**BAILEY WATER & SANITATION DISTRICT**

**PO BOX 422**

**BAILEY, CO 80421**

**Agenda of Meeting of the Board of Directors**

**Regular Meeting of the Board of Directors**

**Tuesday, December 3, 2024**

**at PCCC at 6:00 P.M.**

1. Call to Order.
2. Approval of Minutes from October 29, 2024, Meeting Mins.
3. Approval of Minutes from November 14, 2024, Special Meeting Mins.
4. Approval of Agenda for December 3, 2024, Agenda.
5. Legal.
	1. Executive session to receive legal advice regarding the Bezzant property.
6. Guests.
	1. Craig (Budget).
7. Operator Reports.
	1. November.
8. Engineering.
	1. Updates from Will.
9. Administrative.
	1. Adjustments.
	2. Billing Register.
	3. Past Due Customers.
	4. System Totals Report.
	5. Sales and Receivables.
	6. Balance sheet.
	7. Transaction list by Vendor.
	8. Deposit detail.
10. Old Business.
	1. Leak.
	2. Final signatures for Paul’s Contract as ORC.
11. New Business.
	1. Budget Hearing.
	2. Updated to Logan’s position and 3rd crew member.
	3. Water storage tank.
	4. Main-line pipes.
	5. Credit card for maintenance.
12. Adjournment.

**October 29, 2024**

1. Call to Order (6:05 pm).
2. Attending.

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| John P | Miguel G | Chip T |
| Tom K | Darrell E (zoom) |  |

