

**VALLEY AT WINTER PARK WATER DISTRICT
MINUTES**

Meeting held via teleconference

November 30th @ 6:00 P.M.

<https://www.vwpwaterdistrict.org/>

Kerri J. Stroupe, President	Term to May 2025
Kelli Kolar, Vice President	Term to May 2025
Matt Small, Secretary	Term to May 2027
Susan Oderwald	Term to May 2025
John Clagett	Term to May 2027

AGENDA

1. **Call to Order** – Director Stroupe called the meeting to order at 6:00 PM.
2. **Declaration of Quorum/Director Conflict of Interest Disclosures** – Directors Stroupe, Kolar, Oderwald and Clagett (late) were in attendance. No conflicts were disclosed. A quorum was met.

Also, in attendance were: Mark Kolar (Lot 34), Rob Barnes (Lots 7&8), Gaye Smith (Lot 21), Kris Clagett (Lot 36), Wendy Kohrt (Lot 38), and Barry Waryanka (Lot 41). Legal counsel Beth Van Vurst and water engineer Theresa Jehn-Dellaport also attended.

3. **Approval of Agenda** – Director Kolar motioned to approve the Agenda which was seconded by Director Oderwald. The motion carried.
4. **Consent Agenda**
 - a. **October Meeting Minutes Approval** – A motion was made by Director Oderwald to approved the minutes which was seconded by Director Kolar. The motion carried.
5. **Operations Update**

a. CDPHE Compliance – Positive feedback was received from the State regarding the sanitary survey and compliance efforts/plans for the District’s operations and capital improvements needed to meet the community water system standards. The State had initially requested a design report for the existing system be submitted which should have been done when the system was first constructed, but LL Kourse was successfully able to negotiate with the State so that only the new system/treatment design be submitted for approval.

Defects were noted by the State: The cracked concrete pad around the original well must be replaced/repared; The cap and gasket on the electrical box at the existing treatment building must be replaced, and a gasket on the hatch/tank access must be replaced.

Thanks were given to Ms. Kourse for the exceptional work she has done to assist the District in its transition to a State-approved, community water provider.

i. Next Steps – Ms. Kourse will respond to the sanitary survey and submit it to the State by December 31, 2023 with a defect correction timeframe. The repairs will be completed and documented by the District’s system operator.

b. Transformer Replacement – The current transformer which is needed to provide power to the current and future water and treatment system needs to be replaced. An electrical company (R&R Ink) will complete the work needed in February 2024 (capital work).

c. Storage Tank Inspection Update – Tanks are to be inspected every three years yet the tank had never been inspected. The tank has now been inspected and was found to be clean, free of defects, and the water quality is good. The same inspection company has the District on its schedule will inspect the tank again in 2026. Related – The water loss (pumped water meter compared to home water meter use) observed last month has been resolved and may have been due to a new home connection issue.

d. Hiring District Management Company – The Board is reviewing a proposal from a management company, Circuit Rider of Colorado, LLC familiar with Special Districts to assist the District with annual, monthly, and day-to-day administrative tasks, project management, and take over the accounting responsibilities now completed by Marchetti and Weaver. Company recommended by Director Small’s contacts and Eric Weaver. Management companies which support special districts are few and far between. Marchetti and Weaver have been asked if they can take on management in addition accounting responsibilities and they said they did not have the bandwidth to do so. There is the possibility to have Circuit Rider take over not only administrative tasks but also take over accounting and several of the duties now done by George Rowley’s firm, plus the website maintenance and conversion to the State platform. The company can also handle all of the customer service tasks needed between the service providers and owners. *Director Clagett joined during this discussion.

i. Transition Plan – If the proposal is accepted, there will be a transition period while the company is getting set up and the accounting responsibilities are handed over.

6. Capital Improvement Project Current Status and Future Planning

a. Overview of workshop on November 15th – An observation made during the workshop is that there is not a general manager making sure that the projects are being fluidly planned. A detailed plan of all the steps needed to complete the capital improvements for the remaining work is needed. The engineers are working on their piece of the capital improvement projects but the “connections” are not being made. As an FYI - A treatment building plan has been submitted and it has been sent to the ADRC for review as a courtesy. The building design has been approved with metal siding. This discussion will continue in more detail in January.

b. Hiring a construction project manager – Ms. Kourse has been doing the capital improvement project management and is hoping to pass on those responsibilities in the very near future.

7. Financial Matters

a. Operations Budget Planning – Directors Stroupe and Small with the help of Ms. Kourse have prepared the calendar/service year 2024 budget which will be presented during the December 11, 2023 Special Meeting. Director Stroupe also requested the board review the insurance advice prior to the budget meeting. The meeting will begin at 6:00 PM. Check the website for the agenda.

8. Public Comment - Mark Kolar requested information about easement needs be presented to the HOA as soon as possible. Rob Barnes noted that potential buyers are wary of the unknown costs and has requested the Board look at revenue generating sources (i.e. leasing rights) and a way to create a reserve for future needs (Director Clagett). Kris Clagett had a public question: Is the old/existing well house being removed? The board's understanding is that the building will be removed once the new treatment building is completed and operational.

9. Legal Matters

a. Update on Tabernash Meadows Water and Sanitation District's Case No. 23CW3053, Water Division 5 – Legal Counsel Beth Van Vurst, provided a brief overview about the Tabernash Meadows Water and Sanitation District's revised Augmentation proposal which the District has submitted a letter of opposition requesting verification that the proposed action is not injurious to the District's water rights. The District has received documents from TMWSD in response which is what will be discussed during Executive Session.

10. Executive Session

Executive Session of the Board of Directors (as needed) for the purpose of receiving legal advice from the Board's water attorney regarding the Valley at Winter Park Water District's water rights, including operation and maintenance of such rights, as well as the District's participation in Tabernash Meadows Water and Sanitation District's Case No. 23CW3053, pursuant to Section 24- 6-402(4)(b), Colorado Revised Statutes.

Director Stroupe made a motion to enter into Executive Session which was seconded by Director Kolar. The motion carried. A motion was made by Director Oderwald to leave Executive Session which was seconded by Director Clagett. The motion carried.

After leaving Executive Session conducted pursuant to the above, it was publicly stated that no decisions were made during Executive Session. The board advised legal counsel to continue with the District's statement of opposition work (re: Tabernash Meadows Water and Sanitation District revised Augmentation proposal) by providing the District's response by early January 2024.

11. **Other Business** – The next meeting will be held on January 18, 2024.
12. **Adjourn** – A motion to adjourn was made by Director Clagett which was seconded by Director Kolar. The motion carried and the meeting concluded.

Except for the times indicated for when the meeting will begin the Board may address and act on agenda items in any order to accommodate the needs of the Board and the audience. Agenda items may also be added during the meeting at the consensus of the Board.