

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
WHEAT RIDGE WATER DISTRICT
HELD
NOVEMBER 14, 2023**

A Special Meeting of the Board of Directors of the Wheat Ridge Water District (referred to hereafter as “Board”) was held on Tuesday, the 14th day of November, 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
Kristi Davis
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; 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 4:04 p.m. and reviewed the Agenda with the Board.

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

Minutes: The Board reviewed the minutes of the October 18, 2023 Regular Meeting.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Davis and, upon vote, unanimously carried, the Board approved the minutes of the October 18, 2023 Regular Meeting, as presented.

PUBLIC COMMENTS

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

RECORD OF PROCEEDINGS

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

Following review and discussion, upon motion duly made by Director Stites, seconded by Director Urban and, upon vote, unanimously carried, the Board ratified approval of the accounts payable for the period ending October 31, 2023, in the amount of \$895,227.30.

The Board then reviewed the accounts payable list with the Board for the period ending November 14, 2023.

Following review and discussion, upon motion duly made by Director Davis, seconded by Director Stites and, upon vote, unanimously carried, the Board approved the accounts payable for the period ending November 14, 2023, in the amount of \$279,930.25.

Profit and Loss Report: Mr. Beckman reviewed the Profit and Loss Statement as of October 31, 2023 with the Board. It was noted that \$503,000 has been paid for the District's portion of the Wadsworth Project. It was further noted that the District received a credit for several months of incorrect billing by Denver Water.

Following review and discussion, upon motion duly made by Director Davis, seconded by Director Urban and, upon vote, unanimously carried, the Board accepted the Profit and Loss statement as of October 31, 2023.

Schedule of Cash Position and Transfer of Funds: The Board reviewed the Schedule of Cash Position as of October 31, 2023. Discussion ensued regarding the Certificate of Deposit in the amount of \$272,796.08 with Huntington Bank. Mr. Beckman recommended that the District move the balance to ColoTrust upon maturity to take advantage of the higher rate of return.

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 October 31, 2023 and authorized a transfer of \$272,769.08 plus any earned interest to ColoTrust upon maturity of the Certificate of Deposit with Huntington Bank.

Draft 2024 Budget: Mr. Beckman reviewed the 2024 draft budget with the Board. Mr. Beckman noted that 5% rate increase is recommended to keep pace with inflation and the anticipated rate increase by Denver Water. Mr. Beckman noted that additional research will be conducted to better refine the projected water purchases expenses and water sales revenues.

RECORD OF PROCEEDINGS

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 fire hydrant testing is 100% complete for the year. Backflow testing data has been uploaded to the District's monitoring and tracking platform. The field staff will continue to survey customers required to have cross connection protection. He noted that 256 utility locates were performed this year. There were no main line breaks in November, and blowoff testing is at 98% complete for the year.

GIS Mapping Options: Mr. Moncada discussed with the Board GIS mapping options. He reported that My Asset Map is a very customizable GIS mapping platform which can be licensed for approximately \$2,400 per year. Mr. Moncada will obtain a proposal for consideration at the next Board meeting.

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 Phase II of the Wadsworth Widening Project has begun.

Owner/Developer Projects: Mr. Berling reported that several projects are in process. Plans are currently being prepared for an eight-unit townhome building at 3780 Fenton St. In addition, an eight-unit complex at 3900 Upham is under review. A 22-unit development at 4000 Upham is underway, and plans for a single-family residence at 3915 Upham is under review.

First Amendment to the Independent Contractor Agreement with Public Alliance, LLC, for 2024 Fee Increase: Mr. Beckman reviewed the 2024 pricing for Public Alliance.

Following review and discussion, upon motion duly made by Director Urban, seconded by Director Baillie and, upon vote, unanimously carried, the Board approved the 2024 rate schedule and directed Legal Counsel to prepare the First Amendment to the Independent Contractor Agreement with

RECORD OF PROCEEDINGS

Public Alliance, LLC.

LEGAL

Attorney's Report: Mr. Flynn discussed the anticipated rate increase by Denver Water and noted that he will prepare agreements for the GIS agreement for My Assett Map and the scope of services to be provided by Martin/Martin, Inc. to conduct a rate and reserve study.

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

OTHER BUSINESS

Mr. Beckman requested that he be an authorized signer on the District's checking account.

Following discussion, upon motion duly made by Director Urban, seconded by Director Stites and, upon vote, unanimously carried, the Board authorized the removal of Mr. Hudson and the addition of Mr. Beckman as a authorized signer on the District's Checking account.

It was noted that the Christmas party will held be at 240 Union on December 7, 2023.

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.

Respectfully submitted,

By: AJ Beckman
Secretary for the Meeting