

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
ST. MARY'S GLACIER WATER AND SANITATION DISTRICT  
HELD

MONDAY, JANUARY 23, 2023

A regular meeting of the Board of Directors of the ST. MARY'S GLACIER WATER AND SANITATION DISTRICT (referred to hereafter as the "Board") was convened on Monday, the 23rd day of January 2023, at 6:00 P.M., via Zoom.

ATTENDANCE

Directors in Attendance Were:

Bruce Hohne, President  
Jason Yoho, Secretary  
Hans Hultgren, Assistant Secretary

Directors Absent but Excused:

James Jandreau, Assistant Secretary  
Glenn Clark, Treasurer

Also, in Attendance Were:

Sarah Bromley, Jennifer Ondracek, Amanda Castle, and Kevin Mitts; Pinnacle Consulting Group, Inc.  
Bob Orsatti, Anchor QEA  
Colin B. Mielke; Seter & Vander Wall, P.C.  
Michael Carrano, District Manager  
Chris Oeland, District Operations  
And various members of the public

The meeting was called to order at approximately 6:00 P.M.

Director Hohne confirmed that a quorum of the Board was present with three out of the five board members present at the start of the meeting.

DISCLOSURE  
MATTERS

The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member affirmed their conflicts of interest, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

ADMINISTRATIVE  
MATTERS

Agenda: The Board reviewed the agenda. Following review and discussion, upon motion duly made seconded and, upon vote, unanimously carried, the agenda was approved as presented.

Approval of Minutes: The Board reviewed and discussed the draft minutes for the November 21, 2022 and December 29, 2022 board meetings. Director Hohne noted that the November 21<sup>st</sup> minutes need to be corrected to show he voted against adoption of the 2023 budget. After review and discussion, and upon

motion made, seconded and unanimously carried, the Board approved the minutes for November 21<sup>st</sup> and December 29<sup>th</sup> subject to the revision requested by Director Hohne.

Public Comments: The Board opened the meeting to public comment. There were no comments made by members of the public and this portion of the meeting was closed.

COMMUNITY  
MANAGEMENT  
ITEMS

Community Manager Report: The Board acknowledged the receipt of the written community management report.

WATER AND  
WASTEWATER  
SYSTEM  
IMPROVEMENTS

Anchor QEA Consultant Report: Mr. Orsatti informed the Board that CGRS failed to meet the December 31, 2022 water project completion deadline and that CDPHE has imposed penalties for failing to complete the project by the deadline. CGRS has continued to work in order to complete the project as soon as possible, and an inspection related to substantial completion is expected to occur soon.

Mr. Orsatti informed the Board that he has had multiple communications with CDPHE regarding the proposed wastewater treatment facility project. He will be resubmitting documents with revisions requested by CDPHE.

Discussion regarding Long-Range Plan: Mr. Orsatti confirmed that CDPHE has approved the District's long-range utility replacement plan. Approval was granted in October, but CDPHE did not inform the District of the approval until January. Mr. Orsatti and Mr. Carrano confirmed they will request updates to the project schedules identified in the long-range plan due to the delay in approval notification from CDPHE.

Woods Court Main Line Extension Project: Mr. Orsatti further reported that the construction plans for the Woods Court main line extension project that is to be completed by Meyers Enterprises, LLC have been reviewed and the District's consultants have provided Mr. Meyers with comments on the construction plans. The Board discussed that the finalized construction plans are to be incorporated into the Cost-Recovery Agreement with Meyers Enterprises, LLC as Exhibit C. Mr. Mielke confirmed he will coordinate with Mr. Meyers to finalize the Agreement. Mr. Orsatti noted that Meyers Enterprises, LLC will need to obtain the required bonds prior to beginning work and reminded the Board that the work needs to be closely monitored by himself and the District to ensure compliance with the District's construction standards. The Board noted its desire to not overanalyze the bonding requirements to avoid large consultant costs for such review.

Anchor QEA Task Order 23-01: Mr. Orsatti presented the Board with Task Order 23-01 related to Anchor QEA's Master Services Agreement with the District. Mr. Orsatti and Mr. Carrano informed the Board that the purpose of the Task Order is to engage Anchor QEA to negotiate with CDPHE to reduce the amount of penalties imposed by CDPHE for CGRS's delay in completing the water project. The Task Order is to be billed on a time and materials basis, with a not-to-exceed amount of \$2,000. Mr. Orsatti noted that he anticipates completing the work for less than the \$2,000 not-to-exceed amount. After

review and discussion, and upon motion made, seconded and a majority vote of 2-1 (with Director Hultgren voting “nay”), the Board approved Task Order 23-01 as presented.

Wastewater Project Engineering Proposals: The Board discussed publishing a request for proposals to perform engineering work related to the proposed wastewater treatment facility project and potentially for ongoing engineering services. Mr. Mielke will coordinate to gather documents related to an RFP and report back to the Board regarding the documentation and publication process.

DISTRICT  
OPERATIONS/  
MANAGEMENT  
ITEMS

Operations Report: Mr. Oeland informed the Board of a water main break at the wastewater treatment plant and confirmed that a vac truck had been ordered to complete clean up from the break. Mr. Oeland further confirmed that he picked up the District’s new hot jetter from Utah and that he received training on the operation of the hot jetter from the manufacturer. The Department of Motor Vehicles informed Mr. Oeland that the District owes \$2,477 for registration of the hot jetter. The Board discussed its status as a tax-exempt local government and directed Mr. Oeland to confirm whether any of the \$2,477 consists of taxes for which the District is exempt. Pinnacle confirmed it will provide Mr. Oeland with the District’s tax-exempt identification number to facilitate any reduction in taxes owed.

