

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WHEAT RIDGE WATER DISTRICT
HELD
JULY 11, 2023**

A Regular Meeting of the Board of Directors of the Wheat Ridge Water District (referred to hereafter as “Board”) was held on Tuesday, the 11th day of July, 2023, at 4:00 p.m. The meeting was held at the District Office, 6827 W. 38th Avenue, Wheat Ridge, CO 80033 and was open to the public.

ATTENDANCE

Directors in Attendance Were:

Clancy Degenhart
Kristi Davis
Kelly Baillie
Juanita Stites

Following discussion, upon a motion duly made by Director Baillie, seconded by Director Davis and, upon vote unanimously carried, the absence of Director Urban, was excused.

Also In Attendance Were:

AJ Beckman and Nick Moncada; Public Alliance, LLC
Timothy J. Flynn, Esq.; Collins Cole Flynn Winn & Ulmer, PLLC (via Phone)
Doug Berling; Engineer

**ADMINISTRATIVE
MATTERS**

Agenda: Director Degenhart, noting that a quorum of the Board was present, called the meeting to order at 4:02 p.m. and reviewed the Agenda with the Board.

Following discussion, upon a motion duly made by Director Davis, seconded by Director Baillie and, upon vote unanimously carried, the Agenda was approved, as amended.

Minutes: The Board reviewed the minutes of the June 13, 2023 Regular Meeting.

Following discussion, upon a motion duly made by Director Baillie, seconded by Stites, with Director Davis abstaining, the Board approved the minutes of the June 13, 2023 Regular Meeting, as amended.

SDA Conference: Mr. Beckman discussed with the Board the SDA Conference in September.

RECORD OF PROCEEDINGS

Following discussion, upon a motion duly made by Director Davis, seconded by Director Stites and, upon vote unanimously carried, the Board authorized payment of registration and lodging for Director Degenhart and Director Stites to attend the SDA Conference in September.

PUBLIC COMMENTS **Public Comment:** There was no public in attendance.

FINACIAL MATTERS **Accounts Payable:** The Board reviewed the accounts payable list with the Board for the period ending June 30, 2023.

Following discussion, upon motion duly made by Director Baillie, seconded by Director Davis and, upon vote unanimously carried, the Board ratified approval of the accounts payable, as presented.

The Board then reviewed the accounts payable list with the Board for the period ending July 11, 2023.

Following discussion, upon motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board approved the accounts payable, as presented.

Following discussion, upon motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board directed staff to move \$200,000 from the District's C-Safe Account to the District's Checking Account

Profit and Loss Review: The Board reviewed the Profit and Loss Report for the period ending June 30, 2023.

Following discussion, upon motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board accepted the Profit and Loss Report, as presented.

OPERATIONS **Manager's Report:** Mr. Beckman reviewed the Manager's report with the Board, attached hereto and incorporated herein by this reference. Mr. Beckman reported on the cost of pickup trucks and advised the Board that the bed length will significantly affect the prices of the vehicles. His analysis shows that the purchase of Chevrolet 1500 pickup trucks with a five-foot bed will be the most affordable option when the purchase price and trade in value for the Chevrolet 3500 are taken into account. Mr. Beckman reported that he expects to complete the transaction within the next few days as authorized at the June 13, 2023 Regular Board meeting.

RECORD OF PROCEEDINGS

Norfield Locator Logix Utility Locate Ticket Management Software: Mr. Moncada reviewed the proposal from Norfield for Locator Logix Utility Locate Ticket Management Software.

Following discussion, upon motion duly made by Director Stites, seconded by Director Davis and, upon vote unanimously carried, the Board approved the proposal and Option 2 on proposal.

Vepo Cross Connex Backflow Program Management Software: Mr. Moncada reviewed the proposal from Vepo Cross Connex for Backflow Program Management Software. Discussion ensued regarding the various options.

Following discussion, upon motion duly made by Director Stites, seconded by Director Davis and, upon vote unanimously carried, the Board approved Option No. 1 – Test Submission Fee on proposal in the amount of \$2,985.00.

Field Activity: Mr. Beckman reviewed the Field report with the Board. Discussion ensued regarding weeds and overgrown vegetation blocking fire hydrants. Director Davis requested that the field staff report excessive weeds in right-of-way areas to the City of Wheat Ridge. Mr. Beckman noted that he will direct the staff accordingly.

Water Watch, Consumption and Conservation Reports: The Board reviewed the Water Watch Report from Denver Water.

ENGINEERING

Engineer's Report: Mr. Berling reviewed his report with the Board.

Wadsworth Project: Mr. Berling Discussed Phase II of the Wadsworth Project with the Board. He reported that contractors are waiting on Xcel Energy to complete utility work. He also noted that the CDOT approval has been received.

Owner/Developer Projects: Mr. Berling updated the board on the status of several ongoing projects.

LEGAL

Easement for 4470 Wadsworth: Attorney Flynn reported that comments from all interested parties to the easement agreement have been received and the document is out for signature.

Employment Manual: Attorney Flynn discussed preparing an Employment Manual with the Board. He advised the board that the District

RECORD OF PROCEEDINGS

should prepare and maintain an employment manual compliant with most current employment laws. the cost of preparing the Manual would likely be approximately \$5,000 - \$7,000, but will depend on the hours necessary.

Following discussion, upon a motion duly made by Director Baillie, seconded by Director Davis and, upon vote unanimously carried, the Board directed Attorney Flynn to proceed with drafting the Employee Manual.

Cross Connection Regulations Enforcement Policy: Attorney Flynn advised the Board that the District should adopt policies enabling the enforcement of Cross Connection Regulations.

Following discussion, upon a motion duly made by Director Baillie, seconded by Director Davis and, upon vote unanimously carried, the Board directed Attorney Flynn to proceed with drafting the cross-connection regulation.

OTHER BUSINESS

August 8, 2023 Board Meeting: The Board discussed the August 8, 2023 Board meeting. The Board determined to cancel the August 8, 2023 Board meeting and reschedule it to August 16, 2023 at 4:00 p.m.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Baillie, seconded by Director Davis and, upon vote, unanimously carried, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

By:  _____
Secretary for the Meeting