

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Minutes
March 13, 2023
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, March 13, 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	Absent

Also, in attendance was Amber Kauffman (Little Thompson Water District), Rusti Roberto (Town of Firestone) and Brett Gracely (LRE Water). Wayne Ramey (Ramey Environmental), 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 February 13, 2023 regular meeting.

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

Agenda Item 3:

There were no public comments.

Agenda Item 4a:

Director Lindsay reported to the board that there were several invoices that needed to be paid, including Sanctified Communications, CorKat Data Solutions, Ramey Environmental, Comcast, Black Hills Energy and Legal Counsel.

Director Lindsay mentioned he would be working with Jessica Clanton, Budget Director for the Authority, to get a summary of bills/invoices instead of copies of all the bills, as there will be many more invoices in the future.

Motion to approve the payment of bills was made by Director Lindsay and Second by Director Pasillas.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4b:

Director Lindsay noted that there was a current balance sheet and current profit-loss statement included in the packet.

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

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4c:

Director Lindsay referred the board to the packet to see the RFP for Administrative Management Services. He explained that there are many companies that provide this service that are specific to Special Districts and Authorities. He also reiterated to the board that this was budgeted in 2023.

Director Lindsay also mentioned that these companies would help assemble Board Packets, Meeting Notices, Board Meeting, Agendas, Financials, and essentially be the Keeper of the Records. He also mentioned that the RFP does not include Accounts Receivable Services at this time and the Town of Firestone would continue to do this.

Director Pasillas posed the idea of adding more information to Item #6 of the RFP to include AP/AR services so that when selecting the Management Service provider that the Authority would know the cost. Director Lindsay explained he would tidy a few items up within the RFP and put together a list of 6 companies to have at the next meeting.

Motion to approve the RFP for Authority Management Services was made by Director Pasillas and Second by Director Walker.

Roll-Call Vote

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

Motion was passed unanimously.

Agenda Item 4d:

Director Lindsay referred the board to the packet to see the RFP for Financial Audit Services. Director Lindsay reported that the Authority is required to submit the 2022 audit to the State by June but that we can request an extension out to October. This would allow the Authority to still have a CPA on board and perform an independent audit this year. The safety net is that Firestone will still be including the Authority finances in their audit.

Tim Flynn and Amber Kauffman will provide Director Lindsay with a list of company names to add to the list he will work on to solicit proposals from.

Motion to approve the RFP for Financial Audit Services was made by Director Pasillas and Second by Director Svaldi.

Roll-Call Vote

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

Agenda Item 4e:

Director Lindsay directed the board to the packet for the Insurance Proposals. Director Lindsay reported that he had previously sent out some initial insurance information to the Board as confidential information. These were insurance coverage quotes provided by the Colorado Special Districts Property and Liability Pool insurance carrier.

Director Lindsay explained that the packet included 4 proposals which included \$1,000 and \$5,000 deductibles. Two of the proposals provide for a fixed deductible for wind and hail damage coverage while two of them used the sliding scale deductible for that coverage. Director Lindsay explained that he has worked with companies that provided coverage under both deductible amounts.

Director Lindsay recommended proposal option number 3, the \$5,000 deductible without the wind and hail damage coverage fixed deductible. Director Svaldi and Director Pasillas also agreed. Director Lindsay will bring back a final copy of the proposal to the April meeting.

Motion to approve the Insurance Proposals was made by Director Walker and Second by Director Svaldi.

Roll-Call Vote

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

Agenda Item 5a:

Director Lindsay wanted to discuss with the Board the need to hire a company to come in and review the security measures at the Water Treatment Plant. He stated that the facility is secure now with a fenced perimeter, access-controlled gates, and door locks. Director Lindsay believes it would be prudent to have a security expert examine the site and the access to make recommendations on enhanced security measures such as cameras, entry alarms, and controlled access logging.

Director Lindsay explained he needed direction from the board. He explained that putting out an RFP to solicit for the site assessment work would help get the costs of improvements understood and it could be something that gets budgeted for next year.

Director Lindsay will put something together and present it at the next meeting.

Agenda Item 6a:

Director Lindsay handed out a summary report provided by Mr. Ramey articulating the work his team has been engaged in during the past month. Mr. Ramey then reviewed the report with the Board, there were no questions or comments from the Board.

Agenda Item 6b:

All chemicals have been delivered to the plant and formal Start Up and Testing plan has commenced. The plan involves starting at the front end of the plant and working through each of the three treatment process systems sequentially to ensure all equipment, controls, and monitoring function correctly.

Agenda Item 6c:

Director Lindsay reported that most of the work for phone and IT services are on hold until Start Up is complete and the furniture for the facility is brought in. At that time both will be remobilized to complete system installation, establish access controls with the Operators, and provide Operator training.

Agenda Item 6d:

Director Svaldi reported that Frank Jimenez had an appointment this week with Streamline Web Design Services and that he would report back to her with information. She explained that there would be a possible RFP coming soon.

Agenda Item 7a:

Several of the regular participants of the Board of Directors meetings had identified a scheduling conflict for the regular meeting date of April 10. The Northern Colorado Water Conservancy District would be holding their Spring Water Users event the same day. The Directors were all amenable to a special meeting on April 17. Next Meeting will be April 17, 2023, at Firestone Town Hall, starting at 4:00 PM.

Agenda Item 8:

Director Svaldi inquired about the CorKat training and when that might take place. She wanted to make sure that the training does get provided.

Brett Gracely, LRE Water, had questions for Wayne Ramey regarding new EPA notice regarding Cyber Security and wanted to know thoughts. Wayne was aware there were new guidelines and is going to investigate it more.

Agenda Item 9:

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