

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Agenda
May 8, 2023
4:00 PM at the Firestone Town Hall

- 1) **Roll Call**
- 2) **Consent Agenda**
 - a. Approval of April 17, 2023 Special Meeting Minutes
- 3) **Public Comment – Please limit comments to 3 minutes**
- 4) **Action Items**
 - a. Payment of Bills
 - b. Review and Acceptance of Financials, if available
- 5) **Discussion Items**
 - a. Roles and Responsibilities Discussion
- 6) **Reports**
 - a. Ramey Environmental – Plant Operations
 - b. Water Treatment Plant Construction Update
 - c. Website Development/Hosting
 - d. Auditor RFP Update
- 7) **Next Meeting**
 - a. June 12, 2023 at the Firestone Town Hall starting at 4:00 PM
- 8) **Any Other of Business**
- 9) **Adjournment**

Agenda Item 2(a)

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting Special Meeting
Minutes
April 17, 2023
4:00 PM @ Firestone Town Hall

A special meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, April 17, 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 (2023)	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 was Amber Kauffman (Little Thompson Water District), Rusti Roberto (Town of Firestone) and Brett Gracely (LRE Water). Wayne Ramey (Ramey Environmental) and 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 March 13, 2023 regular meeting.

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

Agenda Item 3:

Bobby Matthews, a member of the Public was present, but had no public comments.

Agenda Item 4a:

Director Lindsay directed the board to the packet to the summary of current bills that were submitted for payment since the last meeting.

Director Svaldi questioned why the Comcast bill was so low, and Director Lindsay explained that the billings and payments had overlapped, and the Authority actually paid ahead.

Director Conyac also questioned why the Black Hills Energy bill was so low. Director Lindsay explained he noted that as well and would contact Black Hills Energy. He will follow up with the Authority at the next meeting.

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

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4b:

Director Lindsay directed the board to the packet to see the current balance sheet and current profit-loss statement.

Director Lindsay explained that the Treatment Plant will be up and operating very soon. He also explained that he created a sample invoice, and sent it to Jessica Clanton, Finance Director for the Town of Firestone for review. This will allow the Authority to send out invoices to the Members.

There was discussion between the board regarding the net operating income on the profit and loss statement, showing a negative balance. The concern was to make sure there was enough money in the bank to cover bills. Director Conyac explained that he would follow up with Jessica Clanton for an explanation and a budget to actual comparison.

Motion to approve acceptance of financials, pending explanation of the net operating income as a negative balance was made by Director Lindsay and Second by Director Pasillas.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4c:

Director Lindsay directed the board to Resolution 2023-04 in the packet which includes the IGA for the Colorado Special Districts Property and Liability Pool. He explained that the Authority would need to approve Resolution 2023-04 to become a member of the Pool for the Authority to obtain insurance.

Tim Flynn, the Authority’s legal counsel, explained to the board that by signing the IGA, the Authority can pay insurance premiums through the Pool. He explained that this insurance is not through a regular insurance company, but through a pool of members, and that this IGA does govern how the Authority would be members of the Pool. He further explained that anything the Authority does that may increase the Pool’s liability, the Authority would need to report it back to the Pool.

Motion to approve Resolution 2023-04 was made by Director Svaldi, Second by Director Pasillas.

Roll-Call Vote

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

Agenda Item 5a:

Director Svaldi provided the board with an update regarding the website. She explained that her and Frank Jimenez were meeting with Streamline, website development and hosting company, to start building the Authority’s website. She had provided a link to the company’s site so that the Board could see a demonstration of their websites but the internet connection was not stable so the Board did not get to see the demo.

Director Svaldi explained to the board that within the demo there was a pricing sheet. She also explained that Streamline does have data retention capabilities, and Streamline stays up to date with rules and regulations, and compliance with the State and upcoming government requirements.

Further discussion among the board included questions of what is to be stored on the website as well as retention costs. Director Svaldi mentioned that support options are available at any time. She also said would ask these questions to Streamline when she met with them to start building the website and report back to the board at the next meeting.

Agenda Item 6a:

Wayne Ramey provided the Board with a report (handout) of their activities since the last meeting. He spent a few minutes reviewing some of the highlights. There were no questions from the Board.

