

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

Monday, April 22, 2024

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 22nd day of April, 2024, at 6:00 P.M. via Zoom virtual meeting platform.

ATTENDANCE

Directors in Attendance Were:

Thomas Meyers
Peter Ward
Hans Hultgren
Glenn Clark

Absent:

James Jandreau (absence excused)

Also, in Attendance Were:

Colin B. Mielke; Seter, Vander Wall & Mielke, P.C.
Chris Oeland, District Employee
Angela Kana-Veydovec, KV Water Engineering
Jennifer Ondracek, Pinnacle Consulting Group
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.

AMINISTRATIVE
MATTERS

Agenda: The Board reviewed the agenda for the meeting, and upon motion made, seconded and unanimously carried, approved the agenda as presented.

Minutes: The Board reviewed the minutes for the regular meeting held March 25, 2024. After review, and upon motion made, seconded and unanimously carried, the Board approved the minutes as presented.

[*Director Clark joined the meeting at this time]

COMMUNITY

Community Manager's Report: The Board reviewed the community manager's

MANAGEMENT
ITEMS

written report.

Review and Consideration of Payables: The Board reviewed the District's payment of claims report as of April 15, 2024, the credit card listing report as of March 31, 2024. After review, and upon motion made, seconded and unanimously carried, the Board ratified the reports as presented.

Review Budget vs. Actual Report: The Board reviewed budget vs. actual reports for the District's general, enterprise and capital projects funds, and the statement of cash position through April 15, 2024. After review, and upon motion made, seconded and unanimously carried, the Board accepted the reports as presented.

2023 BUDGET
AMENDMENT

Public Hearing Regarding 2023 Budget Amendment: Ms. Ondracek presented the 2023 draft amended budget, including ending fund balances for the general and enterprise funds. The Board opened the public hearing to consider adoption of a Resolution to Amend the 2023 Budget. No written objections or public comments were received prior to the public hearing. There being no comments made by the members of the public in attendance, the Board closed the public hearing.

Following discussion, upon motion duly made by Director Hultgren, seconded by Director Clark and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2023 Budget as presented.

PUBLIC COMMENT

The Board opened the meeting for public comment. There being no public comment, the public comment period was closed.

DISTRICT
OPERATIONS

Operations Report: Mr. Oeland presented his operations report to the Board, noting that a recent wind storm had temporarily affected the District's power. Mr. Oeland reported that the Lake Booster Station issue has been isolated. Additionally, Mr. Oeland requested PTO for June 14-21, which the Board approved.

ORC Report: The Board reviewed ORC Water Professionals written report prepared by Gabrielle Begeman and Jared Herzing.

Engineering Report: Ms. Kana-Veydovec presented her report to the Board and discussed ongoing engineering activities for the District's water and wastewater systems. Ms. Kana-Veydovec reported that the Phase 2 Water System Improvements Project closeout list has been provided to CGRS to assist with the closeout. Ms. Kana-Veydovec asked whether the District has metering data that could be provided to assist with future funding requests and compliance activities. Ms. Begeman confirmed she has metering data for the District and will provide that information to Ms. Kana-Veydovec.

Ms. Kana-Veydovec updated the Board regarding its wastewater D&E Grant,

which she recommends be reinstated. Reinstatement can be accomplished by making a payment to Anchor QEA for prior D&E Grant related activities. The Board discussed that there is approximately \$77,000 in outstanding invoices from Anchor QEA for D&E Grant activities, but the Board believes Anchor QEA has not provided the District with all documentation related to those invoices. After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved payment to Anchor QEA in an amount up to \$45,000, based on an analysis by Ms. Kana-Veydovec and Pinnacle Consulting Group to determine the amount of documentation that has been provided thus far. The remaining amounts will be paid upon delivery of all documents related to the D&E Work invoiced by Anchor QEA.

LEGAL ITEMS

Consider Renewed Engagement of Anchor QEA for Phase II Water Project Closeout: Mr. Mielke presented the Board with a contract to engage Anchor QEA to perform closeout activities for the Phase II Water Project. After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved the contract, subject to any final edits deemed necessary by legal counsel in response to potential Anchor QEA comments.

Status of Tap Application for 120 Canyon Circle: Mr. and Mrs. Gangelhoff introduced themselves to the Board as the owners of 120 Canyon Circle. The Board discussed with the Gangelhoffs the status of their partial refund of the tap application payment based on their application being submitted subsequent to the Board's determination to reduce its Facilities Improvement Fee last fall. Mr. Mielke confirmed a new refund check has been issued and is being delivered pursuant to a request from the Gangelhoffs. The Board discussed the potential for underground granite in the area near the property and requested an update on its previous request to determine whether any core sampling had been performed in that area in the past for other projects. Ms. Kana-Veydovec and Mr. Oeland confirmed that no sampling has been performed in that area. The Gangelhoffs asked for an update on their request for an extension of the variance previously granted to their property. The Board determined to set this matter on the next meeting's agenda and directed legal counsel and operations personnel to conduct further research regarding the request.

