but has never adopted any policies or procedures for how to handle them. He spoke to Tim Flynn, the Attorney for the Authority about a draft Resolution, Designating Official Custodian of the Records & Adopting a CORA Resolution. The draft resolution provides a basic framework for how CORA requests are received, reviewed, and responded to.

Director Lindsay directed the Board to the Board Packet and asked the Board to look over the draft Resolution and bring back any suggested revisions.

Director Lindsay stated that as of right now the Secretary is considered the Custodian of the records and someone may need to be appointed in the future. It was also discussed between the board that the Administrative Services consultant that will be hired next year may be named the new custodian at that time.

Agenda Item 5c:

Director Lindsay asked the Board if Monday Meetings were still good with everyone at 4:00 pm at Firestone Town Hall. Everyone agreed.

Agenda Item 6a:

No one from Ramey was in attendance for the meeting. Director Lindsay did report that Ramey was working on the safety and operations plans for the water plant and coordinating those with the engineer (Plummer) and the contractor (IWS).

Agenda Item 6b:

The current schedule provided by the contractor (IWS) anticipates the plant receiving the Temporary Certificate of Occupancy (TCO) between Christmas and New Years. Once the TCO is issued we can have chemicals delivered to the plant and the week of January 9, IWS will commence the startup and testing of the process equipment. That will take about 6 weeks and then the plant should be delivering finished water in March.

Agenda Item 6c:

The initial startup and testing of the pump station proved the system works and the well receives water when delivered. The testing did reveal a few items that need to be corrected or finished and the contractor is working to get those items completed.

Agenda Item 6d:

Director Lindsay will work on this RFP once the plant is operating, and he has more time.

Agenda Item 6e:

Director Lindsay has contacted the Colorado Special Districts Property and Liability Pool Insurance team to get quotes on the various policies the Authority has requested. He anticipates having those for the February meeting.

Agenda Item 7a:

Next Meeting will be January 9, 2022 at Firestone Town Hall, starting at 4:00 PM

Agenda Item 8:

There were no additional discussion items.

Agenda Item 9:

Motion to adjourn made by Director Conyac, Second by Director Pasillas. Motion passed unanimously by voice vote.