Agenda Item 6b:

The work at the water plant was completed sufficiently for the contractor to perform a 3-day test at the plant’s current maximum capacity. There were a few issues that the test revealed that the contractor would need to correct, and we expect that a shorter follow up test would need to be performed once that those items are fixed. The contractor has been given a punch list of items to be completed so that Substantial Completion can be achieved. There are other punch list items and some additional site work that need to be completed prior to the work being fully

completed, but the Authority intends to be making water this month.

Agenda Item 6c:

The RFP for Financial Auditing Services was sent out to 6 firms on April 7. Proposals will be submitted on May 5.

Agenda Item 7a:

Next Meeting will be May 8, 2023 at Firestone Town Hall, starting at 4:00 PM

Agenda Item 8:

Director Lindsay mentioned that anyone who would like a tour of the Treatment Facility to let him know.

It was decided that May 8, 2023 at 2:00 PM a tour of the Treatment Plant would take place right before the meeting. It was also mentioned that this is still considered a construction zone and that hard hats must be worn.

Agenda Item 9:

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

Agenda Item 4(a)
Approval of Bills

CURRENT LIST OF BILLS

Ramey Environmental Compliance	\$11,018.60
Streamline	\$ 250.00
Streamline	\$ 300.00
DPC	\$ 40.00
Comcast	\$ 912.99

Agenda Item 4(b)
Balance Sheet

St. Vrain Water Authority

Balance Sheet

As of May 4, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10.1010 - Checking	5,082.80
Total Bank Accounts	\$5,082.80
Accounts Receivable	
Accounts Receivable (A/R)	46,472.56
Total Accounts Receivable	\$46,472.56
Total Current Assets	\$51,555.36
TOTAL ASSETS	\$51,555.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	12,521.59
Total Accounts Payable	\$12,521.59
Total Current Liabilities	\$12,521.59
Total Liabilities	\$12,521.59
Equity	
Retained Earnings	56,325.89
Net Income	-17,292.12
Total Equity	\$39,033.77
TOTAL LIABILITIES AND EQUITY	\$51,555.36

Budget to Actual

	2023 Proposed Budget	Year -To-Date Actual
<u>OPERATING REVENUES</u>		
Rate Revenue - Firestone	- 0	- 0
Rate Revenue - LTWD	- 0	- 0
Rate Revenue - Non-Member 1	- 0	- 0
Cash Contribution - Firestone	25,000.00	25,000.00
Cash Contribution - LTWD	5,000.00	5,000.00
Water Ops Base Charge - Firestone	348,544.17	38,727.13
Water Ops Base Charge - LTWD	69,708.83	7,745.43
Water Sales - Firestone	103,477.50	- 0
Water Sales - LTWD	- 0	- 0
<u>TOTAL OPERATING REVENUE</u>	\$ 551,730.50	\$ 76,472.56
<u>OPERATING EXPENDITURES</u>		
<u>Administration</u>		
Salaries and Benefits	123.00	317.00
Office Supplies	100.00	- 0
Dues and Fees	3,307.00	1,327.05
Contract Services	319,720.00	46,724.09
Rate Study	35,000.00	- 0
Total Administration	\$ 358,250.00	\$ 48,368.14
<u>Facilities</u>		
Insurance	2,700.00	35,440.00
Utilities	42,503.00	9,916.54
Grounds Maintenance	10,000.00	- 0
Building/Facility Maintenance	4,800.00	- 0
Total Facilities	\$ 60,003.00	\$ 45,356.54
<u>Operations and Maintenance</u>		
Chemicals	120,000.00	40.00
Utilities	8,946.00	- 0
Total Operations and Maintenance	\$ 128,946.00	\$ 40.00
<u>TOTAL OPERATING EXPENSES</u>	\$ 547,199.00	\$ 93,764.68
<u>OPERATING GAIN (LOSS)</u>	\$ 4,531.50	\$ (17,292.12)
Fund Balance, Beginning of Year	\$ 11,235.43	\$ 56,326.00
Fund Balance, End of Year	\$ 15,766.93	\$ 39,033.88