Availability of Service Fee for Lot 70, St. Mary's Subdivision Unit 1: Director Meyers discussed his understanding that Lot 70 is not located within 100 feet of a water main line, and therefore should not be charged availability of service fees. The owners of the property addressed the Board and stated that they believe the property may be within 100 feet of a water main line and requested that the District research the matter further to make a determination. The Board directed Mr. Oeland to perform further inspection of the area to confirm whether a water main line is located within 100 feet of the property.

Fees related to 70 Spruce Circle: Mr. Mielke informed the Board that the son-in-law of the owner of 70 Spruce Circle contacted his office to notify the District that the property had been charged service fees beginning in 2022, but the property was not connected to the District's water or sewer facilities. Mr. Mielke confirmed that the District's consultants had researched the matter and confirmed that the property is not connected to the District's facilities and

should not have been charged service fees. Mr. Mielke informed the Board that delinquent fees for 2022 and a portion of 2023 had been certified to the County Treasurer and will need to be paid off by the District to cure the error. The Board discussed the matter, and upon motion made, seconded and unanimously carried, the Board authorized the District's legal counsel and accounting team to refund the amounts incurred by the property, releasing any liens related to this matter, paying the County Treasurer fees related to the certifications for the property, and performing all other actions necessary to remedy the error.

DIRECTOR'S ITEMS

May Board Meeting: The Board discussed its May meeting schedule, noting that the regular meeting date is set for Memorial Day. The Board determined to cancel its regular meeting in May and set a special meeting for May 20th at 6 p.m. via Zoom.

Discussion Regarding Employee Compensation: The Board discussed employee compensation for Mr. Oeland. The Board discussed its desire to see more consistency and predictability in tracking projects that Mr. Oeland is working on. The Board discussed cost of living increases, noting that cost-of-living increase are not automatically given. The Board discussed its previous determination at the end of 2022 to provide Mr. Oeland with a 6% raise when he obtained his Level C and D certifications, which did not occur. Mr. Oeland stated his willingness to obtain those certifications. After further discussion, and upon motion made, seconded and unanimously carried, the Board approved a salary increase of 4% to take effect starting the next pay period and an additional 3% increase for each Level C and D certification that Mr. Oeland obtains, for a total additional salary increase of 6% if both certifications are obtained by Mr. Oeland.

Discuss Potential Well Construction along Alice Road: The Board discuss the potential well project and noted its desire to schedule a meeting in early summer to discuss the potential project further.

Easement over Lot 8, Winterland Unit 1: Director Meyers informed the Board of an easement that the District holds over Lot 8, Winterland Unit 1. The property owner has requested that the District vacate the easement. Director Meyers stated his understanding that there are no District facilities within the easement and that the easement is not needed for future District facilities. Upon motion made, seconded and unanimously carried, the Board conditionally approved vacating the easement, subject to legal counsel and operations personnel's review of the easement documentation and site to confirm there are no concerns with vacating the easement.

OTHER

None.

PUBLIC COMMENT

The Board opened a second public comment period. There being no public comment, the public comment period was closed.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:30 P.M.

By:

Hans Hultgren
Hans Hultgren (May 24, 2024 22:42 MDT)

Secretary







Draft Meeting Minutes - SMGWSD (04.22.2024) (00731537).DOCX

Final Audit Report

2024-05-25

Created:	2024-05-22
By:	Catherine Bright (cbright@svwpc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADu_nBHF3H-phgM6fDjRt_ELvwbk6guM

"Draft Meeting Minutes - SMGWSD (04.22.2024) (00731537).DOCX" History

-  Document created by Catherine Bright (cbright@svwpc.com)
2024-05-22 - 7:55:51 PM GMT
-  Document emailed to Hans (hans@edwi.org) for signature
2024-05-22 - 7:55:56 PM GMT
-  Email viewed by Hans (hans@edwi.org)
2024-05-25 - 4:42:11 AM GMT
-  Signer Hans (hans@edwi.org) entered name at signing as Hans Hultgren
2024-05-25 - 4:42:33 AM GMT
-  Document e-signed by Hans Hultgren (hans@edwi.org)
Signature Date: 2024-05-25 - 4:42:35 AM GMT - Time Source: server
-  Agreement completed.
2024-05-25 - 4:42:35 AM GMT