

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
ST. MARY'S GLACIER WATER AND SANITATION DISTRICT  
HELD

Monday, September 25, 2023

A regular meeting of the Board of Directors of the ST. MARY'S GLACIER WATER AND SANITATION DISTRICT (referred to hereafter as the "Board") was convened on Monday, the 25<sup>th</sup> day of September, 2023, at 6:00 P.M., via Zoom.

ATTENDANCE

Directors in Attendance Were:

Hans Hultgren, President  
Tom Meyers, Secretary  
James Jandreau, Asst. Secretary  
Glenn Clark, Treasurer  
Peter Ward, Director

Also, in Attendance Were:

Colin B. Mielke; Seter & Vander Wall, P.C.  
Chris Oeland, District Employee  
Gabby Begeman, ORC Water Professionals  
Angela Kana-Veydovec, Baseline Engineering  
Nancy Wong-Bull, Member of the Public

The meeting was called to order at approximately 6:00 P.M.

It was confirmed that a quorum of the Board was present.

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

The Board reviewed the agenda for the meeting, and upon motion made, seconded and unanimously carried, approved the agenda as presented.

MINUTES

The Board reviewed the minutes for the special meeting held September 11, 2023. After review, and upon motion made, seconded and unanimously carried, the Board approved the minutes as presented.

COMMUNITY  
MANAGEMENT  
ITEMS

Community Manager's Report:

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FINANCIAL ITEMS

Review and Consideration of Payables: The Board reviewed a payment of claims report through September 15, 2023 provided by Pinnacle in the total amount of \$73,797.84. After review and discussion, and upon motion made, seconded and unanimously carried, the Board ratified the payment of claims report as presented.

Review Budget vs. Actual Report: The Board reviewed the budget-to-actual report provided by Pinnacle.

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PUBLIC COMMENT

Ms. Nancy Wong-Bull addressed the Board, sharing her challenges in attending the last two Board meetings in-person at the Schoolhouse. She also requested information related to the District's plans for handling the upcoming winter months, particularly for those residents that live full time in Winterland. The Board discussed its plans for mitigating freezes, including, but not limited to, looking at probable/possible problems and conducting valve testing and replacement. In terms of assisting residents in the event of the freeze, the Board discussed its past efforts, including supplying running water at the Schoolhouse and providing assistance in filling personal cisterns with water. The Board emphasized its understanding of the challenges experienced by full-time residents and ensured Ms. Wong-Bull that it was doing the best it could to prevent a repeat of last winter's freezes.

There being no other members of the public wishing to speak, the public comment period was closed.

WATER &  
WASTEWATER  
SYSTEM  
IMPROVEMENTS

Discuss Options for Grants and Loans: Mr. Mielke shared updates from his and Ms. Kana-Veydovec's conversations with Pinnacle regarding the District's grant and loan applications. According to Pinnacle, the District's SAM number is expired. The SAM agency is backlogged, which has created challenges in reapplying for SAM registration. Pinnacle will continue to work toward renewing the SAM registration.

Next, Ms. Kana-Veydovec provided an update regarding her communications with the State regarding loan and grant options. The new project manager at CDPHE is familiar with the District and understands its needs and will be working with the District on future funding opportunities.

The new CDPHE project manager noted that the last design and engineering grant that was awarded to District has expired. As a result, she encourages the District to reapply for the grant to get preliminary engineering reports/evaluations done so that the District can pursue additional funding opportunities.

Ms. Kana-Veydovec asked whether a rate study for user fees within the District had been performed within the last eight years. Mr. Mielke explained that while the District discussed conducting rate studies in the past, the cost of such studies has not been in the budget. Rates have been analyzed and presented by the District's accounting and management teams in past years. Mr. Mielke suggested looking to next year for a potential rate study.

## DISTRICT OPERATIONS

Operations Report: Mr. Oeoland shared updates regarding the Brook Drive Project. In addition, he provided an overview of the repairs to the wastewater treatment main and several curb stops.

