

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting Regular Meeting
Minutes
September 11, 2023
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday September 11, 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 via Zoom
Don Conyac (2025)	Treasurer	Present

Also, in attendance was Rusti Roberto (Town of Firestone), Brett Gracely (Leonard Rice Engineers) and Wayne Ramey (Ramey Environmental).

Tim Flynn (Collins Cole Flynn Winn Ulmer), and Amber Kauffman (Little Thompson Water District), 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 4:02 P.M.

Agenda Item 2:

Director Svaldi referred the Board to the meeting minutes for the August 14, 2023 Board meeting.

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

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. He explained that CorKat had sent 4 invoices at once. He explained CorKat had gotten a laptop set up at the facility for Ramey's staff to use and for future staff to use.

Director Svaldi mentioned that it might be a good idea for each user to have their own separate accounts. Director Lindsay explained that as the network gets set up, most users would only have access to certain things. There will only be a few users that will have full access to the network.

Director Lindsay also mentioned to the board that he spoke with Jessica Clanton, about paying the large “make up” gas bill that was received from Black Hills Energy and she confirmed that the Authority had enough money to pay it at once. Director Conyac asked for direction from the board on the process for paying bills.

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

Roll-Call Vote

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

Motion was passed.

Agenda Item 4b:

Director Lindsay directed the board to the financial statements.

Director Pasillas mentioned that the Budget to Actual statement is still combining water sales and water operations. She also mentioned that it was showing water sales and rate revenue. She asked what rate revenue was. Director Lindsay explained that he would speak with Jessica Clanton about getting this fixed on the statement, and would get back to the board on what the rate revenue was.

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

Roll-Call Vote

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

Motion was passed.

Agenda Item 5a:

Director Lindsay directed the board to the packet to the Security System Proposal. He explained that he heavily redacted the proposal to take out any information he thought could be traced back to the actual system.

Director Lindsay explained that this proposal has many working parts, and can be reasonably phase-able rather than all done at once. He explained that in the future the proposal would include integrating the gate key system and the door key system. He also explained this proposal discussed costs, and reminded the board that \$10K was budgeted for 2023. He also explained he will work with Jessica Clanton to make sure that there are monies available in the event the Board decides to move forward with an initial phase in 2023.

Details of the proposed security system and the options to phase in the improvements would be discussed in more detail with the Board during the executive session later in the meeting.

Agenda Item 5b:

Director Lindsay directed the board to the packet to the 2024 Budget Worksheet. He explained that Attorney Flynn had also provided a Memo regarding 2024 Budget Schedule and Amendment of 2023 Budget.

Director Lindsay explained that while looking at the budget worksheet that not every line item shows up in the actual budget. He noted for example that on the worksheet the dues and fees line item is separated out, but once in the actual budget it will be rolled up into a single line item. He also noted that he was continuing to update this worksheet and that 2022 actual amounts had been provided by the Budget Director and would be included on the updated worksheet at the next meeting.

Director Pasillas noted the proposed increase in water rate to \$5.25/1,000 gallons. Director Lindsay explained that last years budget was based off of an estimation of the costs to produce water that resulted in the adopted \$4.50/1,000 gallons, where as the proposed 2024 rate is based on actual 2023 costs projected forward. He also noted that the 2024 Budget does not include any planned cash contributions, again, because there is more confidence in the projected expenses for 2024. Director Lindsay also mentioned that Firestone has additional multi-family units being developed, which will increase the demand and will ramp up plant operations about mid-year 2024.

Director Lindsay also discussed the electric pallet jack that is needed for plant operations, and is included in the 2024 Budget. This equipment will allow for the operators more safely move chemical deliveries down the various ramps in the plant to the chemical containment areas.

Agenda Item 5c:

Director Lindsay explained that the company he was working with to get a service and support agreement with was bought out by another company. He explained that there were to many details to be worked out to continue working with them. Director Lindsay's recommendation is to find a new company. He has another company in mind but is open to others if anyone had any preferences. Wayne Ramey offered to send a contact from a

company he has worked with in the past and Director Lindsay will work on getting proposals to present to the board.

Agenda Item 6a:

Wayne Ramey with Ramey Environmental Compliance referred the Board to the monthly activity report included in the packet. He noted that daily activities were continuing and the crew that is currently working there is keeping the plant clean. There were no questions or comments from the Board.

Agenda Item 6b:

Director Lindsay explained that he has sent the executed contract to Plummer Associates. He noted that he has assigned a few tasks to them, but no new updates. He asked them to help develop a spreadsheet to help the operators track chemical usage that will also help us predict when we need to be ordering more chemicals. He has also asked them to help research some appropriate asset management software to assist with spare parts warehousing and preventative maintenance.

Agenda Item 6c:

Director Lindsay noted that there wasn't much to update. He mentioned that issues are still being resolved with the general contractor. All the information had been sent to the contractor's bond company and Director Lindsay is to reach out to them and find out where they are in the process.

Agenda Item 7:

An executive session pursuant to Section 24-6-402(4)(d), C.R.S. to discuss and receive information regarding security arrangement for the water treatment plant and computer security systems.

Motion to go into executive session was made by Director Lindsay, Second by Director Svaldi. Motion passed unanimously by voice vote. Executive session began at 5:11 P.M.

Executive Session Attendees; Director Svaldi, Director Pasillas, Director Lindsay, Director Conyac, Rusti Roberto (Administrative Authority Clerk), Wayne Ramey (Ramey Environmental).

Executive Session Attendees via Zoom; Director Walker, Tim Flynn (Collins Cole Flynn Winn Ulmer), and Amber Kauffman (Little Thompson Water District), Scott Gattis (CorKat), Stanley Brooks (CorKat), and Makoa Camanse-Stevens (Verkada).

At approximately 6:07 P.M. the Board returned to open public meeting. Director Walker left the meeting 5 minutes before the executive session ended.

Motion was made by Director Pasillas, second by Director Conyac to authorize Director Lindsay to continue work with CorKat on the refining the scope of security services for the Water Treatment Plant and computer systems, and develop a phasing plan for the security system at the Water Treatment Plant.

Motion passed unanimously by voice vote.

Agenda Item 8:

Next Meeting will be October 9, 2023 at Firestone Town Hall, starting at 4:00 P.M. No scheduling conflicts were reported by the Board.

Agenda Item 9:

No other business was discussed.

Agenda Item 10:

Motion to adjourn made by Director Svaldi, Second by Director Conyac at 6:12 P.M.

Motion passed unanimously by voice vote.