Profit and Loss

St. Vrain Water Authority

Profit and Loss

January 1 - May 4, 2023

	TOTAL
Income	
10.5000 - Cash Contributions	
10-5001 - Cash Contributions - Firestone	25,000.00
10.5002 - Cash Contributions - LTWD	5,000.00
Total 10.5000 - Cash Contributions	30,000.00
Sales	46,472.56
Total Income	\$76,472.56
GROSS PROFIT	\$76,472.56
Expenses	
10.6110 - Legal Fees	3,865.50
10.6115 - Contract Operations	42,858.59
10.6140 - Bank Charges & Fees	-80.00
10.6220 - Liability Insurance	317.00
10.6300 - Dues and Fees	1,407.05
10.6500 Insurance	35,440.00
Chemicals	40.00
Telephone System	3,459.65
Utilities	6,456.89
Total Expenses	\$93,764.68
NET OPERATING INCOME	\$ -17,292.12
NET INCOME	\$ -17,292.12

Agenda Item 5(a)

Changes to the board –

1. Firestone Support – (AJ can speak to this) As the plant moves from construction to operations, the Board's focus needs to shift to management of those operations. We need help from Firestone to do this, resources are needed immediately to make this transition.
2. Finances – Jessica will serve as our financial support until the board can operate on its own for this service. Jessica is already performing many of the R&R for the Authority with regard to financial services. Firestone has agreed to take on the following in addition to the current support for the Authority.
 - a. Invoicing
 - b. Prepare summary of bills for the month (similar to what Dave has been doing today, Rusti can also assist with this task and aid Jessica where necessary)
 - c. Meeting attendance to discuss financial' s, answer questions, and have an overall awareness to assist in preparation of the Budget (Jessica works from home on Monday's, if she is okay attending via Zoom, we can keep the meeting day as is, if not, we may need to consider a different meeting day. Thursday's may be an option??)
3. Rusti is available to serve in a greater capacity, for example she can prepare the packets, perform many of the admin functions Dave is performing today and assist Jessica with financial tasks as needed. Ask Tim if we need to formally appoint Rusti as Clerk to act on behalf of the Authority.
4. Based on the results of the Firestone 2022 Audit, the Authority is considered a blended component unit of the Town of Firestone. Therefore, the Authority is now and will continue to be audited as a component of the Town of Firestone. The Auditor provided the below information with regard to the Authority. Based on this assessment, there is **no justification** for the Authority to hire an auditing agency, at this time. The RFP process for an audit should be placed on hold.
 - a. During the Firestone Finance Committee Meeting held on Wednesday, 04/26/2023, the below were noted by the auditor as to why it is **perfectly acceptable** for Firestone to include the Authority in their auditing process.
 - i. Authority is a blended component of the Town of Firestone
 - ii. Reporting by the Authority is appropriate
 - iii. Authority can not operate on its own yet
 - iv. Authority is included in Firestone's financials
 - v. Authority prepares their own budget
 - vi. Firestone identifies where the Authority budget can be obtained
 - vii. Controls are in place for the Authority
 - viii. Transaction were looked at for the Authority – all looks good (opinion of the auditor)
 - ix. No issues to report for the Authority
 - x. The duties Firestone is performing for the Authority are pretty common
 - xi. Opinion covers all of the Town's funds, such as the water enterprise fund and component units, including the Water Authority
5. We need to start the RFP process for a Treatment Facility Manager, immediately. This role will become increasingly important as we move forward.

6. Website update:

- a. Costs - \$250 set up, one time fee, \$300 annual service fee beginning May 1, 2023 (\$250 already paid)
- b. Future annual service will be calculated based on annual operating revenue for the past year
- c. Everything is unlimited, pages, storage
- d. Audit trail functionality is built in to the website
- e. Crystal from Tim's office will assist with the data transfer of all our documentation during the set up process
- f. Retention I believe is unlimited but will verify during set up, backups are performed daily and live on forever
- g. Cloud based AWS technology which is private, with multiple replicas of data
- h. Next Steps:
 - i. Website design
 - ii. Data Transfer to Streamline
 - iii. Domain access from CorKat, in progress
 - iv. Kick Off meeting on Friday, 5/12

Agenda Item 6(a)



St. Vrain Water Authority Monthly Activity Report April 2023

4/3/23: Completed chlorine maintenance wash on UF #2. Completed chlorine dioxide testing. Met with Evoqua, Integrated Water Services (IWS) and Plummer Associates, Inc. to prepare for the three-day startup plan. Contacted Colorado Analytical for a bottle order for a three-day test.