ORC's Report: Ms. Begeman shared her written report with the Board. Over the past month, she has dealt with issues at the wastewater plant, namely the movement of sludge at the plant. Bulking is likely being caused by a non-functioning RAZ meter and Ms. Begeman recommended replacing the RAZ meter for a cost of \$3,500. Upon motion made, seconded and unanimously carried, the Board approved the purchase of a new meter.

Ms. Begeman also replaced a check valve at the Nebraska booster station, which resolved an issue with the alarm. Ms. Begeman noted she is now getting high turbidity alarms at the Well #3 site, likely caused by the filtration process and consequent issues with low water quality in the well. Currently, the District cannot utilize this water without additional work. She is in the process of developing a remedy in order to get Well #3 back online.

In addition, the PRVs are still having issues. Namely, PRV #2 has several isolation valves that are not operational. If she is unable to fix these valves, the additional pressure on the pipes will not be remedied. She will try to exercise the valves and free them up, but if that fix does not work, she will likely have to replace the valves and the PRV.

She has also been providing assistance as needed to the Brook Drive Project.

## LEGAL ITEMS

Ratify Amended & Restated Personnel Guidebook: Mr. Mielke confirmed that the previously approved changes to the Personnel Guidebook have been incorporated into a final version of the Personnel Guidebook. Mr. Mielke presented a redline of the changes to the Board. Upon motion made, seconded and unanimously carried, the Board ratified the final form of the Guidebook that was approved earlier this summer.

Elect Officers: At a previous meeting, Director Hultgren noted that he has frequent work trips out of the country planned for the remainder of the year that may impact his attendance at board meetings. He recommended another board member fill the president role. The Board, upon motion made, seconded and unanimously carried, elected the board members to the following officer positions:

- Tom Meyers: President
- James Jandreau: Secretary
- Glenn Clark: Treasurer
- Hans Hultgren: Assistant Secretary
- Peter Ward: Assistant Secretary

Resolution re: Authorized Signatories: Mr. Mielke and the Board discussed updates to the District's authorized signatories. Upon motion by Director

Hultgren, second by Director Meyers, the Board voted unanimously to approve the amended Resolution. The Board, upon motion by Director Hultgren, second by Director Meyers, approved all Board members as authorized signatories for the District and for Director Clark to be the authorized Treasurer signatory.

DIRECTOR'S ITEMS

Discuss Status of Brook Drive Project: The Board provided a general update that 175 feet of the 670 feet are expected to be completed at the end of this week, assuming conditions dry out. The Board discussed different priorities for the project and determined to discuss continued funding for the project with the District's accountant.

Discuss Potential Well Construction along Alice Road: The Board discussed the proposed work for this project, but did not take any official action on this item.

Priority List Updates: None.

Discuss Placement of Meters at Curb Stop: No updates.

Discuss Research regarding Cause of 2023 Winter Freezes: No updates.

Subcommittee Updates: None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 7:30 P.M.

By:

James Jandreau

James.Jandreau (Dec 14, 2023 08:27 PST)

Secretary





# 00698580

Final Audit Report

2023-12-14

Created:	2023-11-07
By:	Catherine Bright (cbright@svwpc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABVktSQilnlS6dKY9dzZE3Cvn7RL9iR3E

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-  Document emailed to jim@jem-fab.com for signature  
2023-11-07 - 6:07:09 PM GMT
-  New document URL requested by Catherine Bright (cbright@svwpc.com)  
2023-12-12 - 3:30:30 PM GMT- IP address: 50.242.130.193
-  Email viewed by jim@jem-fab.com  
2023-12-14 - 4:26:33 PM GMT- IP address: 76.131.48.76
-  Signer jim@jem-fab.com entered name at signing as James Jandreau  
2023-12-14 - 4:27:19 PM GMT- IP address: 76.131.48.76
-  Document e-signed by James Jandreau (jim@jem-fab.com)  
Signature Date: 2023-12-14 - 4:27:21 PM GMT - Time Source: server- IP address: 76.131.48.76
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