

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Minutes
February 13, 2023
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, February 13, 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	Absent

Also, in attendance was Amber Kauffman (Little Thompson Water District), Rusti Roberto (Town of Firestone), Wayne Ramey (Ramey Environmental), Brett Gracely (LRE Water), Tim Flynn (Collins Cole Flynn Winn & Ulmer) and Scott Gattis (CorKat Data Solutions) 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 December 12, 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:

Bobby Matthews, a Firestone resident presented a written list of questions regarding the Water Treatment Plant to the board. Please see the attached Exhibit A.

Agenda Item 4a:

The meeting proceeded to the election of officers. Director Svaldi asked the board if there were any nominations for the election of officers, or if they wanted them to remain the same. Director Lindsay mentioned that election of officers occurs on an annual basis.

Motion to have the Board Officers remain the same was made by Director Walker, Second by Director Lindsay.

Roll-Call Vote

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

Motion was passed unanimously. The St Vrain Water Authority Officers are:

- Julie Svaldi – President
- Julie Pasillas – Vice President
- Don Conyac - Treasurer
- Dave Lindsay - Secretary

Agenda Item 4b:

Resolution 2023-01 Designating Location for Posting Open Meeting Law Notices.

Director Lindsay explained that this resolution is adopted annually to establish regular meeting dates, times, and location, to designate places of posting notices, and designate a newspaper of general circulation for purposes publish required notices. Tim Flynn, Council for the Board, mentioned that this can be posted on the Authority’s website and does not have to be physically posted, however Director Lindsay noted that the Authority’s website is not yet active therefore notices must be posted at Firestone Town Hall.

Motion to approve Resolution 2023-01 was made by Director Pasillas, Second by Director Lindsay.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4c:

Director Lindsay reported to the board that there were several invoices that needed to be paid, including Black Hills Energy December and January, Comcast, CorKat Data Solutions, Frontier Fire Protection LLC, Ramey Environmental and Legal Counsel. Director Lindsay noted that a few invoices had already been paid to avoid late fees and also because no meeting was held in January for approval then.

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

Motion was passed unanimously by voice vote.

Agenda Item 4d:

Director Lindsay noted that he was unable to obtain the financials prior to the packets being sent out. He will make sure the Board has them for the next meeting.

Agenda Item 4e:

Director Lindsay directed the board to the packet for the Notice of St. Vrain Water Authority Board of Directors Quorum Events. Director Lindsay explained that the events listed are the most likely that three or more of the directors would be in attendance.

Motion to approve Quorum of Events and authorize posting was made by Director Pasillas, Second by Director Svaldi.

Motion passed unanimously by voice vote

Agenda Item 4f:

Resolution 2023-02 Designating Official Custodian of Records and Adopting CORA Resolution

Director Svaldi explained that the Secretary is the custodian of records. Director Svaldi proposed the appointment of a clerk for the time being, until a management company could be hired. She proposed having Rusti Roberto (Town of Firestone), as the clerk for the Authority.

Director Lindsay explained that Rusti is an employee of the Town of Firestone, and the Authority would need approval as Rusti also has other full-time duties. Director Lindsay proposed that the records stay with the Secretary of the Authority for the time being. The proposed resolution allows the Secretary to designate persons to assist with records or CORA responses.

Director Pasillas explained that Rusti is a direct employee of hers, and she has given permission for Rusti to help Director Lindsay with whatever he designates.

Motion to approve Resolution 2023-02 was made by Director Lindsay, Second by Director Pasillas.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4g:

Approval of CorKat Work Order 2022-04 Amendment 1

Director Lindsay reported that the original work order was in the amount of \$6,771.00, and this amendment shows an increase of \$2,876.00 for a total of \$9,647. Director Lindsay explained to the board that the original electrician that was hired for the treatment plant, walked off the job, and the new electrician was hired, but was inundated with tasks in order to get on track to complete the plant. Because of this Director Lindsay had CorKat install wireless access points at the treatment plant themselves, and the additional work is the result of the increased cost.

Motion to approve the CorKat Work Order 2022-04 Amendment 1 was made by Director Lindsay, Second by Director Svaldi.

Motion was passed unanimously by voice vote.

Agenda Item 4h:

Approval of CorKat Work Order 2023-02

Director Lindsay directed the board to the packet to see the proposed work from CorKat. Director Lindsay explained that these were fees for CorKat to operate the system and manage users, forms and procedures at the Treatment Plant. This included annual Hosting and IT Management costs. Director Lindsay reminded the board that this was approved in the 2023 budget.

Scott Gattis from CorKat was available on Zoom to help answer questions from the board. There was discussion on internal/external IP addresses for security, retention schedule which Scott noted is 7-day retention. It was further discussed that the Authority would need to adopt a retention schedule as there are many different retention schedules for different entities, as well as what would need to be kept. Scott also mentioned that there will be multifactor functions, and each user would receive training.

