

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS**

A regular meeting of the Board of Directors of the Valley at Winter Park Water District on Wednesday February 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
Susan Oderwald, Secretary
Matt Small, Member – absent, whose absence was excused
John Clagett, Member

Other attendees:

Sarah Shepherd, Circuit Rider of Colorado
Peter Kline, Circuit Rider of Colorado
Sujata Trehan, Circuit Rider of Colorado

Public Attendees:

Mary and Tom Sangster
Wendy Kohrt

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

Director Stroupe called the meeting to order at 6:08 pm and declared a quorum.

The Board approved the Agenda by acclamation.

Citizen Items:

No items were presented.

**Administrative
Items:**

a. Review and Approval of Meeting Minutes from the Meeting in January 2024

Upon motion by Director Clagett and seconded by Director Oderwald, the Board voted 4-0 to approve the January 2024 Minutes as presented.

Director Oderwald requested that the Minutes include a copy of the Agenda to facilitate use by community members. Management will add this in the future and to these meeting minutes.

b. Board housekeeping and onboarding reminders

Director Stroupe and Sarah Shepherd noted that the transition is going well. The new District website hosted by Streamline is under construction and will be “live” in the near future. Discussion followed.

c. **Billing cost comparison discussion AmCoBi/Bill.com**

Director Stroupe opened the discussion regarding the billing process. Discussion followed. The Board noted that the late fees assessed were confusing. Management will follow up with AmCoBi to confirm and clarify the late fee processes and facilitate communications between the community and the billing service regarding any questions, corrections, or follow ups.

d. **2024 Meeting schedule**

Sarah Shepherd shared the updated 2024 meeting schedule. Discussion followed. The revised schedule will be shared with legal counsel.

Upon motion by Director Stroupe and seconded by Director Clagett, the Board voted 4-0 to adopt the revised 2024 regular meeting schedule as presented.

Financial Reports:

Claims Payable for January 2024 and February 29, 2024

Peter Kline presented the January 2024 Claims Payables for Ratification. Discussion followed.

Upon motion by Director Clagett and seconded by Director Stroupe, the Board voted 4-0 to ratify the January 2024 claims payable as presented.

Peter Kline presented the February 2024 Claims Payables for Approval. Discussion followed.

Upon motion by Director Clagett and seconded by Director Kollar, the Board voted 4-0 to approve the February 2024 claims payable as presented.

Peter Kline presented 3 additional invoices for February 2024 invoices for approval. Discussion followed.

Upon motion by Director Clagett and seconded by Director Oderwald, the Board voted 4-0 to approve 2 invoices for COH2O LLC and Van Wurst Law LL; the Board tabled approval for the Wright Water Engineers invoice till further details, clarifications, and discussions are completed.

Credit Card Discussion follow-up

The Board discussed the credit card and agreed that a credit card is not required for the District at this time.

Operations and Maintenance:

Operator Update

No report was presented at this meeting. The Board discussed process for having the Operator report for future meetings and the possibility of the Operator join future Board meetings.

Capital Improvements Project – future planning:

1. 2024 Wellhouse and Piping Process

i. Bid Packet and Project Timeline & ii. Funding gap for project

Sarah Shepherd shared the Bid packet and site plan documents with the Board. The request for bids will be published in the legal publications and any submissions will be presented to the Board for their review and approval at the March meeting. Discussion followed. Sarah Shepherd presented the Capital Improvement project list and timeline, which showed completed projects and upcoming projects. Discussion followed. The Board suggested adding more details to the document and posting it on the website so that customers can see where the special assessments have been applied.

Management will work with Purrington Civil Engineers to publish the request for bids as presented, including the modifications as presented in the Sky High News.

Upon a motion by Director Clagett, and seconded by Director Stroupe, Board voted 4-0 to publish the bid packet with the modifications, as presented.

Management will also schedule a Public Hearing to occur soon after the March Board meeting, possibly in early April, and publish notice for the Public Hearing regarding a potential special assessment, if needed for this and other capital projects.

2. Easement

This item was a carry-over from the last meeting – no discussion held at this meeting.

3. Pearl Ditch Agreement with Tabernash Meadows and Rich Ditch agreement with Denver Water

Director Stroupe gave the Board an overview regarding this item. The District owns water rights that go through the Pearl Ditch, as does Tabernash Meadows. The District has an ongoing agreement with Tabernash Meadows for the Pearl Ditch. Discussion followed. Payment needs to be made to Tabernash Meadows on an annual basis and will be arranged.

The Board also discussed the Rich Ditch. The District signed an agreement with Denver Water. No payment is required.

**Additional Board
Member Items:**

The Board discussed - 2024 Goals:

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

No discussion was held for these items at this meeting. Items will be carried over to future meetings.

Adjournment:

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 8:11 pm.

The next Board meeting which is a Regular Meeting is scheduled for Wednesday March 27, 2024, at 6pm online via Zoom.



THE VALLEY AT WINTER PARK

WATER DISTRICT

Regular Meeting Agenda

Board of Directors

Date: February 28, 2024

Time: 6:00 pm

Call in Telephone: 669-900-6833

Meeting ID: 858 6250 3523

Passcode: 022824

Location Zoom:

<https://us02web.zoom.us/j/85862503523?pwd=TzRRblZXS2ZIR3ZFSVJwblc2eTFPdz09>

Board Members	Office	Term Expires
Kerri J. Stroupe	President	5/2025
Kelli Kolar	Vice-President	5/2025
Susan Oderwald	Secretary	5/2025
Matt Small	Member	5/2027
John Clagett	Member	5/2027

Time	Topic
6:00 pm	A. Call to order/approve agenda/notice of meeting/declaration of quorum and conflicts of interest
6:05 pm	B. Items from citizens regarding items not already on agenda (3 minutes per item)
6:15 pm	C. Administrative Matters <ol style="list-style-type: none"> 1. Review and Approval of Minutes from the January 2024 Meeting 2. Board housekeeping and onboarding reminders 3. Billing cost comparison discussion AmCoBi/Bill.com 4. 2024 Meeting Schedule
6:35 pm	D. Financial Reports <ol style="list-style-type: none"> 1. Claims Payable February 2024 2. Credit Card Discussion followup
7:00 pm	E. Operations <ol style="list-style-type: none"> 1. Operator Update
7:15 pm	F. Capital Improvements Project – Future Planning <ol style="list-style-type: none"> 1. 2024 Wellhouse and Piping Process <ol style="list-style-type: none"> i. Bid Packet and Project Timeline ii. Funding gap for project 2. Easement
7:30 pm	G. Board Member Items – 2024 Goals (ongoing) <ol style="list-style-type: none"> 1. Adoption of Overuse Fee Structure 2. Adopt Rules and Regulations 3. Strategic Planning
8:00 pm	H. Adjournment: The next meeting is scheduled for March 27, 2024 at 6:00 pm via Zoom