

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

MONDAY, APRIL 24, 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 24th day of April, 2023, at 6:00 P.M., via Zoom.

ATTENDANCE

Directors in Attendance Were:

Jason Yoho, Secretary
Hans Hultgren, Assistant Secretary
James Jandreau, Assistant Secretary
Bruce Hohne, President
Glenn Clark, Treasurer

Directors Absent but Excused:

None

Also, in Attendance Were:

Christy McCutchen; Pinnacle Consulting Group, Inc.
Bob Orsatti; Anchor QEA
Colin B. Mielke; Seter & Vander Wall, P.C.
Michael Carrano, District Manager
Chris Oeland, District Operations
Gabby Begeman, ORC Water Professionals
And various members of the public

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

It was confirmed that a quorum of the Board was present.

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 February 27, 2023 board meeting with revisions proposed by Director Hultgren. After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved the revised minutes as presented.

Next, the Board reviewed the draft minutes for the March 27, 2023 board meeting. After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved the minutes for the March 27, 2023 board meeting as presented

COMMUNITY
MANAGEMENT
ITEMS

Community Manager Report: Ms. McCutchen presented the Board with a written community management report and provided an overview of the report.

FINANCIAL ITEMS

Review and Consideration of Payables: The Board reviewed the monthly financial report provided by Pinnacle Consulting Group, Inc. (“Pinnacle”) and following discussion, upon motion made and seconded, the Board voted unanimously to accept the report as presented. The Board reviewed a payment of claims report through April 13, 2023 provided by Pinnacle in the total amount of \$107,396.19. After review and discussion, and upon motion made, seconded and unanimously carried, the Board ratified the payment of claims report as presented.

Budget-to-Actual Report: The Board reviewed the budget-to-actual report provided by Pinnacle.

Discussion regarding Loans and Grants: The Board discussed a \$500,000 loan from CDPHE’s Drinking Water Revolving Fund, and noted that it includes \$300,000 in upfront principal forgiveness. Mr. Mielke informed the Board that the CDPHE requires bond counsel and general counsel analysis and opinion letters to complete the loan and grant closing. Mr. Mielke informed the Board that bond counsel’s fee to provide analysis and an opinion is \$20,000, which is \$5,000 more than what was charged in 2018 for a similar transaction, but within current market for these types of transactions. The Board requested Mr. Mielke confirm with Pinnacle whether the fee is within market and whether there are other options for a lower price. Mr. Mielke offered to reduce his firm’s general counsel analysis and opinion fee from \$10,000 to \$3,000 for this transaction.

PUBLIC COMMENT

The Board opened the meeting for public comment.

Joe Craven requested the Board provide consistent updates on the status of frozen water lines within the District.

Multiple members of the public requested that public comment periods be added to the beginning and end of board meetings to allow for more public input on District matters. The Board discussed the request and upon motion made, seconded and unanimously carried, the Board voted to add public comment periods to the beginning and end of each meeting going forward.

Ashlyn DelPriore requested an update on the status of the May 2, 2023 regular election and the delivery of ballots. The Board discussed providing additional notice to customers of the District by emailing and mailing additional notice to people on Pinnacle’s customer contact list. The Board discussed including a request for mail ballot form with the notice. Upon motion made, seconded and unanimously carried, the Board approved delivering the additional notice and request for mail ballot form to the customers on Pinnacle’s customer contact

list, with delivery to be completed as quickly as possible.

There being no further public comment, the public comment period was closed.

WATER AND
WASTEWATER
SYSTEM
IMPROVEMENTS

Anchor QEA Consultant Report: Mr. Orsatti presented a written engineering report to the Board and discussed the contents of the report. Mr. Orsatti confirmed that a wastewater treatment plant Basis of Design Report had been delivered to the District's manager for review and that there were no suggested changes. The Board reviewed and discussed the Basis of Design Report and upon motion made, seconded and unanimously carried, the Board accepted the Basis of Design Report as presented.

Discussion regarding Long-Range Plan: Mr. Carrano discussed the District's Long-Range Plan submitted to the CDPHE and confirmed the CDPHE intends to review the Long-Range Plan every five years.

Additional Updates: The Board discussed the status of the main line extension project for Woods Court to be performed by Meyers Enterprises, LLC. Mr. Orsatti confirmed that his work related to the Woods Court Cost-Recovery Agreement is complete.

DISTRICT
OPERATIONS/
MANAGEMENT
ITEMS

Operations Report: Mr. Carrano informed the Board that Mr. Oeland would be late to the meeting because he is repairing a pressure release valve in the District. Director Jandreau noted that he had requested a couple months prior that Mr. Carrano provide him with a list of priorities for the District to address. Director Jandreau renewed his request and Mr. Carrano agreed to provide a list by the end of the week. The Board discussed that one of its main priorities is to complete the water main loop between Alice and St. Mary's to ensure that there is an alternative water source if Well #5 becomes inoperable.

