

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WHEAT RIDGE WATER DISTRICT  
HELD  
OCTOBER 18, 2023**

A Special Meeting of the Board of Directors of the Wheat Ridge Water District (referred to hereafter as “Board”) was held on Wednesday, the 18<sup>th</sup> day of October, 2023, at 4:00 p.m. The meeting was held at the District Office, 6827 W. 38<sup>th</sup> Avenue, Wheat Ridge, CO 80033, was open to the public, and was held in lieu of the Board’s September 12, 2023 that was cancelled.

**ATTENDANCE**

**Directors in Attendance Were:**

Clancy Degenhart  
Kristi Davis (for a portion of the meeting)  
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; Engineer  
Karen Radcliffe

**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 discussion, upon a motion duly made by Director Urban, seconded by Director Baillie and, upon vote unanimously carried, the Agenda was approved, as amended.

**Minutes:** The Board reviewed the minutes of the September 20, 2023 Regular Meeting.

Following discussion, upon a motion duly made by Director Baillie, seconded by Davis and, upon vote unanimously carried, the Board approved the minutes of the September 20, 2023 Regular Meeting, as presented.

**PUBLIC COMMENTS**

**Public Comment:** None.

## **RECORD OF PROCEEDINGS**

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### **FINANCIAL MATTERS**

**Accounts Payable:** The Board reviewed the accounts payable list with the Board for the period ending September 30, 2023.

Following discussion, upon motion duly made by Director Davis, seconded by Director Stites and, upon vote unanimously carried, the Board ratified approval of the accounts payable, in the amount of \$23,558.94.

The Board then reviewed the accounts payable list with the Board for the period ending October 31, 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, in the amount of \$101,873,95.

**Profit and Loss Review:** The Board reviewed the Profit and Loss Report for the period ending September 30, 2023. Director Degenhart questioned the water credit and noted that it seems be more than expected. Mr. Beckman will review and clarify for the next meeting.

Following discussion, upon motion duly made by Director Davis, seconded by Director Urban and, upon vote unanimously carried, the Board accepted the Profit and Loss Report, subject to review by Management.

**Schedule of Cash Position and Transfer of Funds:** The Board reviewed the schedule of cash position, dated September 30, 2023. The Board further entered into discussion regarding authorizing the transfer of funds between accounts as may be necessary. Mr. Beckman recommended that the District leave a balance of \$200,000 in checking and transfer \$877,083.10 to the ColoTrust account bearing interest at 5.058%.

Following discussion, upon motion duly made by Director Stites, seconded by Director Urban and, upon vote, unanimously carried, the Board accepted the schedule of cash position, dated September 30, 2023 and authorized a transfer of \$877,083.10 to ColoTrust.

**Draft 2024 Budget:** Mr. Beckman reviewed the draft 2024 Budget with the Board. The Board discussed an increase of 5% for 2024, to be consistent with the increases expected by Denver Water. The Board discussed, inflation, and expenses such as management and engineering and repairs. Mr. Beckman recommended replacing the 2012 1500 Chevy Truck in 2024 and included a budget line item of \$60,000. It was noted that the District has approximately 3.3 million in reserves. Mr. Beckman will circulate a revised draft Budget at the next meeting.

## RECORD OF PROCEEDINGS

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### OPERATIONS

**Manager's Report:** Mr. Beckman noted that there is no Manager's Report.

**Field Report:** Mr. Moncada reviewed the Field report with the Board. Following the conclusion of this portion of the meeting, Ms. Davis excused herself from the meeting.

**GIS Mapping Options:** Mr. Moncada discussed with the Board the GIS mapping options. He reported that he prefers working with My Asset Map, as the software is very reasonably priced and data entry and customization can be performed by staff. The Board directed Mr. Beckman and Mr. Moncada to obtain a proposal from My Asset Map for consideration by the Board.

**Water Watch, Consumption and Conservation Reports:** The Board reviewed the Water Watch Report from Denver Water.

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### ENGINEERING

**Engineer's Report:** Mr. Berling reviewed the Engineers report with the Board, attached hereto and incorporated herein by this reference.

**Wadsworth Project:** Mr. Berling reported to the Board on the status of the project, noting that the City of Wheat Ridge will be proceeding with Phase II.

**Owner/Developer Projects:** Mr. Berling reviewed with the Board the Owner and Developer projects.

**Long Term Forecasting, Capital Reserve and Rate Study:** Mr. Beckman discussed with the Board the long-term forecasting, capital reserve and rate study. He noted Martin/Martin Consulting Engineers will provide a proposal, which he will present at the next meeting. In his initial conversations with Martin / Martin, Inc., an estimate of \$65,000 was provided.

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### LEGAL

**Attorney's Report:** Mr. Flynn reviewed the Attorney's report with the Board.

**Employment Manual:** Mr. Flynn reported to the Board that he is in the process of preparing an employee manual.

**Resolution Adopting a Cross Connection Control Regulation:** The Board reviewed a Resolution Adopting a Cross Connection Control Regulation. Mr. Flynn discussed the schedule of fines and noted that the

## RECORD OF PROCEEDINGS

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policy should include a 30-day grace period for payment of fees associated with program compliance. Mr. Flynn noted that the District will need to demonstrate a very high rate of compliance when its next sanitary survey is performed by the Colorado Department of Public Health and Environment (CDPHE).

Following discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board approved the Resolution Adopting a Cross Connection Control Regulation, as amended to include a 30-day grace period. Legal counsel will present the amended regulation and a new resolution for signature at the Board's November 14, 2023 regular meeting.

### OTHER BUSINESS

**Holiday Party:** The Board entered into discussion regarding scheduling the holiday party. Following discussion, the Board determined to schedule the holiday party on December 7, 2023 at either 240 Union or West 29<sup>th</sup> Street Restaurant and Bar.

**Replacement of Carpet:** The Board entered into discussion regarding replacing the carpet in the office. The Board directed Mr. Beckman to follow up with the staff to obtain a proposal for carpet installation.

### 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 5:30 p.m.

Respectfully submitted,

By: Clancy Degenhart  
AS Secretary for the Meeting