

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS
GENESEE WATER & SANITATION DISTRICT**

HELD

Tuesday, October 25th, 2022
At 5:00 p.m. at the Genesee Water & Sanitation District Administrative Bldg.
2310 Bitterroot Lane
Golden, CO 80401

ATTENDANCE

A Regular Meeting of the Board of Directors of the Genesee Water & Sanitation District of Jefferson County, Colorado was held as shown above, and in accordance with the applicable statutes of the State of Colorado with the following Directors present and acting:

Branch Russell – Zoom
Frank DeFilippo – In Person
Jim Hurd – In Person
Cynthia Corbett – In Person
Wayne Forman – In Person

Also present in person were:

Chris Brownell, District Manager
Bob Calley, Superintendent
Erin Carriere, Director of Administration
Katie Ostrander, Administrative Assistant
Carl Osborne, Water Operator

By Zoom video teleconference:

Christina Jantzef, Accounting consultant
Approx 6 zoom accounts logged on zoom

CALL TO ORDER

President Hurd called the meeting to order. No changes were made to the agenda.

DISTRICT BUSINESS:

MINUTES

- A) Motion to approve minutes with proposed changes: Director DeFilippo
Second: Director Corbett
Votes: 4
Motion passed unanimously
- B) Motion to approve minutes of audit informational session: Director Hurd
Second: Director DeFilippo

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Votes: 3 (director Russell was not on zoom)

Motion passed unanimously

C) In the event that Director Russell cannot reconnect on zoom, he is excused

Second: Director DeFilippo

Votes: all

Motion passed unanimously

ENTERPRISE BUSINESS:

PUBLIC COMMENTS

A) None

RESOLUTION 22-2001

A) Motion to approve Amendment to CWCB Loan Contract CT2021-285: Director DeFilippo

Second: Director Corbett

Ms. Carriere called the votes:

Jim Hurd - yes

Frank DeFilippo – yes

Wayne Forman – yes

Cynthia Corbett – yes

Branch Russell – yes

Resolution passed.

MANAGERS REPORT

A) Water Withdrawn and Water Returned to Bear Creek & Stream Flow was reviewed and included in the board packet.

SUPERINTENDENTS REPORT

A) AWTF Monthly Operating Report is included in the board packet.

ADMINISTRATION REPORT

A) Financial statements were reviewed by Ms. Jantzeff and Ms. Carriere.

RESERVOIR NO. 1 EXPANSION PROJECT UPDATE

A) Waiting on Jefferson County grading permit

B) Zak Dirt will move in and mobilize once we get the grading permit

C) Director Hurd asked if we could have an update on the website. Staff will take care of that request.

DISCUSSION ON 2023 PROPOSED BUDGET

A) Review and discussion of staff prepared 2022 YE cash balance estimate. No decisions can be made until the public hearing on November 15th. Director Hurd asked if we have finished preparing a year end cash balance estimate that can be shared with the board. A little over \$500,000.00 is the estimate currently.

B) Potential Spronk Report addition to the budget was discussed. Manager Brownell was asked to find out how much it would be to do this report in a previous meeting. His findings conclude

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with \$85,000 as the cost for a Spronk Report to be done. Director Hurd said he would not recommend earmarking any money for this in the budget. Other board members agreed and also agreed that at some point, a similar type of report needs to be done in the future.

- C) There was some discussion amongst the board of a capital replacement study that Director Forman had researched. Director Forman asked staff for their input on the need for a study. Mr. Calley and Mr. Brownell believe that with the budget and planning, they do not see a need to spend extra money on a study. Mr. Calley will be walking the Board through the current report.
- D) Discussion on availability of the hydrant at the old WTP for use if needed for firefighting. It was agreed by the board and management that the gravity-fed, raw-water hydrant will be available to the Genesee Fire Protection District and other fire fighting agencies starting before the fire season, in emergency situations.
- E) Director Hurd explained his goal to get the District to an ending cash balance of \$900,000 end of 2023, \$1.2M end of 2024 and \$1.5M end of 2025. This means rates would need to be raised by approx. \$375,000.00 for 2023. December 6th will be the public hearing for final rate and fee increases.

UPDATE ON AUDITOR SELECTION FOR 2022 AUDIT

- A) We are looking into auditors for the 2022 audit. Multiple companies have been asked and we are waiting to hear back if they will take us on as a customer.

DISCUSSION ON BOARD MEETING RECORDINGS RETENTION POLICY

- A) Motion to adopt records retention of 90 days after the meeting for executive session, 6 months after approval of the minutes for open meetings and 6 months after the meeting for study sessions – Director Forman
Second – Director DeFilippo
Votes – all
Motion passed unanimously

DISTRICT BUSINESS:

LEGAL

- A) General Counsel – Nothing new to report
- B) Water Rights Counsel - Moses, Wittemyer, et. Al. Nothing new to report.

OLD BUSINESS

NEW BUSINESS

ADJOURN

Motion: Thereupon, motion made by Director DeFilippo and seconded by Director Forman to adjourn the meeting. The motion passed unanimously.

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