



THE VALLEY AT WINTER PARK
WATER DISTRICT

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

A special meeting of the Board of Directors of the Valley at Winter Park Water District on Wednesday July 24, 2024, at 6:00pm online via Zoom. The meeting was open to the public.

Attendance:

Directors:

Kerri J. Stroupe, President
Kelli Kolar, Vice-President
John Clagett, Member
Dan Krupp, Member - Absent

Other attendees:

Mark Van Nostrand, Wright Water Engineers
Josh Broady, District Operator
Peter Kline, Circuit Rider of Colorado
Sarah Shepherd, District Manager Circuit Rider of Colorado
Sujata Trehan, Circuit Rider of Colorado

Public Attendees:

Rob Barnes
Neil Ninnam, Lot 39
Barry Waryanka
Tim Hattey, Lot 26
Kris Clagett

**Call to
Order/Agenda/
Declaration:**

Director Stroupe called the meeting to order at 6:04 pm and declared a quorum with 3 of 4 Directors in attendance. There were no new conflicts to be disclosed and the agenda was approved by acclamation.

**Additional
Citizen Items:**

Resident Barry Waryanka noted that he felt the Board/District has not been asking members for their input when they are getting ready to vote on an issue. There needs to be an opportunity for the public to have input. The Board needs to balance their roles in the Water Board and a member of the community. He requested that the Board provide assurance that no additional Special Assessments will be assessed.

Resident Tim Hattey noted that input from residents is restricted in the 3 minutes at the beginning of the meeting. He also requested that he be 'grandfathered' in and approved for his requests (ADRC). Would it be

possible for residents to have an opportunity to ask questions after the meeting.

Director Stroupe noted that Directors do not hold meetings on District business outside of these public meetings; all community communications are shared with the Board for discussion in the meeting packet. Director Kolar noted that District policy is to permit residents to water more frequently initially as they establish landscaping. The Board noted that they agree with resident Tim Hattey's request to be 'grandfathered' in. Tim will email District management management to ensure that the operator and billing are updated to reflect this.

Administrative Matters:

Review and Approval of Minutes from the June 26, 2024, Meetings

Upon motion by Director Stroupe and seconded by Director Clagett, the Board voted 3-0 to approve the Minutes from June 26, 2024, minutes as presented.

Financial Reports:

Claims Payables for May 2024 to early July 2024 for Ratification and the remainder of July 2024 for Approval

Director Stroupe noted that the Engineering, Civil Engineering, and legal costs seemed high; it was noted that these costs represent 2 months of expenses. Discussion followed. The Board could review how conflicts are filed – annually vs at each meeting in an effort to save on legal fees.

Upon motion by Director Stroupe, seconded by Director Kollar, the Board voted 3-0 to ratify the May, June, July 2024 claims as presented, and approve the remainder of July 2024 claims, as presented.

Peter Kline presented the Q2 Financial Report to the Board. Discussion followed.

Fees and Assessment Receivable Report

2 accounts have paid the Special Assessment, to date. The 2 accounts that were certified in 2023 have paid what was owed in the past.

Sarah Shepherd noted that there was some confusion in the community regarding due dates. The regular quarterly invoices are due on August 1st. The Special assessment is due September 1st. This information was shared with the community and posted on the District's website. Discussion followed. The Board expressed their disappointment with AmCoBi's handling of the special assessment invoicing. Discussion followed regarding autopay settings for paying District bills. Management will work with AmCoBi to address these issues.

Certification of delinquent accounts process

On the week of September 16th, the District would mail letters to all delinquent accounts.

At the Board meeting on October 23, 2024, the Board would hold a Hearing to certify delinquent accounts. Typically, the District would then certify the accounts and send that information to the County. Discussion followed.

Operations:

Operator Update

i. Continued Discussion re: Meter Replacement Project and Cost

Josh Broady described the emergency repair work that came up in the past few weeks. During the regular system check, they discovered that one of fittings in the pipeline had pulled apart. Fortunately, because of the way that specific pipe was configured, the entire tank did not drain. The pipe was repaired, however there are several slow drips in new sections, and he anticipates that the repairs should hold, however it was a band-aid fix.

Director Stroupe noted that the current infrastructure is reaching the end of its life. Mr. Broady confirmed that most of the system has been running for the past 20 years without any updates or replacements. A breakdown could result in the community being without water for a few days.

In an effort to minimize unauthorized use, Mr. Broady recommended hydrant locks for the 2 hydrants in the current system, using a combination lock so that authorized personnel can access the hydrants if/when needed. Each lock is approximately \$200.

Upon a motion by Director Claggett, and seconded by Director Stroupe, the Board voted 3-0 to ratify the expenses for the pipe repairs and to approve the \$200 per lock expense for 2 hydrant locks.

Sarah Shepherd noted that for larger emergency expenses that may come up between Board meetings, the Board could consider creating a policy to approve emergency repairs at a certain threshold or designate a specific Board member to review and approve the expense for a quick response. Discussion followed. Josh Broady agreed that a threshold of \$5,000 per emergency would be appropriate.

Upon a motion by Director Stroupe, and seconded by Director Kollar, the Board voted 3-0 to approve expenses under \$5,000 in an emergency situation, or under \$1,000 in a non-emergency situation, without prior Board authorization, to be ratified at the next regular Board meeting.

Mr. Broady noted that the meter replacement project is on hold until the replacement of the older meters are budgeted for and installed. Sarah Shepherd noted that the District is keen to fully fund the current construction project, then focus on meter replacements. Resident Rob Barnes requested an update regarding the meter replacement. Sarah Shepherd noted that new meters are cellular and can be checked remotely to allow better supervision and tracking. They also allow for setting alarms during leaks. Older meters will eventually be replaced with the new cellular meters. New meters now being stalled will be cellular meters.

Discussion followed regarding bulk water usage. Mr. Broady noted that given the small community, bulk usage should not be allowed.

ii. TMF Policies and Documents Review

Mark Van Nostrand gave the Board an update on the TMF documents process – these are very close to being ready for the Board to review – a few items are still pending. Once complete, the Board will review the completed document package before it is submitted to the CDPHE. Discussion followed.

Capital Improvement Project – Action Items: **2024 Wellhouse and Piping project updates**
This topic was covered in the Operator’s update.

Legal: **Accessibility update**
No updates were provided at this meeting.

Maintenance and Construction Easements
Management will reach out to owners over the phone regarding the easement to discuss snow plowing and landscaping in order to attempt to maintain access in advance of the construction project completion.

Additional Board Member Items: **2024 Goals (ongoing)**
1. Adoption of Overuse Fee Structure
2. Adopt Rules and Regulations
3. Strategic Planning
No updates were provided at this meeting.

Adjournment: There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 8:02pm.

The next regular Board meeting is scheduled for August 28, 2024, at 6:00 pm online via Zoom.

Shahid Khan

Secretary for meeting