Motion to approve CorKat Work Order 2023-02 was made by Director Lindsay, Second by Director Pasillas.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4i:

Resolution 2023-03 Approving Phone Services Contract with Sanctified Communications

Director Lindsay explained to the board that Sanctified Communications is the phone service provider the Authority had identified and had been working with to develop a scope and budget for phone system service at the water plant. Director Lindsay also passed out a couple of handouts to the board members. The first handout was the original estimate for hardware and installation from 5/10/2022. The second handout was an updated estimate dated 2/10/2023 for hardware and installation with a different brand of equipment. Director Lindsay noted that all the functionalities will be the same, but the new equipment providers costs have not increased as much as the originals. Director Lindsay explained that the labor costs have gone up by \$200 dollars but with the change in equipment that is the only increase from the May 2022 proposal. He also noted that this was for a one-time equipment purchase and installation.

Director Lindsay handed out a third quote to the board and explained that this was the monthly phone service costs. The monthly costs with the new equipment are essentially the same as they would have been as originally quoted and that this would be discussed at the next meeting.

Director Lindsay explained that the quote showed sales tax being charged, and at the time of the original estimate the Authority had not yet received a copy of the Sales Tax-exempt card. This has since been received and has been provided to Sanctified Communications and was to be removed from the quote and estimate.

Director Lindsay also explained that there is not an analog landline currently at the treatment facility. He explained that an analog landline may eventually be needed as a backup but he wants to coordinate that backup with a backup for the CorKat data connection at the water plant.

Motion to approve Resolution 2023-03 was made by Director Pasillas, Second by Director Svaldi.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 5a:

Director Svaldi explained to the board that she is no longer able to work on finding a host for the website for the Authority. She explained she wanted to get with a website developer to learn the site but with her work schedule no longer has time. Director Svaldi explained that she has spoken with Frank Jimenez, and he is willing to get the website functional.

Director Svaldi noted that Frank would have to be appointed technical advisor by the Authority board in order to be able to handle the website.

The board discussed other options, such as going through the State for website services, or using GoDaddy services. Tim Flynn also mentioned a website called Streamline Web Design, whom also helps get websites up and running. Security issues, and a host for the website itself was discussed. CorKat explained that they do not host websites.

Tim Flynn's office can prepare a resolution to appoint Frank Jimenez as a technical advisor authorized to launch the website if that is needed.

Motion to appoint Frank Jimenez as Technical Advisor was made by Director Svaldi, Second by Director Lindsay.

Motion passed unanimously by voice vote.

Agenda Item 5b:

The Board discussed IT Services back up retention policy, requirements, and options with agenda item 4h. CorKat will be able to provide us with some additional storage costs once the Authority is able to better determine what needs to be retained and for how long, and how much of the OT system needs to be included in the backup.

Agenda Item 6a:

Director Lindsay had nothing to report on auditor RFP.

Agenda Item 6b:

Wayne Ramey was present and discussed several of the tasks he and his operators have been engaged in. With the startup and testing phase of the water plant construction beginning REC has an operator at the plant site fairly regularly to see how the systems are operated and integrated into the control room. They have been engaged with the delivery of the system chemicals and are getting familiar with the various chemical feed controls systems. And most recently, they prepared a Hazardous Materials Management Plan for the plant operations.

Agenda Item 6c:

Director Lindsay reported that the contractor has received the TCO for the building which allowed for chemicals to be brought in and the Startup and Testing phase of the work was started the previous week when the first raw water was brought into the plant. That process will continue for about 6 weeks after which we will be producing finished water. During the Startup and Testing phase, the contractor will continue with final punch list items to complete the work and get the final CO for the facility.

Agenda Item 6d:

The Injection Pump Station contractor has completed most of the final punch list items and is working to complete some final revisions for the Building Department. The facility is functional though and ready to be put into service.

Agenda Item 6e:

Director Lindsay had nothing to report on the administrative services RFP.

Agenda Item 6f:

Director Lindsay reported that he had previously sent out some initial insurance information to the Board as confidential information. These were insurance coverage quotes provided by the Colorado Special Districts Property and Liability Pool insurance carrier. Director Lindsay indicated that he did that simply as a precaution because he had not had the time to give the

information a thorough review before sending it out and knew that some of the information he had provided to the insurance company was not information that the Authority would want to be public for security reasons. However, after his review he noted that none of the confidential information used to develop to the insurance quotes was included in the materials he had sent out so the Board was free to discuss and share it.

Director Lindsay provided an overview of the insurance quotes that were received. He is going to double check the information he provided to them for accuracy and also has some questions for them related to the coverages and premiums. He asked that any questions any of the other directors might have be emailed to him as soon as possible so he could get them to the provider so that he can bring the answers and some additional information back at the March meeting.

One item Lindsay pointed out about the premiums is that they are all based on an assumed \$1,000 deductible. He expects that higher deductibles should result in lower premiums and will ask them to provide a range. After some discussion, the Board asked for additional quotes based on \$5,000, \$10,000, and \$20,000 deductibles so that a good range could be discussed at the next meeting.

Agenda Item 7a:

Next Meeting will be March 13, 2023 at Firestone Town Hall, starting at 4:00 PM.

Agenda Item 8:

Director Svaldi proposed to the board appointing a clerk for the Authority until office management could be hired. It was discussed that things stay with the Secretary or a Director of the Authority for the time being. Rusti Roberto is able to help when needed. This was also discussed with agenda item 4f.

Agenda Item 9:

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