



THE VALLEY AT WINTER PARK
WATER DISTRICT

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

A special meeting of the Board of Directors of the Valley at Winter Park Water District on Wednesday August 28, 2024, at 6:00pm online via Zoom. The meeting was open to the public.

Attendance:

Directors:

Kerri J. Stroupe, President
Kelli Kolar, Vice-President
John Clagett, Member
Dan Krupp, Member

Other attendees:

Mark Van Nostrand, Wright Water Engineers
Josh Broady, District Operator
Peter Kline, Circuit Rider of Colorado
Sarah Shepherd, District Manager Circuit Rider of Colorado

Public Attendees:

Barry Waryanka, Lot 41
Tim Hattey, Lot 26
Kris Clagett
Mary Sangster
Sandra Rasmussen
Scott Foug

**Call to
Order/Agenda/
Declaration:**

Director Stroupe called the meeting to order at 6:0 pm and declared a quorum with 4 Directors in attendance. There were no new conflicts to be disclosed and the agenda was approved by acclamation.

**Additional
Citizen Items:**

Resident Barry Waryanka noted that he believes that the quarterly and special assessment payments are not being correctly applied to his account. Peter Kline noted that AmCoBi applies payments on a “First-in, First-out” basis and that payments will be applied to the oldest open invoices. District management is monitoring payments and knows who is making special assessment payments vs regular payments and will follow up with Mr. Waryanka and others if any issues are noted.

**Administrative
Matters:**

**Review and Approval of Minutes from the July 24, 2024,
Meetings**

Upon motion by Director Stroupe and seconded by Director Kolar, the Board voted 4-0 to approve the Minutes from July 24, 2024, as presented.

Financial Reports:

1. Claims Report for Ratification for the period of July 20th thru August 27th for Approval

Mr. Kline presented the Claims report for ratification. He noted a general lower level of activity, notably regarding the Capital Improvement Project. Director Stroupe noted that the Engineering, and District management expenses were the largest expenses, representing significant progress on the TMF report for the state. Discussion followed.

Upon motion by Director Kolar, seconded by Director Krupp, the Board voted 4-0 to ratify the claims paid during the July 24 to August 27th period, as presented.

2. Fees and Assessment Receivable Report

Peter Kline presented the summary report of the Special assessment collection to date. Discussion followed.

At the Board meeting on October 23, 2024, the Board will hold a Hearing to certify delinquent accounts. Typically, the District would then certify the accounts and send that information to the County. Discussion followed.

Operations:

1. Operator Update

i. TMF Policies and Documents Review

Mark Van Nostrand, Josh Broady and Sarah Shepherd provided updates on the status of the TMF Report. Discussion followed.

Director Clagett makes a motion to approve submission of the TMF, as presented, to CDPHE. The motion was seconded by Director Kolar and approved 4-0.

ii. Josh Broady updated the board on construction conditions on Lots 46 and 47. Trenching by contractor/subcontractors is not to OSHA specification. The trench wall has not been shored and poses a risk of injury. The operator will not be responsible of inspection unless the conditions meet OSHA specifications.

Capital Improvement Project – Action Items:

Ms. Shepherd provided additional information regarding the upcoming Well T6 testing procedure. Total cost estimates are approximately \$12,000. This test is required by the State and must occur in a different quarter than the than last year’s test. That means the test needs to take place in September or early 2025. It is

recommended that the District proceed in September. Discussion followed.

Director Clagett makes a motion to approve testing of Well T6, seconded by Director Krupp and approved 4-0.

2024 Wellhouse and Piping project updates

This topic was covered in the Operator's update.

Legal:

Accessibility update

Ms Shepherd provided an update on the website and the need for an Accessibility Officer. She recommended that District Manager act as the Accessibility Officer with assistance from legal counsel, as needed.

Maintenance and Construction Easements

Ms. Shepherd provided an update of the easement extension. The District needs access to the current well-house through the winter and into the construction period. The owners of the property appear open to extending the easement extension, with the District offering to be responsible for snowplowing this winter and repairs of landscaping in 2025, as needed.

Additional Board Member Items:

2024 Goals (ongoing)

1. Adoption of Overuse Fee Structure
2. Adopt Rules and Regulations
3. Strategic Planning

No updates were provided at this meeting.

Adjournment:

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 7:35pm.

The next regular Board meeting is scheduled for September 25, at 6:00 pm online via Zoom.



Secretary for meeting