

Board of Directors Regular Meeting - Minutes
Stratmoor Hills Water District
January 15, 2025

RECORD OF PROCEEDINGS

The Regular Meeting of the Board of Directors, held Wednesday, January 15, 2025, was called to order by President Robert Colgrove at 4:28 PM.

Present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, and Director Richard Dull.

Absent: Director Cindy Dent

Staff: District Manager Kirk Medina and Superintendent Nancy Lee Watkins

Public: Sean Bolduc

Approval of Minutes

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of December 11, 2024, as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 4-0.

Approval of Agenda

Motion was made by Director Pesicka to approve the agenda as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 4-0.

Public Comment

Mr. Sean Bolduc thanked the Board for their service and commented on how he appreciated the professionalism of the meeting and how the rules of order are followed.

Unfinished Business

None.

New and Miscellaneous Business

W-1. Adopting Official Meeting Place/Time and Posting Places – The district manager provided the board with the proposed official meeting place and time of the Board of Directors meetings and places of posting for notices of the district meetings in 2025. Director Pesicka moved to approve the designation of the location, dates and time of the 2025 Regular Meetings of the Board of Directors for the Stratmoor Hills Water District as follows: To be held at the Stratmoor Hills Fire Department, 2160 B Street in El Paso County on the third Wednesday of each month, beginning at 3:00 PM, except for the December meeting, which will be held on December 10, 2025 at 3:00 PM. The annual Budget Workshop will be held on October 1, 2025. All required District notices will be prominently posted at the Stratmoor Hills Fire Department, the Stratmoor

Hills Water District office, located at 1811 B Street, and the Stratmoor Hills Elementary School located at 200 Loomis Avenue. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-2. Confirmation of Services for 2024 Audit - The district manager handed out copies of a letter of engagement from Hoelting and Company to the district to confirm the services to be provided to conduct the 2024 audit for the Water District. The proposed cost came in less than what was budgeted for these services in 2025. Director Pesicka moved to authorize Hoelting & Company to perform the 2024 Audit as described in the engagement letter provided to the Stratmoor Hills Water District. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-3. Approval of Resolution No. 2025-01 – The district manager explained that he may be retired prior to the May 6th election, and he recommended that Shana Greer be the designated election official for the water district. Director Pesicka moved to adopt Resolution 2025-01 to appoint Shana Greer as the Designated Election Official (DOE) for the May 6, 2025, Election. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-4. Approval of Resolution No. 2025-02 – Resolution No. 2025-2 is needed to establish a regular election of the eligible electors of the water district as the terms of two directors will end this year. Director Pesicka moved to adopt Resolution No. 2025-02 to conduct an election on May 6, 2025, to elect two (2) Directors that will be elected to serve a four-year (4) term for the Stratmoor Hills Water District. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-5. 2025 Water District Budget Updates – The district manager reported that the 2025 Water District Budget with budget message and associated paperwork, along with the certification of a mill levy of zero, have been filed with the County Assessor and the Colorado Department of Local Affairs.

W-6. Notice to Electors – Transparency Notice - The district manager reported that a notice containing contact information for the Water District, along with the times and locations designated for regularly scheduled meetings, will be submitted to the Special District Association and will be posted on the District Website.

W-7. Water Rate Increase Discussion – The district manager reminded the Board that a water rate and fee increase was discussed at the November 2024 Board Meeting and this item was tabled until January 2025. The manager explained that he felt it would be best to consider a rate increase at the same time the budget is being prepared. After some discussion, the board decided to wait until the budget workshop on October 1, 2025, to consider a water rate increase that would go into effect on February 1, 2026.

W-8. Water District Board Policy Manual Updates – The district manager explained that the district’s board policy manual hasn’t been updated since 2021, and changes were necessary to keep it current. He went over the major changes with the board. Director Pesicka moved to approve the Water District Board Policy Manual revisions as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-9. Forsgren Associates Tank Recoating Engineering Agreement – The Forsgren tank recoating engineering services agreement was included in the board packet. The district manager summarized the services to be provided by Forsgren. Director Pesicka moved to approve the Forsgren Associates tank recoating engineering agreement as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

W-10. District Manager Recruitment Update – The district manager reported that Steve Rabe received three requests for an application and one completed application after one week of posting. According to the timeline, and if all goes well, he expected interviews to be scheduled for March 5, 2025.

Manager’s Report

A Manager’s Report describing significant activities that took place during the month was included in the board packet. The district manager reported the water treatment averaged 321,000 gallons per day using Well 10 throughout the month. The manager reported that an operator was involved in a minor vehicle accident while pulling away from Well 10 and the district recently received a claim letter from the Frank Azar law firm. He explained the employee was backing up to turn around, to turn around and struck the claimant’s car at a very slow rate of speed. All relevant information has been provided to Andrew Swan who will follow up on the claim for the district. The manager reported that Liability and Worker’s Compensation payments were made at the beginning of January, and the costs were below budgeted amounts. The manager reported that Nancy Lee responded to requests for comment for a project named Venture at Venetucci, located West of Sam’s Club. He added that the connection fees will benefit the water district. Nancy Lee reported that she is preparing for the CDPHE sanitary survey scheduled for February 11, 2025. The district manager added that Nancy Lee has already submitted much of the information required for the inspection.

Safety Committee Report

The district manager explained that the January 8, 2025, Safety committee meeting was canceled. The next safety meeting is scheduled for Wednesday, February 12, 2025.

Financial Reports

The district manager reported that the December Financial Report is also the end of the year report. He explained that water assessment revenues were slightly over budgeted, but they did come in at 95% of the budget. He reported that they spent less on purchased services than budgeted, but repairs and maintenance were more than expected. Overall, grand total revenues came in at 79% of budget, and expenditures were only 72% of budget. Net income came in at -\$37,205 for the year, but that was much better than what was budgeted. He pointed out that this helps support the need for a modest rate increase next year. Director Pesicka moved to approve the December 2024 financial report as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 4-0.

Other Business

None

Adjournment

With no further business to come before the Board of Directors, Director Pesicka made a motion to adjourn the meeting at 5:12 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 4-0.



John Willcox
Secretary/Treasurer



Robert Colgrove
President/ Chairman