

Board of Directors Regular Meeting - Minutes
Stratmoor Hills Water District
May 15, 2024

RECORD OF PROCEEDINGS

The Regular Meeting of the Board of Directors, held Wednesday, May 15, 2024, was called to order by President Robert Colgrove at 4:20 PM.

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

Absent: None

Staff: District Manager, Kirk Medina, and Field Supervisor, Nancy Lee Watkins

Public: None

Approval of Minutes

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of April 17, 2024, as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.

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 5-0.

Public Comment

None.

Unfinished Business

None.

New and Miscellaneous Business

W-1. Personnel Policy to New Employee Handbook

The District Manager went over the changes to the new Employee Handbook. He reported the district's attorney reviewed the document and there were no legal concerns with the format or content. He stated that he discussed some of his concerns with the CPS HR consultant and they convinced him that their changes were justified. The manager reminded the board that the day after thanksgiving was added to the paid holidays. Director Pesicka moved to eliminate the existing Stratmoor Hills Water District Personnel Policy Manual, along with all of its amendments, and adopt the proposed Stratmoor Hills Water District Employee Handbook, Dated May 15, 2024, as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

W-2. Supplemental Policies to Support the Employee Handbook

The district manager explained that the existing “Drug and Alcohol” policy, along with the “On-Call” and “Travel and Training” policies have all been updated and will be used to supplement the new Employee Handbook that does not get very detailed in these areas. He described changes made to each policy. Some outdated procedures were removed from the Drug and Alcohol policy along and new medical provider information was added. He proposed an increase in compensation for employees required to be “On Call” and the board considered the new rates. The manager reported that the travel and training policy came right out of the old Personnel Policy, but per-diem instructions and an expense report were added. Director Pesicka moved to approve the Drug and Alcohol, On-Call, and Travel and Training policies as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

W-3. Update of Stratmoor Hills Water District Safety Program

The district manager reported that the Safety Program adopted on December 9, 2015, has been updated and it was reviewed by the Safety Committee. He reported that field staff reviewed sections 2 and 3 closely, and they provided valuable feedback. Updates to the traffic control and flagger sections were also included. Director Pesicka moved to approve the updated Safety Program as presented. Second provided by Director Dull. All Ayes – motion passed unanimously.

W-4. Election of Board Officers

Board President, Robert Colgrove explained to the Board that officer positions need to be voted on for the next 12 months. Director Pesicka stated that everyone is comfortable in their current positions and recommended no changes. Director Pesicka moved to make no changes to the officer positions, with Robert Colgrove remaining as President/Chair, Jim Pesicka remaining as Vice President, and John Willcox remaining as Secretary/Treasurer. Second provided by Director Dull. All Ayes – motion passed unanimously 5-0.

W-5. Napoli Shkolnik Proposed Retainer Agreement – Action Item (Medina)

The district manager explained that he recently updated contact information with the Napoli Shkolnik law firm and found that there is some pending action needed for the AFFF/PFAS class action settlement with 3M and Dupont. He distributed the Napoli Shkolnik proposal to revise the retainer agreement and explained that the district’s legal counsel had no concern with the district approving it. Director Pesicka moved to approve the Napoli Shkolnik revisions to the retainer agreement as presented. Second provided by Director Dull. All Ayes – motion passed unanimously 5-0.

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 that the water treatment plant had an average flow rate of 310,000 gals/day in April with four vessels out of service. Nancy Lee explained that four vessels is all that is needed at this flow rate. Crews repaired one water main break and 8 service laterals this month. The district manager reminded the board that the connection fee for the CSU interconnect will need to be paid once the plans are approved. He

reported that he will be preparing a presentation for the advisory panel considering DOLA Energy and Mineral Impact Assistance grants in June.

Safety Committee Report

Director Willcox reported on the May 8, 2024 Safety Committee meeting. He reported that all members were present at the meeting except Shana Greer. The last accident was on 5/8/2024, when an operator strained his shoulder operating a valve. Agenda items were Safety Policy Updates, and Workplace Back injuries, and Rigging this month. The next meeting is scheduled for Wednesday, June 12, 2024 at 10:00 a.m.

Financial Reports

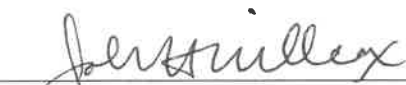
The District Manager reported that the combined total bank balances are at 1.9 million this month. He added that they will drop considerably next month when CSU connection fees are paid along with Well 4 improvement expenses. He reported that revenues are at 26% of budget and expenditures are at 20%. It was suggested that the font be adjusted on the bank reconcile statements, so they are more legible. Director Pesicka moved to approve the April 2024 financial report as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

Other Business

Director Dull questioned the status of repairs needed on the water main located at Chamberlin Drive and Chamberlin Avenue. The district manager explained that the contractor for the Eldorado Estates Apartments is aware of the leak on the new main and Nancy Lee is following up to make sure they get this repaired quickly. The district will not accept this main until it is repaired correctly. Staff will also follow up to make sure the area is safe and secure.

Adjournment

With no further business to come before the Board of Directors, Director Pesicka made a motion to adjourn the meeting at 5:07 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.



John Willcox
Secretary/Treasurer



Robert Colgrove
President/ Chairman