The Board discussed proposed windows for the wellhouses, and Mr. Carrano and Mr. Orsatti noted that windows are standard to allow for inspection prior to entering a wellhouse.

Director Hultgren asked whether a map of the properties impacted by frozen water lines had been included in the operations report. Mr. Carrano confirmed a map was not included in the report. Director Hultgren noted that he provided updates to Mr. Oeland regarding frozen properties for purposes of updating the map of frozen homes, but he has not received an updated map.

The Board next discussed election activities and requested that Mr. Mielke provide the Board with a list of election activities after the election has been completed so the Board will have a good understanding of election activities for future elections.

The Board next discussed the desire of Directors Hultgren and Jandreau for Mr. Carrano to physically spend at least three full work days in the community per week. The Board determined to discuss this matter further at the next board meeting.

ORC Water Report: Ms. Begeman presented and discussed her operations

report with the Board. Ms. Begeman noted that she has a priority list related to the District and confirmed she will share the list with Mr. Carrano and include it in her operations report for the next meeting.

Ms. Begeman noted that chemical pumps were relocated from Well #1 to Well #5 and are operational. Ms. Begeman confirmed that a new pH pump will be installed soon by Brown Hill. Ms. Begeman further informed the Board that chemical injection pumps at Well #5 are not operational and that she will engineer a solution.

Director Jandreau noted Ms. Begeman's comment that the District is experiencing a lot of water loss through leaks, but that Mr. Carrano does not believe there are major leaks in the system, and asked for clarification on this matter. Mr. Carrano stated that there is not large water loss during the night, which indicates large leaks are not present in the system. Ms. Begeman stated that instantaneous water pump rates may not accurately show leaks, and that water rates over an extended timeframe indicate leaks are present.

Ms. Begeman informed the Board that ORC Water Professionals is operating from hand-drawn maps provided by the District, and requested that computer-generated maps be provided by Mr. Orsatti. Mr. Orsatti responded that engineering drawings were provided three years ago to all the consultants. Mr. Orsatti further stated that CGRS has not yet finalized construction drawings related to the water rehabilitation project, and that he will distribute those drawings once he receives them. Director Yoho noted that the computer-generated maps are included in the Long-Range Plan and that he will separate those maps from the Long-Range Plan and provide a copy to Ms. Begeman.

Ms. Begeman updated the Board regarding the work to thaw water lines. She noted that various alternatives have been completed, but none have been successful so far.

Manager's Report: Mr. Carrano provided the Board with an update on District management items, as identified in his written report presented to the Board.

Mr. Carrano informed the Board that a customer, Mr. Camalleri, has requested the Board consider adopting a fee to fund the connection of Crest Way to Mine Road and Lake Road. Director Hohne noted this is a large project that should be considered for inclusion in the Long-Range Plan, rather than implemented independently through imposition of a separate fee. The Board determined to take no action on this item at this time.

Mr. Carrano informed the Board that he identified certain safety equipment he recommends the District purchase and that it is expected to cost less than \$5,000. After discussion, and upon motion made, seconded and unanimously carried, the Board approved the purchase of the safety equipment for an amount not to exceed \$5,000.

The Board next discussed a request from a District customer, Chuck Longhenry, for funding to purchase a water cistern because he is impacted by frozen water lines. Mr. Mielke noted that the District's rules and regulations state that water service is not guaranteed and that approval to fund a water cistern would be a variance to the District's rules and regulations. The Board discussed

alternatives to assist impacted customers that are consistent with the District's rules and regulations. After discussion, and upon motion made, seconded and unanimously carried, the Board approved expending up to \$1,500 for the District to acquire a water tank and pump in order to provide self-serve water and delivery to impacted customers. Ms. Begeman informed the Board that the District owns a 250 gallon tank that ORC Water Professionals can clean for purposes of water storage and delivery, and that ORC Water Professionals can provide a pump for the District's use as well.

LEGAL ITEMS

Ratification of MWC, LLC Service Agreement: Mr. Mielke presented the Board with an agreement with MWC, LLC for emergency repair services that have been completed. Mr. Mielke requested the Board ratify the agreement. Upon motion made, seconded and unanimously carried, the Board ratified the agreement with MWC, LLC.

Management Spending Authority: Mr. Mielke informed the Board that he researched the spending authority for District management, as discussed at the previous board meeting, and confirmed that current authority is capped at \$2,500. The Board discussed the desire for flexibility in spending for the District manager and operations specialist in between meetings. After discussion, and upon motion made, seconded and unanimously carried, the Board approved the District obtaining debit or credit cards for Mr. Carrano and Mr. Oeland, with authorization to expend a total of \$5,000 between meetings on District-related expenses, and up to a total of \$10,000 with prior District approval. The Board determined that Pinnacle would be responsible for monitoring this matter.

