

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE IDLEDALE WATER & SANITATION DISTRICT HELD May 12, 2020

A Special Meeting of the Board of Directors of the Idledale Water & Sanitation District (referred to hereafter as "Board") was held on Tuesday, the 12th day of May, 2020, at 7:00 p.m. Due to the presence of Coronavirus the meeting was held by teleconference. The meeting was open to the public.

#### ATTENDANCE

##### **Directors In Attendance Were:**

Jim Jordan, President  
Mike Richardson, Treasurer  
Todd Vandegrift, Vice President  
Hugh Gardner, Assistant Secretary  
John Reiser, Assistant Secretary

##### **Also In Attendance Were:**

AJ Beckman, District Manager  
Richard Pintor Jr., District Operator In Responsible Charge (ORC)  
Bob Orsatti, District Engineer  
Deborah Sedgley, District Accountant

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#### ADMINISTRATIVE

**Disclosures of Potential Conflicts of Interest:** Mr. Beckman advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. The Board reviewed the Agenda for the meeting, following which Directors Jordan, Richardson, Vandegrift, Gardner, and Reiser confirmed that they have no conflicts of interest in connection with any of the matters listed on the Agenda.

**Agenda:** Mr. Beckman distributed for the Board's review and approval, a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Jordan, seconded by Director Gardner and, upon vote, unanimously carried, the Agenda was approved as amended.

**May 5, 2020 Directors' Election:** Mr. Beckman reported that the election was cancelled as allowed by statute as there were not more candidates than seats

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available. Directors Vandegrift and Reiser were elected to three-year terms. Director Jordan was elected to a two-year term. Mr. Beckman noted that all Oaths of Office were filed with the Clerk and Recorder prior to the meeting.

### **Appointment of Officers:**

**President:** Following motion duly made by Director Gardner, seconded by Director Vandegrift and, upon vote, unanimously carried, Director Jordan was appointed as President.

**Treasurer:** Following motion duly made by Director Gardner, seconded by Director Vandegrift and, upon vote, unanimously carried, Director Richardson was appointed as Treasurer.

**Vice President:** Following motion duly made by Director Jordan, seconded by Director Gardner and, upon vote, unanimously carried, Mr. Vandegrift was appointed as Vice President.

**Secretary:** Following motion duly made by Director Vandegrift, seconded by Director Gardner and, upon vote, unanimously carried, Mr. Beckman was appointed as Secretary.

**Assistant Secretaries:** Following motion duly made by Director Jordan, seconded by Director Vandegrift and, upon vote, unanimously carried, Directors Gardner and Reiser were appointed as Assistant Secretaries.

**Minutes:** The Board reviewed the Minutes of the April 14, 2020 Special Meeting.

Following discussion, upon motion duly made by Director Richardson, seconded by Director Reiser and, upon vote, unanimously carried, minutes of the April 14, 2020 Special Meeting were approved, as presented.

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### **FINANCIAL MATTERS**

**Accounts Payable:** The Board considered ratifying approval of the payment of accounts payable for the period ending May 14, 2020 in the amount of \$34,379.40.

**2019 Budget Amendment:** The President opened the public hearing to consider the proposed 2019 Budget and discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2019 Budget and the date, time and place of the public hearing was published

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in a newspaper having general circulation within the District, in accordance with statutory requirements. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Sedgeley reviewed the 2019 Budget Amendment with the Board. Following discussion, upon motion duly made by Director Richardson, seconded by Director Vandegrift and, upon vote, unanimously carried, Resolution No. 2020-05-01 was adopted.

Following review and discussion, upon motion duly made by Director Gardner, seconded by Director Jordan and, upon vote, unanimously carried, the Board ratified approval of the payment of accounts payable as presented.

**Financial Statements:** Ms. Sedgley reported that she does not yet have the information needed to prepare the quarterly financials. She is working on getting access to the data and will hopefully have first quarter financials for the next Board meeting.

**Accounts Payable using Bill.com:** Ms. Sedgeley advised the Board that it will be necessary to set up a chart of accounts for invoice coding. Invoices will be coded by the Accountant, then reviewed by the Manager. The Board discussed approval authority, the dual approval requirement and which Directors should be designated for payment approval.

