

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WHEAT RIDGE WATER DISTRICT
HELD
AUGUST 16, 2023**

A Regular Meeting of the Board of Directors of the Wheat Ridge Water District (referred to hereafter as “Board”) was held on Wednesday, the 16th day of August, 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
Zachary Urban
Juanita Stites

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

Also In Attendance Were:

AJ Beckman; Public Alliance, LLC
Timothy J. Flynn, Esq.; Collins Cole Flynn Winn & Ulmer, PLLC (via Phone)
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 4:03 p.m. and reviewed the Agenda with the Board.

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

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

Following discussion, upon a motion duly made by Director Stites, seconded by Degenhart, with Director Urban abstaining, the Board approved the minutes of the July 11, 2023 Regular Meeting, as presented.

RECORD OF PROCEEDINGS

PUBLIC COMMENTS **Public Comment:** None.

FINACIAL MATTERS **Accounts Payable:** The Board reviewed the accounts payable list with the Board for the period ending July 31, 2023.

Following discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote unanimously carried, the Board ratified approval of the accounts payable, as presented.

The Board then reviewed the accounts payable list with the Board for the period ending August 16, 2023.

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

Following discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote unanimously carried, the Board directed staff to move \$800,000 from the District's C-Safe Account to the District's Checking Account.

Profit and Loss Review: The Board reviewed the Profit and Loss Report for the period ending July 31, 2023. Discussion ensued regarding the net operating loss experienced in 2022. Mr. Beckman advised the Board that he will work with staff to examine the potential areas where the District may be experiencing water loss, inaccurate metering or inaccurate billing. Mr. Beckman will update the Board on any findings at the next meeting.

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

Proposal for Preparation of 2024 Budget: The Board reviewed the proposal from Morain Bakarich CPA for preparation of 2024 Budget. Mr. Beckman recommended that the Board engage Mr. Bakarich to prepare the budget.

Following discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote unanimously carried, the Board approved the proposal from Morain Bakarich CPA for preparation of the 2024 Budget, for an amount not to exceed \$3,000.

RECORD OF PROCEEDINGS

OPERATIONS

Manager's Report: Mr. Beckman reviewed the Manager's report with the Board, attached hereto and incorporated herein by this reference. Mr. Beckman distributed and reviewed information from the 2022 Audit and discussed operational losses in 2021 and 2022. He discussed amounts used to fund ongoing capital projects and advised that Board that he will work with staff to examine the potential areas where the District may be experiencing water loss, inaccurate metering or inaccurate billing.

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

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

Purchase and Installation of Light Bars from AV-Tech Electronics, Inc. for Two Field Vehicles: The Board reviewed the proposal for Purchase and Installation of Light Bars from AV-Tech Electronics, Inc. for Two Field Vehicles.

Following discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote unanimously carried, the Board authorized the purchase and installation of Light Bars from AV-Tech Electronics, Inc. for two field vehicles, in the amount of \$3,939.30.

ENGINEERING

Engineer's Report: Mr. Berling reviewed the Engineers report with the Board.

Wadsworth Project: Mr. Berling reported to the Board on the approval for the next phase. He expects water and sewer to start in September.

Reimbursement Request No. 4 from the City of Wheat Ridge for the District's share of the work performed on the Wadsworth Widening Project: Mr. Berling reviewed the payment request and letter from Martin/Martin, Inc. recommending payment with the Board.

Following discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote unanimously carried, the Board approved Reimbursement Request No. 4 from the City of Wheat Ridge for the District's share of the work performed on the Wadsworth Widening Project.

Owner/Developer Projects: Mr. Berling updated the board on the status of several ongoing projects.

RECORD OF PROCEEDINGS

LEGAL

Employment Manual: Attorney Flynn reported to the Board that he is in the process of preparing an Employment Manual. He noted that the new manual will include language to address new legislation.

Cross Connection Regulations Enforcement Policy: Attorney Flynn reported to the Board that he will prepare a draft Cross Connection Regulations Enforcement Policy for review at the next Board meeting.

OTHER BUSINESS

September 12, 2023 Board Meeting: The Board discussed the September 12, 2023 Board meeting and determined to reschedule it to September 20, 2023 at 4:00 p.m. to avoid a conflict with the SDA Conference.

Fencing: The Board discussed fencing at the equipment storage shed. The Board directed Mr. Beckman to look into screening for the fencing around the equipment storage area.

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 at 5:29 p.m.

Respectfully submitted,

By: AJ Beckman
Secretary for the Meeting