

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE DIRECTORS OF THE STRASBURG SANITATION AND WATER DISTRICT

HELD: Tuesday, October 11, 2022, at 7:00 P.M. at the
TBK Bank Conference Room.

Attendance

A regular meeting of the Board of Directors of the Strasburg Sanitation & Water District was called and held in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their continued qualification to serve on the Board, were in attendance:

Sheila Cooper
Eric Hart
Thomas McChesney
Teresa Roy

Absent: Director Bob Yaich (absence excused).

Also present: Paul Grant II, Headways Consultant, LLC; Joel Nordloh, System Operator; Colin Mielke, District Attorney and Tracy Griffin, Administrator.

Call to Order

Board President Sheila Cooper noted that a quorum of the Board was present. The Directors confirmed their continuing qualifications to serve.

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.

Agenda

Director Cooper entertained changes to the agenda. There being no changes proposed, motion was made, seconded and unanimously carried to approve the agenda as presented.

Patrons to Address

Director Cooper opened the meeting for public comment. There being no members of the public present, the public comment period was closed.

Operators Report

System Operator, Paul Grant of Headways Consultant LLC, provided the Board with a written report.

The Board discussed Mr. Grant's assistant working for another month beyond the initial six-month timeframe approved by the Board and the one-month extension approved last month. After discussion, Motion was made, seconded and unanimously carried, to have Mr. Grant's assistant work for another month and to revisit the need for any additional months at the November board meeting. Director McChesney asked Mr. Grant to bring justification for additional months if it is determined that additional assistance would be helpful.

Mr. Grant was asked about the meter replacement project; Ms. Griffin stated the meters were on order.

Mr. Grant then spoke to the Board regarding the hotel property located at Railroad and Monroe Streets. He stated the new property owners had been in contact regarding specifications for construction and that he had referred them to Doug Schwenke of RESPEC. Ms. Griffin was asked if a deposit for legal and engineering had been paid. She stated she did not think so and would check. If it has not been paid Ms. Griffin was instructed to collect the deposit.

The Board asked Mr. Grant and Mr. Nordloh to determine where the property line at Roberts Wells property is in relation to the current road. The Board also instructed Mr. Mielke to put the project out for bid. They want a nice road with materials around the well heads. Mr. Mielke was also asked to review the gate agreement and inform the Board if there was anything in the agreement which might affect the District moving the road.

Mr. Grant was asked if the sewer cleaning had been performed. He stated it had not. Mr. Grant was instructed to research other larger sewer jetting companies.

Finally, Mr. Grant informed the Board the office well chlorine contact project had yet to commence. The contract is finalized, and materials are being delivered and/or are on order and should be arriving within the next month.

Administrators Report

Ms. Griffin provided the Board with a written report. She and Directors Cooper and Hart gave a brief report on the SDA Conference. Ms. Griffin was asked to invite Doug Schwenke, District Engineer to the next meeting.

The Board addressed the aging infrastructure of the District and the need to pursue grant monies for replacement of main water and sewer lines throughout the District. Ms. Griffin was instructed to investigate how neighboring communities obtain grant monies; to look into consultant/management companies; and to reach out to Colorado Rural Water.

Ms. Griffin presented the Board with a draft 2023 Budget and informed the Board the Public Hearing regarding 2023 Budget and (if necessary) 2022 Budget Amendment would be held at the next Board Meeting (November 8, 2022).

The Board discussed four requests for comment the District had received from Adams County. Mr. Mielke was instructed to send a response to Adams County regarding the Adam Wagner Subdivision, Alley ROW Vacation indicating the District's need for a 30" easement

Engineers Report

None.

Legal Report

Colin Mielke, District Attorney, presented the Board with a Status Report. He noted that the chlorine contact line project had been addressed earlier in the meeting and that there was no update regarding EACMD Research regarding capacity in WWTP.

Regarding the Unemployment Claim from a prior employee, he informed the Board Ms. Griffin had responded to the questionnaires from the Department of Labor and would keep the Board apprised of any response/determination from the Department of Labor. Discussion was had regarding costs associated with contesting a decision in favor of the prior employee. The Board decided it would not contest any determination.

Regarding the Prairie Learning Center Expansion Plan, Ms. Griffin informed Mr. Mielke that the temporary building had been removed from the property. Mr. Mielke stated he would prepare an updated Amendment confirming that the building is no longer within the District's sewer easement.

New Business There was no new business raised by the Board at this time.

Old Business There was no old business addressed by the Board at this time.

Minutes and Reports The Board reviewed the minutes of the September 13, 2022, regular meeting. Upon motion made, seconded and unanimously carried, the Board approved the minutes as presented. After review and discussion, and upon motion made, seconded and unanimously carried, the Board approved the Directors, Past-Due and Financial Reports.

Executive Session (to be added by Colin)

Adjournment There being no further business to come before the Board and motion duly made, seconded, and unanimously carried, the meeting was adjourned at approximately 9:15 p.m.

Secretary