

## RECORD OF PROCEEDINGS

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

HELD: Tuesday, November 8, 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  
Bob Yaich

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.

Public Hearing re 2023  
Budget

Ms. Griffin presented the Board with the proposed 2023 budget. Director Cooper opened the public hearing on the 2023 budget. There being no comment from the public, Director Cooper closed the public hearing on the 2023 budget.

The Board reviewed and discussed the proposed 2023 budget and an accompanying resolution, including the proposed certification of a general fund mill levy of 4.000 mills. After discussion by the Board, and upon motion made, seconded and unanimously carried, the Board approved the proposed 2022 budget with changes and the accompanying resolution, certified the mill levies, and appropriated the funds as set forth in the budget.

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.

Mr. Grant informed the Board a preconstruction meeting was held regarding the Office Well Chlorine Contact Line and that the project was progressing smoothly. He also informed the Board of a leak in the meter pit of a home on Wagner Street. It appeared to be on the customer side.

Mr. Grant also stated that Free Flow Plumbing had completed the cleaning of 1/3 of the system's sewer pipes and he was waiting for the report. Mr. Grant was instructed to engage another firm to begin cleaning the District's sanitary sewer main lines in the future, to include televising of the lines.

Mr. Grant also informed the Board that additional assistance was no longer necessary through the winter months

Administrators Report

Ms. Griffin provided the Board with a written report. Discussion was held earlier regarding the Office Well Contact Line.

Regarding the Roberts Wells Improvements, discussion was had regarding communicating with the neighboring property owners about cleaning up the property line and sharing the survey of the District's property. Director Hard and Ms. Griffin were tasked with preparing a specification sheet for bids for the road project, which would include removal of trash/junk on the entire property.

Regarding Security, Ms. Griffin informed the Board that she had been unable to connect with Mr. Hill and would continue efforts to do so.

Regarding Meter Replacement/Update, Ms. Griffin stated there was no update at this time. Ms. Griffin further stated she had yet to receive the legal/engineering deposit from the owners of the property located at Monroe and Railroad. She was directed to contact the property owners to obtain the deposit and to get a timeframe for completion of the separation of the water and sewer taps for each building.

Engineers Report

None.

Legal Report

Colin Mielke, District Attorney, presented the Board with a Status Report. He noted that the Chlorine Contact Line Project as well as the Roberts Wells Road Construction Project had been addressed earlier in the meeting and that there was no update regarding EACMD Research regarding capacity in WWTP. He further stated the Employment Matters would be removed from the States Report until next October.

Regarding the Unemployment Claim from Garrett House, Mr. Mielke and Ms. Griffin stated they had had no further communication with the Unemployment Division.

Regarding the Prairie Learning Center Expansion Plan, Mr. Grant was directed to determine if the property's sewer service is in compliance with the District's rules and regulations. If the service is determined to be within the District's rules and regulations, Mr. Mielke will draft a termination agreement to be executed by the District and the property owners. Once the agreement is fully executed, Mr. Mielke will record the termination agreement against the property.

Discussion was had regarding the Adam Wagner Subdivision, Alley ROW Vacation. The current plans submitted to the County indicate a 15-foot utility easement. Mr. Mielke presented the Board with a copy of a letter he mailed to Adams County on October 19, 2022. Ms. Griffin was directed to contact Brent Savolt of Strategic Site Designs, LLC, regarding updating the plans to include a 30-foot utility 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 October 11, 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

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 8:45 p.m.

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Secretary