

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WHEAT RIDGE WATER DISTRICT
HELD
DECEMBER 12 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 12th day of December, 2023, at 4:00 p.m. The meeting was held at the District Office, 6827 W. 38th Avenue, Wheat Ridge, CO 80033, was open to the public.

ATTENDANCE

Directors in Attendance Were:

Clancy Degenhart
Kelly Baillie
Zachary Urban
Juanita Stites

Following discussion, upon a motion duly made by Director Urban, seconded by Director Baillie and, upon vote unanimously carried, the absence of Director Davis was excused.

Also In Attendance Were:

AJ Beckman and Nick Moncada; Public Alliance, LLC
Doug Berling; District Engineer
Karen Radcliffe; Recording Secretary

**ADMINISTRATIVE
MATTERS**

Agenda: Director Degenhart, noting that a quorum of the Board was present, called the meeting to order at 4:07 p.m. and reviewed the Agenda with the Board.

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

Minutes: The Board reviewed the minutes of the November 14, 2023 Regular Meeting.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board approved the minutes of the November 14, 2023 Regular Meeting, as presented.

RECORD OF PROCEEDINGS

PUBLIC COMMENTS

Public Comment: There were no members of the public in attendance.

FINANCIAL MATTERS

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

Following review and discussion, upon motion duly made by Director Baillie, seconded by Director Stites and, upon vote, unanimously carried, the Board ratified approval of the accounts payable for the period ending November 30, 2023, in the amount of \$18,551.29.

The Board then reviewed the accounts payable list with the Board for the period ending December 12, 2023.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote, unanimously carried, the Board approved the accounts payable for the period ending December 12, 2023, in the amount of \$343,107.55.

Profit and Loss Report: Mr. Beckman reviewed the Profit and Loss Statement as of November 30, 2023 with the Board.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board accepted the Profit and Loss statement as of November 30, 2023.

Schedule of Cash Position and Transfer of Funds: The Board reviewed the Schedule of Cash Position as of November 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 transfer \$600,000 to the ColoTrust account bearing interest at 5.560%.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board accepted the schedule of cash position, dated November 30, 2023 and authorized a transfer of \$600,000 to ColoTrust.

2024 Budget Hearing: Director Degenhart opened the public hearing to consider the proposed 2024 Budget and discuss related issues. It was noted that publication of Notice stating that the Board would consider adoption of the 2024 Budget and the date, time, and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. There being

RECORD OF PROCEEDINGS

no members of the public in attendance, Director Degenhart closed the public hearing.

Mr. Beckman reviewed the 2024 budget with the Board. The Board discussed a Resolution to Adopt the 2024 Budget and Appropriate Sums of Money and a Resolution to Set Mill Levies for the General Fund at 0.000 mills.

Following discussion, upon a motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the resolutions were adopted, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from Jefferson County on or before January 5, 2024. Mr. Beckman was authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2024. Copies of the adopted Resolutions are attached hereto and incorporated herein by this reference.

Resolution No. 2023-11-03 Fee Resolution, Establishing 2024 Rates, Fees and Charges: Mr. Beckman reviewed Board Resolution No. 2023-11-03 Fee Resolution, Establishing 2024 Rates, Fees and Charges. It was noted that the 2024 fees include an increase of 6% over the 2023 fee schedule.

Following discussion and review, upon a motion duly made by Director Degenhart, seconded by Director Urban and, upon vote unanimously carried, the Board adopted Resolution No. 2023-11-03 Fee Resolution, Establishing 2024 Rates, Fees and Charges.

Preparation of 2023 Audit: Mr. Beckman presented to the Board an engagement letter from Green & Associates LLC for preparation of the 2023 Audit.

Following discussion and review, upon a motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board approved the engagement letter for preparation of the 2023 Audit, in an amount not to exceed \$7,900.

OPERATIONS

Manager's Report: Mr. Beckman reviewed the Manager's Report with the Board.

Field Report: Mr. Moncada reviewed the Field report with the Board. Mr. Moncada reported there were two water main breaks since the last meeting.

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

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 that they are working on meter connections on the north side of 38th Avenue.

Isolation Valves in Conjunction with Wadsworth Widening Project: Mr. Berling discussed adding isolation valves on 38th Avenue to better isolate numerous services on 38th Avenue.

Following discussion and review, upon a motion duly made by Director Urban, seconded by Director Baillie and, upon vote unanimously carried, the Board authorized staff to add isolation valves on 38th Avenue, for an amount not to exceed \$60,000.

Owner/Developer Projects: Mr. Berling reported that development projects have slowed down, some are in progress. It appears that the Pizza Shop project is no longer proceeding.

Other: None.

LEGAL

Attorney's Report: None.

Employment Manual: Mr. Beckman reported to the Board that Attorney Flynn is working on the Employee Manual, and it should be completed in 2024.

Agreement for Professional Management Services between the District and Public Alliance LLC: The Board reviewed the Agreement for Professional Management Services between the District and Public Alliance LLC.

Following discussion and review, upon a motion duly made by Director Urban, seconded by Director Baillie and, upon vote unanimously carried, the Board approved the Agreement for Professional Management Services between the District and Public Alliance LLC.

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Agreement for Professional Engineering Services between the District and Martin/Martin, Inc.: The Board reviewed the Agreement for Professional Engineering Services between the District and Martin/Martin, Inc.

Following discussion and review, upon a motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board approved the Agreement for Professional Engineering Services between the District and Martin/Martin, Inc., for an amount not to exceed \$48,000.

Agreement for Geographic Information Management System Services between the District and MyAssetMap, LLC: The Board reviewed the Agreement for Geographic Information Management System Services between the District and MyAssetMap, LLC.

Following discussion and review, upon a motion duly made by Director Baillie, seconded by Director Stites and, upon vote unanimously carried, the Board approved the Agreement for Geographic Information Management System Services between the District and MyAssetMap, LLC, for an amount not to exceed \$2,400.

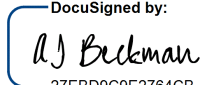
OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By:  _____
Secretary for the Meeting