Engineering Services RFP: Mr. Mielke updated the Board on the District Engineer RFP process. The Board noted that the Basis of Design Report that was approved earlier in the meeting should be incorporated into the RFP package and that the report is expected to change the scope of work needed from the chosen engineering firm. The Board discussed extending the deadline to submit proposals to account for this change in scope. Mr. Carrano expressed his opinion that the scope of work has not changed due to the Basis of Design Report and that an extension is unwarranted. After discussion, and upon motion made, seconded and unanimously carried, the Board approved the extension of the deadline to submit proposals to June 12, 2023, with site visits authorized through June 5, 2023.

Amended and Restated Cost-Recovery Agreement with Meyers Enterprises, LLC: Mr. Mielke presented the Board with an Amended and Restated Cost-Recovery Agreement with Meyers Enterprises, LLC related to the Woods Court main line extension project. Mr. Mielke noted that the final version of Exhibit C has been incorporated into the agreement, and that a June 15, 2023 start date and the Total Cost Recovery of \$450,000 had been incorporated as well. After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved the Amended and Restated Cost-Recovery Agreement as presented.

DIRECTORS ITEMS

Director Hultgren presented the Board with an overview of the process for the engineering RFP process. Director Hultgren further requested that the District

continue researching why the water line freeze was so extensive this season, and that the District place this matter on each meeting agenda until the cause of the freeze is determined. Mr. Carrano confirmed he will continue to research this matter and it will be placed on the next meeting agenda.

Director Hultgren reiterated his desire for Mr. Carrano to be physically present in the community at least three full work days per week, and requested that the specific roles of each employee be identified to the Board.

Director Hultgren proposed that meetings be video recorded. The Board discussed the proposal and upon motion made, seconded and unanimously carried, the Board determined to video record board meetings. Director Hultgren further requested that draft minutes of each board meeting be prepared and distributed to board members within two weeks of each meeting.

Director Hultgren next proposed that the District consider renting its own equipment for future projects to reduce costs to the District. Director Hultgren noted the expense related to the excavator utilized by CGRS for recent work. It was recommended that the District create a list of contractors that can be contacted for certain repairs to help reduce costs for work within the District.

PUBLIC COMMENT

The Board opened the second public comment period.

Joe Craven asked the Board what action should be taken by a homeowner when there is a ruptured pipe. The Board responded that the homeowner should contact the District and Mr. Oeland can then shut off water service at the curb stop.

Ashlyn DelPriore requested the Board hold a special meeting to discuss solely the status of the water freeze. She noted that she is a senior project manager for a large technology company and that the District's operations seem siloed. Ms. DelPriore offered to volunteer to assist the various consultants and employees in coordinating with each other. Director Jandreau requested Mr. Carrano compile the priorities lists created by Mr. Carrano, Mr. Orsatti, and Ms. Begeman and give them to Ms. DelPriore so she can assist with creating a master priorities list.

Mr. Bockman encouraged members of the public to encourage other people in the neighborhood to attend board meetings on a consistent basis.

Mr. Meyers noted his belief that the District has not taken sufficient action on certain items and that the District should hire seasonal labor to assist with District operations, rather than relying on expensive day labor. Mr. Meyers also noted his belief that the water main line under Brook Drive will have issues once it thaws.

There being no further public comment, the public comment period was closed.

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 9:55 P.M.

By:

Hans Hultgren

Hans.Hultgren (Jun 7, 2022 15:36:MDT)

Secretary







00667621

Final Audit Report

2023-06-01

Created:	2023-06-01
By:	Catherine Bright (cbright@svwpc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFdafzIGRWyWX6e-u6EtEc_a5aLI2zxVI

"00667621" History

-  Document created by Catherine Bright (cbright@svwpc.com)
2023-06-01 - 8:24:54 PM GMT- IP address: 50.242.130.193
-  Document emailed to hans@edwi.org for signature
2023-06-01 - 8:25:12 PM GMT
-  Email viewed by hans@edwi.org
2023-06-01 - 9:30:40 PM GMT- IP address: 23.31.91.214
-  Signer hans@edwi.org entered name at signing as HAns Hultgren
2023-06-01 - 9:36:51 PM GMT- IP address: 23.31.91.214
-  Document e-signed by HAns Hultgren (hans@edwi.org)
Signature Date: 2023-06-01 - 9:36:53 PM GMT - Time Source: server- IP address: 23.31.91.214
-  Agreement completed.
2023-06-01 - 9:36:53 PM GMT