4/4/23: Calibrated pH and conductivity probes. Attended weekly progress meeting. Started three-day demonstration test, taking eight-hour samples, and trained IWS how to use testing equipment.

4/5/23: Checked SCADA system and Injection Pump Station. Tested plant water quality with IWS. Collected field Alkalinity and Fluoride samples for analysis. Started preparing bench sheets and contact list.

4/6/23: Completed maintenance acid wash for UF #2. Collected additional samples for Fluoride analysis and completed RO conductivity profile, with IWS. Completed maintenance acid wash for UF #1. Collected field Alkalinity and Fluoride samples from UF #1 for analysis.

4/7/23: Chlorine maintenance wash completed on UF #1. Sampled RO feed every fifteen minutes to verify pH. Conducted troubleshooting on pH analyzer issues with Plummer Associates, Inc. and IWS. Shutdown plant.

4/10/23: Tested fire alarm system. Tested chlorine shutdown alarm sensors. Monitoring RO auto flush sequence. Created bench sheets. Conducted troubleshooting on finished pH Analyzer and HVAC alarms.

4/11/23: Operated UF. Attended weekly progress meeting. Conducted troubleshooting on RO feed pH analyzer and conductivity analyzer, with Hyperion Water Technologies and Plummer Associates, Inc.

4/12/23: Filled Sedimentation Basins manually. Tested finished water analyzer solutions.

4/13/23: Operated UF and RO. Tested probes on RO feed. Performed acid and chlorine maintenance was on UF #2. Bypassed RO, running UF at 684gpm for performance testing. Organized lab equipment and tool orders that arrived and verifying against packing slip.

4/14/23: Continued organizing lab equipment and tool order. Calibrated pH and conductivity probes. Started RO system.

4/17/23: Operated UF to fill Interstage Basin. Performed acid wash on UF #1. Met with WIGEN Water Technologies concerning Calcite Contactors.

4/18/23: Attended weekly progress meeting. Filling Clear Well with UF to prepare to flush Calcite Contactor. Attempted to test chlorine dioxide system shutdown from chlorine detectors. Flushed calcite rock. Operated RO and sampled in ten-minute intervals to trend pH. Filled calcite contactor.

4/19/23: Met with Automation Electric programmer to work on injection well pumps. Flushed calcite contactor with WIGEN Water Technologies onsite.

4/20/23: Monitored injection well system operation. Prepared for an eight-hour test on Friday, April 21, 2023. Attended polymer system training. Calibrated pH and conductivity probes.

4/21/23: Collected conductivity standards and started the eight-hour test, testing pH and conductivity every two-hours. Sampled delivered to the lab. Shutdown plant.

4/24/23: Created operation bench sheets. Met with David Lindsay, with Colorado Civil Group, Inc. Review eight-hour testing data with IWS. Checked calibration on RO feed pH Probe. Conducted troubleshooting on RO feed pH Probe.

4/25/23: Calibrated lab pH probes. Attended weekly progress meeting. Experimented with changing RO feed pH sample location. Tested RO feed pH probe experiment. Completed acid wash on UF #1.

4/26/23: Created bench sheets. Completed chlorine training with DPC. Communicated with IWS regarding plant operations. Reviewed chlorine training material. Reset faults after power transfer testing. Tested chlorine detector shutdown.

4/27/23: Operated plant. Performed chlorine wash on UF #1. Performed acid wash on UF #2. Demonstrated backwash surging to DuPont Engineers.

4/28/23: Calibrated calcite probes. Conducted troubleshooting on Fluoride Pump, removed injection quill and cleaned check ball. Assembled USA Bluebook order and emailed to David Lindsay, with Colorado Civil Group, Inc.

Agenda Item 6(c)

Website update:

- a. Costs - \$250 set up, one time fee, \$300 annual service fee beginning May 1, 2023 (\$250 already paid)
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