

RECORD OF PROCEEDINGS

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

HELD: Tuesday, January 14, 2020 at 7:30 P.M. at the
TBK Bank Conference Room.

Attendance

A special 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:

Ken Hanks
Thomas McChesney
Teresa Roy
Sheila Cooper
Eric Hart

Also present: Tim Strasser, Strasburg Community Church; Jeff Garrison, System Operator; Garrett House, System Operator; Colin Mielke, District Attorney; and Tracy Griffin, District Manager

Call to Order

Board President Ken Hanks noted that a quorum of the Board was present and 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 Hanks entertained changes to the Agenda. Seeing none, motion was made, seconded and, with yeas by all, the Agenda was approved.

Patrons to Address The Board

Tim Strasser spoke to the Board regarding Strasburg Community Church's request for the District to issue a will serve letter to the church for expanded water and sewer service necessary to operate a new private Christian school in the existing church building. Mr. Strasser also requested a will serve letter for new water and sewer service to a planned 20,000 square foot building planned to be constructed on the church's property. Mr. Strasser stated that the church is still researching whether to build the additional building.

Mr. Strasser stated that the church plans to open the Christian school in fall 2020. Mr. Strasser noted that the church is seeking a zoning change from the county and needs a will serve letter to proceed. After discussion, Mr. Strasser was informed of fees associated with changing their existing service to a school and that a legal/engineering deposit of \$5,000 would need to be tendered together with an Application for Services and a full set of building plans prior to any review by the District. Mr. Strasser was informed the District would not consider issuance of a will serve letter for the additional 20,000 SF school building until such time as the Church is ready to move forward with the project and an application is submitted to the District.

The Board discussed issuing a conditional will serve letter for the limited purpose of operating the Christian school in the existing church building. After discussion, a motion to issue a Conditional Will Serve Letter for the expanded service to serve the Christian school in the existing building was made, seconded, and with yeas by all, passed. Mr. Mielke was directed to draft a conditional will serve letter. The Board authorized Mr. Mielke to deliver the will serve letter to Mr. Strasser prior to the February board meeting, but formal approval of the will serve letter will not occur until the February board meeting.

Operators Report

Jeff Garrison spoke to the Board regarding his operator certifications. He informed the Board that one entity had assured him the classes he took would satisfy state requirements just prior to the deadline. However, after taking the classes CDPHE informed him that one class he took did not count and he was .5 credits shy, resulting in a Tier II Violation that requires public notification by mail to all end users. Mr. Garrison stated he was back in good standing with CDPHE within two days of notification. Ms. Griffin stated she had mailed the notice to end users on January 9, 2020. No further action is required by the District.

Garret House spoke regarding his training. He is taking water classes on-line as well as meeting with Mr. Garrison weekly. Mr. House hopes to have his certifications by the end of March. Mr. Garrison informed the Board that Mr. House is making good progress on becoming certified and learning about Strasburg's systems.

Mr. Garrison further stated that the clay valve in the office pump house had been repaired and was working as expected. He further stated that all necessary tests were performed and results were positive.

Director McChesney asked about the dirt work being done at Blackstone and wondered if it was on top of our sewer line out of town. No one was certain and Mr. House was asked to investigate.

Administrators Report

Ms. Griffin informed the Board that Troy Guernsey intended to move the trailer park meter pit and install the backflow prevention device in the near future. Ms. Griffin stated she would like to have a yard hydrant installed

where the existing meter pit is at the same time. After discussion, Ms. Griffin was instructed to arrange installation. Mr. Garrison was instructed to determine what is necessary to change the sampling site.

Ms. Griffin further stated that the Verizon tower and the Aspen Well fencing projects are complete and the District is operating smoothly.

Engineers Report

Doug Schwenke, District Engineer, spoke to the Board regarding the Instrumentation and control proposal from Hydro Resources. Mr. Schwenke informed the Board Randy Linenberger thought his proposal is valid with no change following the meeting in December. After discussion, Mr. Schwenke was asked to follow up with Hydro Resources to see if they could perform all of the proposed work for less than \$60,000. In the event they declined, item no. 4 could be removed from the current project.

Mr. Schwenke also spoke regarding the Auto Center Service Extension. He presented the Board with a map of the proposed improvements. After discussion Mr. Mielke was instructed to research the requirements to force attachment to a new main line and determine who would be responsible for costs associated with the new taps. It was noted all three properties had paid system development fees. Ms. Griffin was instructed to invite all interested parties to attend next month's meeting to discuss these proposed upgrades.

Mr. Schwenke informed the Board he had spoken with Matt Poznanovic regarding a property owner who had contacted him regarding purchasing wastewater return flows from Strasburg at the EACMD WWTP. Mr. Poznanovic has sent the property owner a letter requesting more information. Mr. Schwenke stated JDS Hydro does not know how much effluent water Strasburg can claim in credits, and that additional research would need to be performed if the District determines the property owner is serious about purchasing the credits. The Board noted that such costs would be borne by the property owner if that research is performed.

Legal Report

Mr. Mielke presented the Board with a Status Report. He stated there was no update on the Prairie Learning Center Expansion Plan, EACMD Research regarding Capacity in WWTP or the Noncompliance of Eva Craig Property, and that they would continue to be monitored. Mr. Mielke further stated that the Napa Auto Parts Service Line and Rookies Easement had been discussed previously during the meeting.

Regarding the North Kiowa-Bijou Groundwater Management District's proposed changes to its rules and regulations, Mr. Mielke informed the Board that Petrock and Fendel have not received further correspondence from North Kiowa-Bijou and will continue to monitor the proposed rule-making process and provide updates as necessary.

Mr. Mielke presented the Board with the Annual Administrative Resolution, which is reviewed and adopted by the Board at the first meeting of each

year. The Board discussed the contents of the resolution, including the designation of meeting dates, posting locations, and delegation of District activities to the District's consultants. After discussion, motion to adopt the Annual Administrative Resolution, was made, seconded and with yeas, by all passed.

New Business

None

Old Business

Discussion regarding possible capital improvement projects was held earlier.

Acceptance of
Minutes and Reports

The Board reviewed the minutes of the December 10, 2019 meeting. Upon motion, seconded and unanimously carried, the Board approved the minutes. Upon review and motion, seconded and unanimously carried, the Board approved the Directors, Past-Due and Financial Reports.

Executive Session:

None.

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 10:00 p.m.

Secretary