

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WHEAT RIDGE WATER DISTRICT
HELD
MAY 9, 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 9th day of May, 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
Zachary Urban
Juanita Stites

Also In Attendance Were:

AJ Beckman; Public Alliance, LLC
Timothy J. Flynn, Esq.; Collins Cole Flynn Winn Ulmer P.C.
Doug Berling; Engineer
Karen Radcliff

**ADMINISTRATIVE
MATTERS**

Agenda: Director Degenhart, noting that a quorum of the Board was present, called the meeting to order at 4:08 p.m. and reviewed the Agenda with the Board.

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

Minutes: The Board reviewed the minutes of the April 11, 2023 Regular Meeting.

Following discussion, upon a motion duly made by Director Urban, seconded by Director Baillie, and upon vote, unanimously carried, the Board approved the minutes of the April 11, 2023 Regular Meeting, as amended.

Election of Officers: Following discussion and review, upon a motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board elected the following slate of officers:

President: Clancy Degenhart
Vice President: Kristi Davis

RECORD OF PROCEEDINGS

Secretary: Kelly Baillie
Treasurer: Zachary Urban
Director: Juanita Stites

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 April 30, 2023.

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

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

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

OPERATIONS

Manager’s Report: Mr. Beckman reviewed the Manager’s report with the Board. Mr. Beckman reported that he met with the Mr. Green, the District’s Auditor and Mr. Hudson as part of the standard review process. Mr. Beckman inquired as to recommended checking account balances. Mr. Green advised Mr. Beckman that there is specific formula or standard, however the amount should be sufficient to cover payables. Balances should be managed to maximize interest earnings and secure payment to vendors. Discussion ensued regarding periodically putting the audit work out to bid. Mr. Beckman advised the board that the fee charged by Mr. Green is very reasonable, and his familiarity with the District is a contributing factor to the value received. Mr. Beckman recommended not going out to bid for auditing services.

Mr. Beckman then reported that Nick Moncada, Water Quality Manager with Public Alliance, will be working with District staff two to three days per week to assess internal operations and will recommend and assist with process evaluation and implementation of process changes. Mr. Beckman reported that he and Mr. Moncada will be further investigating and reporting on the following matters:

- Employee Manual
- Standardization of Operating Procedures (“SOPs”)

RECORD OF PROCEEDINGS

- GIS Mapping
- Field Services Vehicles
- District Branding and Field Services Uniforms

Field Activity: Mr. Beckman reviewed the Field report with the Board.

Wadsworth Boulevard Project Phase I: Mr. Berling reported to the Board that the main line in Phase I is functioning. There are still some meters on the west side of Wadsworth to be completed. Mr. Berling reported that he is waiting for the City to approve Phase II.

Owner/Developer Projects: Mr. Berling reported that there are several projects under review. He discussed with the Board the project at 44th and Wadsworth, which does not have approved plans. However, construction has started. District and City approvals for this and all projects currently under review.

Attorney Flynn discussed with the Board the desirability of implementing a formalized development review process requiring developers to provide a design review deposit and sign an agreement. He also discussed the desirability of requiring a water main extension agreement anytime a developer is extending the District's water distribution system at the developer's cost.

Mr. Berling discussed with the Board, the Denver Water GIS system, and the benefits to using Denver's data as a starting point for a District system.

Water Watch, Consumption and Conservation Reports: The Board discussed the easement for 4470 Wadsworth.

Following discussion, upon a motion duly made by Director Davis, seconded by Director Baillie and, upon vote unanimously carried, the Board authorized Director Degenhart and Baillie to execute the easement, subject to final Legal review, Denver Water review, Engineer review and title work.

OTHER BUSINESS

The Board discussed the offer from Mr. Hudson to purchase the District's 2017 Honda CRV.

Following discussion, upon a motion duly made by Director Urban, seconded by Director Stites and, upon vote unanimously carried, the Board approved the sale of the vehicle to Mr. Hudson in the amount of \$17,200 in its current condition, with no warranty, and subject to verification of fairness of the offer by Mr. Beckman.

