

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting Regular Meeting**  
**Minutes**  
**February 12, 2024**  
**4:00 PM @ Firestone Town Hall**

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday February 12, 2024 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
Don Conyac (2025)	Treasurer	Present

Also, in attendance was Rusti Roberto (Town of Firestone) and Amber Kauffman (Little Thompson Water District).

Tim Flynn (Collins Cole Flynn Winn Ulmer), Wayne Ramey (Ramey Environmental), Brett Gracely (LRE Water), and Jessica Clanton (Town of Firestone) 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 at 4:01 P.M.

**Agenda Item 2:**

Director Svaldi referred the Board to the meeting minutes for the January 8, 2024 Board meeting.

Motion to approve the minutes for January 8, 2024 was made by Director Pasillas, second by Director Svaldi.

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 paid or are being processed for payment. Director Lindsay disclosed that the first bill on the summary was a reimbursement back to him as a snow shovel, electric heaters, and kerosene fuel for portable heaters that were needed for the Water Treatment Plant. Director Lindsay noted that he was recusing himself.

Director Lindsay explained to the board that most of the heaters went out at the plant and space heaters were needed to help keep things warm. He explained there were four invoices from Ramey Environmental for materials and overtime to the staff, as well as heaters and monthly operations.

Director Lindsay also explained that the Bill to the Town for accounting services is an annual cost, and the bill from St. Vrain Sanitation District is a quarterly charge.

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>
Julie Pasillas	<b>X</b>		
Dave Lindsay			<b>X</b>
Julie Svaldi	<b>X</b>		
James Walker	<b>X</b>		
Don Conyac	<b>X</b>		

Motion was passed.

**Agenda Item 4b:**

Director Lindsay directed the Board to the financial statements in the packet. He explained that Jessica Clanton, the Authority’s Budget Officer was in attendance to help explain how to read the financial statements.

Jessica explained that the Profit and Loss statement shows a negative balance, but not to worry, it’s only a snapshot in time. She explained that the Authority has not had any revenue year to date but has spent money so that’s why the negative balance. Expenditures are covered by year end fund balance for 2023 that carried over to 2024.

She did clarify that the Authority does have money in the bank to cover expected expenses.

Motion to accept the financials was made by Director Lindsay, second by Director Svaldi

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
James Walker	<b>X</b>		
Don Conyac	<b>X</b>		

Julie Pasillas	X
Dave Lindsay	X
Julie Svaldi	X

Motion was passed.

**Agenda Item 5a:**

Director Lindsay directed the board to the packet to the Town of Firestone Working Reserve policy and the Capitalization and Depreciation policy. He explained that this was a conversation that was started last year during the budget preparation. Rather than starting a policy from scratch, he and Jessica Clanton explained that they wanted to show the policies the Town of Firestone has adopted and followed.

Because the Authority is an enterprise, there are no statutory requirements for reserves. Reserve policies for enterprises are at the entities discretion. Tabor requires non-enterprise entities to carry a minimum of 3% reserve. Her suggestion was that the Authority consider a reserve in the range of 3% to 10%.

Amber Kauffmann mentioned to the board that Capital Replacement funds are in the establishing agreement. The Board will need to establish definitions of Operating Reserves versus Capital Replacement reserves.

Director Lindsay recommended the board continues to review these policies and further discussion will be on a future agenda.

**Agenda Item 6a:**

Wayne Ramey with Ramey Environmental Compliance referred the Board to the monthly activity report in the packet. He explained that they are working through the heating issues at the plant. He explained that there are some SCADA communication issues in the system and a programmer is needed to fix these.

Director Conyac asked if Ramey could present 3 months of the WTP Summary in their table at the end of their report for comparison purposes. Wayne said they could do that.

**Agenda Item 6b:**

Director Lindsay reported that Plummer has continued to help on the side with issues as they come up. He reported that the plant is functioning well for debugging a brand-new facility.

**Agenda Item 6c:**

Director Lindsay reported that the remaining punch list items are now being facilitated to get its final certificate of occupancy as the Settlement Agreement with the project GC is now being executed. He reported that 30 of the 50 subs and suppliers are now paid.

**Agenda Item 7:**

Next Meeting will be March 11, 2024 at Firestone Town Hall, starting at 4:00 P.M.

**Agenda Item 8:**

Director Svaldi mentioned to the board that there have been some licensing issues and wanted the board's input on speaking with the Town of Firestone to have Eric Debolt, IT manager, handle this for the Authority. The Authority Board agreed. She will discuss this with the Town Manager.

**Agenda Item 9:**

Motion to adjourn made by Director Conyac, second by Director Svaldi at 5:14 P.M.

Motion passed unanimously by voice vote.