

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WHEAT RIDGE WATER DISTRICT
HELD
MAY 14, 2024**

A Regular Meeting of the Board of Directors of the Wheat Ridge Water District (referred to hereafter as “Board”) was held on Tuesday, the 14th day of May, 2024, 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
Zachary Urban
Juanita Stites

Also In Attendance Were:

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

**ADMINISTRATIVE
MATTERS**

Agenda: Director Degenhart, noting that a quorum of the Board was present, called the meeting to order at 4:05 p.m. and reviewed the Agenda with the Board.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board approved the agenda, as amended.

Minutes: The Board reviewed the minutes of the April 9, 2024 Regular Meeting.

Following review and discussion, upon motion duly made by Director Baillie, seconded by Director Davis and, upon vote, unanimously carried, the Board approved the minutes of the April 9, 2024 Regular Meeting, as presented.

**PUBLIC
COMMENTS**

Public Comment: There were no members of the public in attendance.

**FINANCIAL
MATTERS**

Accounts Payable: Mr. Beckman reviewed the accounts payable with the Board for the period ending April 30, 2024.

RECORD OF PROCEEDINGS

Following review and discussion, upon motion duly made by Director Baillie, seconded by Director Urban and, upon vote, unanimously carried, the Board ratified approval of the accounts payable for the period ending April 30, 2023, in the amount of \$28,533.90.

Following review and discussion, upon motion duly made by Director Stites, seconded by Director Davis and, upon vote, unanimously carried, the Board approved the accounts payable for the period ending May 14, 2024, in the amount of \$297,561.91.

Profit and Loss Report: Mr. Beckman reviewed the Profit and Loss Report as of April 30, 2024 with the Board.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board accepted the Profit and Loss statement as of April 30, 2024.

Schedule of Cash Position and Transfer of Funds: Mr. Beckman reviewed with the Board the Schedule of Cash Position as of April 30, 2024. The Board entered into discussion regarding authorizing the transfer of funds between accounts as may be necessary. Mr. Beckman recommended that the District transfer \$150,000 from CSAFE to the checking account.

Following review and discussion, upon motion duly made by Director Baillie, seconded by Director Stites and, upon vote, unanimously carried, the Board accepted the schedule of cash position, dated April 30, 2024.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board authorized a transfer of \$150,000 from CSAFE to the checking account.

OPERATIONS

Manager's Report: Mr. Beckman reviewed the Manager's Report with the Board.

Following discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board directed Mr. Beckman to obtain at least two apples to apples bids for repaving the rear parking lot, and authorized the expenditure of up to \$50,000 for the project.

RECORD OF PROCEEDINGS

Field Report: Mr. Moncada reviewed the report with the Board, attached hereto and incorporated herein by this reference.

ENGINEERING

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

Wadsworth Project: Mr. Berling updated that Board on the status of the project. He reported that the service lines south of 38th Avenue will make a connection at 35th in the next couple of weeks.

Owner/Developer Projects: Mr. Berling reviewed a list of projects currently in process.

- 3900 Upham, 8 unit complex. - easements completed
- 3915 Upham, under review.
- 5200 W. 38th Avenue, under review.
- 3780 Fenton; under review
- 6990 W. 38th Avenue, under review.
- 7101 W. 38th Avenue, under review.

Other: None.

LEGAL

Attorney's Report: Attorney Flynn reported that there is no update on the claim filed on behalf of the person who allegedly was injured when she tripped after stepping onto a water service meter lid located in the Jefferson County Housing Authority parking lot. The Jefferson County Housing Authority's insurance company tendered the claim to Wheat Ridge Water to handle. Our insurance company has responded.

Mr. Flynn indicated he is considering filing a Notice of Claim against the Jefferson County Housing Authority simply because that is the entity that paved around the meter pit lid and created the difference in elevation between the parking lot pavement and the meter pit lid which allegedly caused the person to trip and fall. Legal counsel will report on this further at the next meeting.

Employment Manual: Attorney Flynn reviewed the employment manual with the Board. Mr. Flynn will present an updated version at the next meeting incorporating comments.

Resolution Designating Website Accessibility Officer and Adopting Accessibility Policy: Attorney Flynn reviewed the resolution with the Board.

RECORD OF PROCEEDINGS

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote, unanimously carried, the Board adopted the Resolution Designating Website Accessibility Officer and Adopting Accessibility Policy.

CORA Resolution: Attorney Flynn reviewed with the Board.

Following review and discussion, upon motion duly made by Director Baillie, seconded by Director Davis and, upon vote, unanimously carried, the Board adopted the Resolution Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests.

Easements for 3900 Upham Street: Attorney Flynn reviewed with the Board.

Following review and discussion, upon motion duly made by Director Davis, seconded by Director Baillie and, upon vote, unanimously carried, the Board approved and accepted the Easements granted to the District by Chitlada Madar, Lot 1, Workshop Spec, LLC – Lots 2-5 and Jason & Shannon Lewis – Lot 6 Fox Hollow Subdivision.

OTHER BUSINESS

Director Urban recommended that the District add the word “Water” to the back of field staff jackets and vests.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

By: _____

Secretary for the Meeting