

VALLEY AT WINTER PARK WATER DISTRICT
MINUTES

Special Meeting held via teleconference

December 11, 2023 @ 6:00 PM.

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

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

AGENDA

1. **Call to Order** – The meeting was called to order by Director Stroupe at 6:00 PM
2. **Declaration of Quorum/Director Conflict of Interest Disclosures** – Directors Kolar, Stroupe, Oderwald, Clagett and Small were in attendance. All declared no conflicts. A quorum was met.

Others in attendance: Tom and Mary Sangster (Lot 4), Don Metzler (Lot 3), Tim and Pennie Hattey (Lot 26), Barry Waryanka (Lot 41), Wendy Kohrt (Lot 38), Gaye Smith (Lot 21), Scott Fuog (Lot 19), Phil Moody (Lot 48)
3. **Approval of Agenda** – Motion was made by Director Oderwald to approve the agenda as modified. Seconded by Director Kolar. Discussion – requested “Special” be added to clarify the meeting type and the Resolution Amending the 2023 Budget is being moved to the January meeting when the final numbers are available. The motioned carried.
4. **Financial Matters**
 - a. **Operations Budget planning** – The budget for 2024 was presented by Director Small. The estimated annual costs for 2024’s administration and operations are shown to be covered by the total annual revenue collected meaning no fee increase for the year is anticipated. A motion was made by Director Clagett to approve the 2024 budget which was seconded by Director Oderwald. Discussion. There was a short discussion about predictions on future assessments to create a working capital fund for future needs. The suggestion was to get through the capital work currently scheduled and do an evaluation once those projects are closer to completion. Also, the interest income was not included in the 2024 numbers yet. Options were discussed about the potential use of the interest but without the estimated amount of interest which could be earned, further discussion was tabled. The motion carried. *Director Small left the meeting after this agenda item. A quorum was still met.
 - b. **Conduct Public Hearing on 2023 Budget Amendment (if needed)**
 - i. **Consider Adoption of Resolution Amending 2023 Budget (enclosure)**
Edit to the Agenda - issue tabled until the January 2024 meeting.
 - c. **Conduct Public Hearing on 2024 Budget**

- i. **Consider Adoption of Resolution Adopting 2024 Budget, Imposing Mill Levy and Appropriating Funds (enclosure)** – The language in the resolution about a mill levy was removed prior to the meeting. Director Oderwald made a motion to approve the Resolution as presented without the mill levy language. Director Clagett seconded. The motioned carried.

d. Hiring Management/Administrative firm – The need to contract with a management company was discussed. The board members are covering the District’s administrative task load (collecting and processing mail, working with realtors, submitting compliance reports to the State and County, creating budgets, maintaining the website, etc.) in addition to the Director’s advisory responsibilities. This is not a sustainable situation.

A company called Circuit Rider of Colorado, LLC submitted a proposal to the board for review and consideration. They propose to not only complete the District’s administrative tasks but also absorb all of the accounting tasks currently being completed by Marchetti and Weaver. The company also provides project management support, board meeting support (partially done by White, Bear, Ankele, Tanaka & Waldron now), and website support (and transition).

A motion was made by Director Kolar to approve the proposal and contract with Circuit Rider of Colorado. The motion was seconded by Director Oderwald. Discussion. There are few companies which provide these services. Marchetti and Weaver are unable to absorb the District management tasks, while Circuit Rider is able to perform both the admin and accounting tasks. The costs are less by working with Circuit Rider. The motion carried.

In addition to the administrative discussion, annually a resolution is required which lists all of the Annual Administrative tasks the District is obligated to complete during 2024. A motion was made by Director Oderwald to approve the Annual Administrative Tasks resolution. It was seconded by Director Clagett and carried.

- e. **Potential Fee Increase** – The 2024 Budget as prepared shows that a rate increase is not needed currently.

5. **Public Comment** – Clarification about the water meters was requested. The new meters are a modernized version which allow for remote reading. Another discussion was about customer service performed on behalf of the District and the expectation that all partners and customers are treated with respect.
6. **Other Business** – The next Regular Meeting will be held on January 18, 2024 @ 6:00 PM
7. **Adjourn** - Motion to adjourn was made by Director Oderwald, seconded by Director Clagett. The motion carried.