

**St. Vrain Water Authority**  
DLG I.D. No. 67144  
**Board of Directors Meeting Regular Meeting**  
**Minutes**  
**May 8, 2023**  
**4:00 PM @ Firestone Town Hall**

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, May 8, 2023, at 4:00 P.M. in the Firestone Town Hall located at 9950 Park Avenue, Firestone, Colorado. Any Director or consultant who was unable to physically attend the meeting could attend virtually.

The following Directors were in attendance, to-wit:

Julie Svaldi (2023)	President	Present
Julie Pasillas (2024)	Vice-President	Present
Dave Lindsay (2024)	Secretary	Present
James Walker (2025)	Board Member	Present
Don Conyac (2025)	Treasurer	Present

Also, in attendance was Amber Kauffman (Little Thompson Water District), Rusti Roberto (Town of Firestone), AJ Krieger (Town of Firestone), and Frank Jimenez (Town of Firestone). Wayne Ramey (Ramey Environmental), Jessica Clanton (SVWA Budget Director) and Tim Flynn (Collins Cole Flynn Winn Ulmer) attended via Zoom.

A member of the public who is identified as Bobby Mathews also was present for the meeting.

**Agenda Item 1:**

A quorum having been established, the meeting was called to order by the Authority's President, Julie Svaldi.

**Agenda Item 2:**

Director Svaldi referred the Board to the meeting minutes for the April 17, 2023 special meeting.

Motion to approve the minutes was made by Director Conyac, Second by Director Pasillas. Motion passed unanimously by voice vote.

**Agenda Item 3:**

Bobby Matthews, a member of the Public was present, but had no public comments.

**Agenda Item 4a:**

Director Lindsay directed the Board to the packet for a summary of current bills that were paid or are being processed for payment.

Director Svaldi mentioned that the Comcast bill looked good. She also asked for an update regarding the Black Hills Energy and why it was so low. Director Lindsay explained that he followed up with them, and a work order was created for them to come out and check the meter. Director Lindsay explained he would have an update at the next meeting.

Director Lindsay also explained that the Streamline invoices were \$250.00 for the Start up costs, and the \$300.00 was for the hosting.

Motion to approve the payment of bills was made by Director Lindsay, Second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Julie Svaldi	<b>X</b>		
Dave Lindsay	<b>X</b>		
Jim Walker	<b>X</b>		
Julie Pasillas	<b>X</b>		
Don Conyac	<b>X</b>		

Motion was passed unanimously.

**Agenda Item 4b:**

Director Svaldi directed the Board to the packet to see the current balance sheet and current profit-loss statement.

Director Svaldi explained that she, and Director Conyac spoke with Jessica Clanton, Budget Director for the Authority, as well as Amber Kauffman with Little Thompson Water District regarding clarification on the balance sheet.

Amber expressed concerns with the Invoice from the Town for the 1/6 partnership and didn't understand how the amount was reached. Director Lindsay explained that it was the base costs divided by 9 months rather than 12 months because no water was produced in April. Amber explained that she needed additional documentation showing calculations so she can justify the payment.

Tim Flynn, legal counsel, recommended that the Authority Board adopt a formal rates resolution so that these are in writing. Director Lindsay to follow up with Tim to get this together for next meeting.

Further discussion among the Board with questions regarding the balance sheet showing a negative balance was answered by Jessica Clanton.

Motion to approve acceptance of financials, was made by Director Lindsay and Second by Director Svaldi.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Dave Lindsay	<b>X</b>		
Julie Pasillas	<b>X</b>		
Julie Svaldi	<b>X</b>		
Don Conyac	<b>X</b>		
Jim Walker	<b>X</b>		

Motion was passed unanimously.

**Agenda Item 5a:**

Director Svaldi mentioned that she had conversations with other Board members regarding extra help such as administrative services. She mentioned she had asked the Town of Firestone if Rusti Roberto could possibly be appointed the clerk for the Authority, and if Jessica Clanton could continue to help with financials.