Following discussion, upon motion duly made by Director Vandegrift, seconded by Director Gardner and, upon vote, unanimously carried, the Board designated Directors Jordan and Richardson as having payment approval authority via the Bill.com platform.

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### **OPERATIONS MATTERS**

**Operations Report:** Richard Pintor Jr. reported that a curb-stop and water meter have been installed between the District's main line and the water service line on Shady Land that was found to have been leaking in February. Mr. Pintor and Mr. Beckman reviewed and discussed the water consumption data. Mr. Beckman reported that based on the data he believes the rate of continuous water loss is approximately 1.5 gallons per minute. Mr. Richardson advised that Board that he has also analyzed the data is believes the continuous rate of water loss is closer to 1.2 gallons per minute. Discussion ensued regarding the need to address the leak as soon as possible.

Following discussion, the Board directed Mr. Beckman to write a letter for review

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by Counsel prior to delivery which requires the owner of the leaking service line to engage a contractor within two weeks of the date of the letter and complete the repairs within one month of the date of the letter with failure to comply resulting in the District performing the repairs and charging the resident for the work. The board further directed Mr. Beckman to send the letter via US Mail. Director Gardner volunteered to hand deliver the letter and discuss the situation with the resident.

**Water Use Restrictions:** Mr. Richardson addressed the Board regarding the current “red” restrictions which prohibit outdoor watering entirely. He explained that with the water leak mitigation work performed earlier this year, along with the rehabilitation work to Wells 1A and 1B, the District’s water supply is able to meet the demand at the present time. He explained that in his opinion the District could change to less stringent “yellow” restrictions for the time being. He further explained that the balance between production and demand should be closely monitored and, as the drier months approach, return to the more stringent “red” “red” restrictions if necessary.

Following discussion, upon motion duly made by Director Gardner, seconded by Director Richardson and, upon vote, unanimously carried, the Board determined to change to “yellow” restrictions immediately, allowing outdoor watering for one-hour, every other day, between 6:00 a.m. and 10:00 p.m., depending on address, except for Friday. Director Grant volunteered to write a letter to residents explaining the change in restrictions and recent District developments.

**GWUDI Classification by CDPHE:** Mr. Orsatti addressed the Board regarding the improvements necessary to meet GWUDI filtration requirements. He reported that the design is in process and he will be following up with a written report. He estimates the cost of the water treatment improvements to be approximately \$50,000 and noted that the work may be able to be self-performed, to a large degree by Richard Pintor Jr.

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### **CAPITAL IMPROVEMENTS**

**Preliminary Engineering Report (PER):** Mr. Orsatti reported that he is working on the report which will consider all water sources and the best means to improve the system so that it will provide sustainable water to the District. Once an optimal project is determined it will be presented to the CDPHE and DOLA for approval and financial assistance. Mr. Orsatti explained that upon completion of each milestone in his scope of work, a technical memorandum will be prepared and reviewed with the District. Mr. Orsatti expects to be providing a written report in the near future.

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### LEGAL MATTERS

**Discuss Request for Water Service to Additional Dwelling Unit at 22018 Miller Lane:** Mr. Beckman reported that the request was made by a prospective buyer of the property. The buyer has determined not to pursue the purchase; therefore, the issue no longer requires Board discussion or action. There was no further discussion.

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### EMPLOYMENT MATTERS

**Job Description for Operator in Responsible Charge ("ORC"):** Mr. Beckman reviewed the draft job description with the Board, and reported that he would be developing performance milestones to accompany the position and Mr. Pintor's request for increased compensation. Following discussion, Mr. Beckman advised the Board that he would revise the job description as discussed and present it at the next Board meeting.

**Employment Status of Richard Pinto Sr.:** Mr. Beckman reported that Mr. Pintor's employment with the District was extended through April in order to complete the work on Shady Lane. Mr. Beckman reported that he has discussed with Mr. Pintor the fact that the District is interested in engaging him as a consultant and a contractor and has asked Mr. Pinto to take the steps necessary to become a contractor.

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### OTHER BUSINESS

There was no other business.

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Richardson and seconded by Director Gardner the meeting was adjourned.

Respectfully submitted,

By \_\_\_\_\_  
Secretary