RECORD OF PROCEEDINGS

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

HELD: Tuesday, January 12, 2021 at 7:00 P.M. at the TBK Bank Conference Room and via Zoom videoconferencing platform.

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:

Ken Hanks Thomas McChesney Teresa Roy Sheila Cooper Eric Hart

Also present: 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 and, seeing none, motion was made, seconded and, with yeas by all, the Amended Agenda was approved.

Patrons to Address The Board

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None.

Operators Report

Jeff Garrison reported to the Board that all necessary tests were performed and all results were in compliance with regulations. He further stated the system was running fairly well for the most part; all pieces of the system are up and running.

Mr. Garrison informed the Board that Hydro Resources is still working on programming to complete the telemetry project. After discussion, the Board instructed Mr. Garrison to press Hydro Resources to complete the project, as it has been in the works for over a year.

Garrett House was asked about the repairs to the KOA well houses he was instructed to perform, i.e., replacing the door to the east building and painting both buildings, as necessary. Mr. Garrison informed the Board the new door had been installed but the painting was not done. After discussion, Mr. Garrison and Mr. House were instructed to compile a comprehensive schedule of projects/maintenance/improvements to perform each year and present the list each meeting with progress made noted.

Mr. House informed the Board that his certification testing was rescheduled to 1-28-21.

Administrators Report

Ms. Griffin stated the District was running smoothly and that she was in the process of performing year end procedures. Ms. Griffin was asked about the District's Web page and why recent Minutes were not available on the Web page. Ms. Griffin informed the Board she was responsible for updating the Web page and would make sure it was kept up to date.

Engineers Report

Doug Schwenke, District Engineer, did not attend the meeting. Ms. Griffin gave an update regarding the Auto Center Expansion, stating the Contracts had been fully executed and final construction documents were being assembled. She further stated a pre-construction would be scheduled for next week.

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 North Kiowa-Bijou Groundwater Management District's proposed changes to its rules and regulation, and that they would continue to be monitored.

Regarding the Napa Auto Parts Service Line/Rookies Easement, Mr. presented a final form of the letter memorializing the further easement negotiations. After discussion, Ms. Griffin was directed to send the letter to Smith and Valle, LLC, and to encourage them to attach to the system sooner rather than later.

Regarding the Letter to Division of Water Resources regarding Aspen Well, Mr. Mielke stated the District's response had been sent.

Mr. Mielke then presented the Board with its Annual Administrative Resolution. After discussion, Motion was made, seconded, and with yeas by all passed.

New Business

None.

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Old Business	None.
Acceptance of	
Minutes and Reports	The Board reviewed the minutes of the December 8, 2020 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 for January 2021. Ms. Griffin was instructed to keep \$40,000 to \$50,000 in the general operating account and to send past due letters to all accounts.
Executive Session:	Director Hanks moved that pursuant to section 24-6-402(4)(b) and (f), C.R.S. and upon an affirmative vote of at least two-thirds of the Board members present for the motion, the Board enter into executive session for the purpose of receiving legal advice and discussing personnel matters. The motion was seconded and unanimously carried, and the Board entered into executive session at approximately 8:10 PM. The Board reconvened from executive session at approximately PM and affirmed that no actions had been taken during executive session.
Adjournment	There being no further business to come before the Board and motion duly made, seconded, and unanimously carried, the meeting was adjourned.
	Secretary

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