District Management Transition: Ms. Bromley informed the Board that this will be her last meeting with the District as Pinnacle transitions away from its District Management role. Ms. Bromley noted that she will be available to answer any questions from the District during the transition.

FINANCIAL ITEMS

Review and Consideration of Payables: Ms. Ondracek presented the Board with a disbursement report and schedule of cash position through January 16, 2023 in the total amount of \$405,694.47. After review and discussion, and upon motion made, seconded and unanimously carried, the Board accepted the reports as presented.

Update regarding Grants and Loans: Ms. Castle informed the Board that Pinnacle has been actively working with CDPHE on a small communities grant in the amount of \$248,000. CDPHE is working to get a signed contract in place to allow for allocation of funds post-dated to late 2022, and the process is expected to take approximately eight weeks.

Director Hohne expressed his desire that grant funding be allocated to repair water pipes under Fall River Road to ensure the Alice community does not lose water service in the event Well #5 fails in the future.

Budget to Actual Report: The Board reviewed and discussed the budget-to-actual report provided by Pinnacle. Upon motion made, seconded and unanimously carried, the Board accepted the report as presented.

LEGAL ITEMS

Annual Administrative Resolution (2023): Mr. Mielke presented the Board with an annual administrative resolution for 2023. The Board reviewed the annual administrative resolution. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board

approved the annual administrative resolution for 2023 as discussed.

Updated Open Records Act Resolution and Policy: Mr. Mielke presented the Board with an updated resolution and policy related to the Colorado Open Records Act. Mr. Mielke noted that the updated policy changes the contact information for CORA requests from Pinnacle Consulting Group to Seter & Vander Wall, P.C. Upon motion made, seconded and unanimously carried, the Board adopted the resolution and policy as presented.

Updated Resolution regarding Authorized Signatories: Mr. Mielke presented the Board with an updated resolution identifying the District's authorized signatories, which has been updated to remove Pinnacle Consulting Group as the District's manager and insert Michael Carrano as the District's manager. Upon motion made, seconded and unanimously carried, the Board adopted the updated resolution as presented.

Lot Combination Request for Lots 588 and 587, St. Mary's Subdivision Unit 4 and Lots 620 and 660, St. Mary's Subdivision Units 4 and 5: The Board discussed a request from Thomas Meyers of Lots 588 and 587, St. Mary's Subdivision Unit 4 and Lots 620 and 660, St. Mary's Subdivision Units 4 and 5 to combine the four lots into two lots, and specifically (1) that the Board waive any objection to the combination of those lots, and (2) the Board vacate easements that exist between the lots. Chris Oeland has evaluated this situation in the field and found no issue with allowing the combination of these lots.

Following review and discussion, upon motion duly made, seconded and upon vote unanimously carried, the Board determined that (1) it does not object to the combination of the lots; and (2) the District agrees to vacate the easement interests it may have solely for the five-foot rear and side lot line utility easements that are located between the adjacent lots, subject to the combination of those lots being approved and completed by Clear Creek County. Furthermore, the District reserves any easement rights it may have on other areas of the lots, including but not limited to the entirety of the easements along street lot lines, and other rear and side lot lines for the lots.

Lease Agreement with Metro District: Mr. Mielke presented the Board with a lease agreement authorizing the District to utilize areas in the Metro District's building. Mr. Mielke noted that the agreement will be updated to add an additional bay for a total of two bays, and that the Metro District has agreed to a quarterly rental price per bay of \$1,125 (the equivalent of \$375 per month per bay). After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved the lease agreement subject to the updates discussed. Mr. Mielke informed the Board that the Metro District is considering the lease agreement at its meeting tonight and he will coordinate with the Metro District to obtain a fully-executed lease.

Update regarding Material Storage Agreement with Soucie: Mr. Mielke noted that CGRS has an agreement with Mr. Soucie for the storage of construction materials on Mr. Soucie's property during the water facility rehabilitation project. After the project is complete, there will be materials on the property that both the District and Mr. Soucie would like to use, and the District is interested in entering into its own agreement with Mr. Soucie to allow storage of those materials in exchange for Mr. Soucie's use of materials the District does

not otherwise need. Mr. Mielke will contact Mr. Soucie to discuss the proposal.

\_\_\_\_\_

DIRECTORS ITEMS

There were no Director items brought before the Board.

\_\_\_\_\_

OTHER ITEMS

There were no additional items.

\_\_\_\_\_

EXECUTIVE  
SESSION

There was no executive session held.

\_\_\_\_\_

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 7:50 P.M.

\_\_\_\_\_

By:

*Jason Yoho*

Jason Yoho (Feb 28, 2023 09:20 MST)

Secretary

# 00651452

Final Audit Report

2023-02-28

Created:	2023-02-28
By:	Catherine Bright (cbright@svwpc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqt75e15ecYaqOCEGzLDau8TdASyaUI92

## "00651452" History

-  Document created by Catherine Bright (cbright@svwpc.com)  
2023-02-28 - 4:19:15 PM GMT- IP address: 50.242.130.193
-  Document emailed to jason@hyperlabs.com for signature  
2023-02-28 - 4:19:32 PM GMT
-  Email viewed by jason@hyperlabs.com  
2023-02-28 - 4:19:56 PM GMT- IP address: 50.214.18.177
-  Signer jason@hyperlabs.com entered name at signing as Jason Yoho  
2023-02-28 - 4:20:10 PM GMT- IP address: 50.214.18.177
-  Document e-signed by Jason Yoho (jason@hyperlabs.com)  
Signature Date: 2023-02-28 - 4:20:12 PM GMT - Time Source: server- IP address: 50.214.18.177
-  Agreement completed.  
2023-02-28 - 4:20:12 PM GMT