Director Lindsay explained that the RFP for management services had been completed but not yet sent out for bid. Director Lindsay explained that he needed further instruction from the Board on the next steps. Audit services was also discussed, and it was decided that this can continue through the Town, rather than hiring an Auditor. The Authority is still small, but the possibility of hiring a management service could be done on a contract basis.

It was determined with further discussion among the Board and attendees that the Town of Firestone is available to step in with staff support to help the Authority operate and help keep costs down. It was determined that an IGA would be drafted, or the already completed RFP may act as the IGA between the Authority and the Town with terms and conditions. Firestone's role would be short term and the Authority would reimburse Firestone for direct expenses.

Director Lindsay explained that he and Director Pasillas could sit down and figure out what services the Town can and cannot be provided.

Discussion between the Board regarding Audit services will see a change in direction because the Town of Firestone is already performing this duty, that it may be considered double dipping, or the Authority would be paying for the service twice.

Concerns of information being shared, and communication issues was brought up, and that maybe a management service was in fact needed, to ensure clearer communication and tasks being done in a timely fashion.

Motion to not hire out additional audit services was made by Director Pasillas, and second by Director Svaldi.

Motion passed unanimously by voice vote.

**Agenda Item 6a:**

Wayne Ramey referred the Board to the Monthly Activity Report included in the packet. He reviewed some of the highlights. There were no questions or comments from the Board.

**Agenda Item 6b:**

Director Lindsay reported that the water plant was now making potable water, though none of it was currently being sent into distribution. The plants extended period testing was concluded and there are a couple of issues regarding sensors that need to be resolved for the plant to be able to run in an automated function, but they have developed some workarounds to allow the plant to function. It is expected that the Town of Firestone will be able to issue the Certificate of Substantial Completion for the plant construction. This would officially begin the Commissioning Period for the plant and will be fully operated by Ramey staff with as needed support from the contractor and their subs. The deep injection well that disposes of the RO reject brine is now fully functional and Firestone is in the process of closing out that contract.

**Agenda Item 6c:**

Director Svaldi gave an update to the Board on the website development hosting. She explained that for the first year it will be inexpensive as the Authority doesn't have revenue at this time. She explained that Streamline hosting fees are based on the Authority's budgeted revenue, so as the operating revenue goes up, the website fee will also go up.

She explained that next year's costs will be around \$2,160.00 and that is based on the annual operating budget for 2023. She explained that the Website agreement is for 1 year, and if the Authority decides it no longer requires Streamline services, then the company will provide the Authority with everything pertaining to the website. Director Svaldi also explained that the Streamline service includes unlimited everything, and that a meeting was scheduled for Friday May 12, to get a data transfer done.

Director Svaldi also explained that she inquired with CorKat regarding the retention storage time and capacity. She explained that it is 90 days on the cloud and then sent off site and kept for up to 1 year. It was decided with further discussion among the Board that because of the State Archives office and the Retention schedule and depending on the documents and the time these documents need to be kept all differ, that maybe the Authority start with 1 years' worth of time and documents to see what items needed to be kept.

**Agenda Item 6d:**

Director Lindsay reported that only one proposal was received for the Financial Auditing Services. However, since the Board has decided to continue including its audits with Firestone's, he will notify the firm.

**Agenda Item 7a:**

Next meeting will be June 12, 2023 at Firestone Town Hall, starting at 4:00 PM.

**Agenda Item 8:**

Director Lindsay mentioned that the tour of the Treatment Facility was cancelled for May 8, 2023 because there was still too much work going on in the plant. He believes they will be into Commissioning in June and suggested before the June meeting would be a good time for the tour. This has been rescheduled for June 12, 2023 @ 2pm.

Director Lindsay also explained that he did receive an email from CDPHE asking if we needed a “Water Coach” to come and help. Director Lindsay responded that Ramey would not need this service but did ask if this person would be willing to come and make a presentation to the Board regarding compliance and Rules and Regulations in the next coming months. The Board was interested in this. Director Lindsay to provide an update at the next meeting.

**Agenda Item 9:**

Motion to adjourn made by Director Conyac, Second by Director Pasillas. Motion passed unanimously by voice vote.