1. Approval of Minutes from September 24, 2024, Meeting Mins.
	1. CT motion.
	2. TK seconded.
	3. Approved.
2. Approval of Agenda for October 29, 2024, Agenda.
	1. TK motion.
	2. CT seconded.
	3. Approved.
3. Legal.
	1. Executive session to discuss negotiations with the Bezzants.
		1. Executive Session (held at the end of the meeting to accommodate guests).
			1. There was a motion by Director JP to enter an executive session with the District’s attorney (Anita) for the purpose of receiving legal advice regarding acquisition of the Bezzant property. The motion was seconded by CT and unanimously approved by the Board.
			2. The District’s attorney (ALM) stated that, as the District’s attorney, it is her opinion that the discussion of the matter announced in the motion to go into executive session constitutes a privileged attorney-client communication, and that she, therefore, recommended no further record be kept until the executive session has been concluded. The purposes stated are proper purposes pursuant to C.R.S. §§ 24-6-402(4)(b).
				1. The Board entered executive session at **6:50 pm**. No record was kept of the executive session pursuant to state law.
				2. The executive session concluded, and the Board returned to the public meeting at **7:11 pm**.
		2. Executive Session (held at the end of the meeting to accommodate guests).
			1. There was a motion by Director CT to enter an executive session with the District’s attorney (Anita) for the purpose of discussing personnel motion was seconded by MG and unanimously approved by the Board.
			2. The District’s attorney (ALM) stated that, as the District’s attorney, it is her opinion that the discussion of the matter announced in the motion to go into executive session constitutes a privileged attorney-client communication, and that she, therefore, recommended no further record be kept until the executive session has been concluded. The purposes stated are proper purposes pursuant to C.R.S. §§ 24-6-402(4)(b).
				1. The Board entered executive session at **7:12 pm**. No record was kept of the executive session pursuant to state law.
				2. The executive session concluded, and the Board returned to the public meeting at **8:06 pm**.
4. Guests.
	1. Peter.
		1. Peter is here to see what the process is to purchase a tap and what the regulations are.
		2. Discussion about what he has planned for the land and the taps that he needs.
			1. Make a check out to BWSD and get to admin when ready.
			2. Anita will review the Rules and Regulations regarding the taps per units.
			3. Will touch base with Peter after attorney review.
	2. Eliah.
		1. He is here to introduce himself to the board. He is familiar with water treatment processes and is interested in BWSD.
5. Operator Reports.
	1. October.
		1. Water system.
			1. Water pumped: 37,500 gal/day.
			2. Water sales: 0
			3. Maintenance: clear well pumps at WTP clogging with leaves from river. Blackwashing pumps 1 or 2 times a day.
			4. Comments: water quality parameters were within limits during the month. Turbidity was .030 to .054 NTU. Chlorine was 1.10 to 1.69 mg/l.
		2. Wastewater system.
			1. Wastewater influent: 25,000 gal/day.
			2. Maintenance: heavy foam and a loss of bioactivity in the reactor. Treating with washing to break up foam and bio stimulants to treat bacterial loss.
			3. Comments: Effluent quality was acceptable.
			4. There was a drop in the bacterial levels in the sewer plant. They are working their way out of it.
6. Engineering.
	1. Updates from Will.
		1. Mac gathered extra samples. They received the second set of samples but are waiting on the rest of the results.
		2. Motion to approve of the pilot test.
			1. JP motion
			2. MG seconded.
			3. Approved.
		3. CMAR bid documents have been prepared. Would like to issue the request for proposals due on the 22nd of November. Hold a nonmandatory bid meeting.
			1. Anita: 5% bid bond is not required but recommended.
		4. Updated parcel and easement layout. More refined and based on the new layout.
		5. Country Rd 64 project.
			1. Geotechnical investigation.
			2. Survey and utility locate.
			3. Coordination with Denver Water and USACE.
			4. He would put together a proposal and pursue a grant through LWTF.
			5. Will would like to know if he can submit a grant for the project.
				1. John said that is fine as long as the request is high enough to cover what is needed.
				2. Will agrees and is going to see what the level of matching is.
				3. This project is to help PC complete the bridge replacement project. It would benefit the county.
				4. This would just be the work needed to cut off our line and update the cross-over.
			6. WWT.
				1. PER and ER were submitted this week and are under review. Should receive comments anytime now.
				2. Have a new representative with USDA.
				3. Permit narrative conditions report completed.
				4. Request for reimbursement #2 was submitted to DOLA.
				5. Request for reimbursement for #3 will be submitted once RFR #2 is accepted.
	2. Operator.
		1. Reached out to some operations companies.
		2. Waiting on a proposal from the company that came out on site.
7. Administrative.
	1. Adjustments.
	2. Billing Register.
	3. Past Due Customers.
	4. System Totals Report.
	5. Sales and Receivables.
	6. Balance sheet.
	7. Transaction list by Vendor.
	8. Deposit detail.
8. Old Business.
9. New Business.
	1. Colotrust (5.29% to 5.33%) vs CSAFE (4.95% to 5.07%).
10. Adjournment (8:17 pm).
	1. MG motion.
	2. TK seconded.
	3. Approved.

**November 14, 2024 Meeting Minutes**

1. Call to Order (7:05 pm).
2. Attending.
	1. Board.

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| Tom K | Darrel E | Miguel G |
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1. Approve Agenda for November 14, 2024, Special Meeting.
	1. Changes.
	2. Motion to approve the November 14, 2024, Special Meeting agenda.
		1. TK motion.
		2. DE seconded.
		3. Approved.
2. New Business.
	1. Meet and possibly hire a new ORC (Paul).
		1. Discussion about hiring Paul on as our new ORC as an independent contractor. BWSD, Anita, and Paul agree that this can be conducted in an open session.
		2. Paul will send over his IC contract over to Anita for review.
		3. Paul runs a business with other operators that could come out and do the work for Bailey when needed. They would work under his certs as would our maintenance guys.
			1. Certs: A water, B wastewater, Level 4 collection and distribution.
			2. Been in the business for 25 years all over Colorado.
			3. 5 full-time employees and some parttime employees.
			4. On call when needed.
			5. Employees are working toward their own certs.
			6. Services.
				1. 1 site visit a week.
				2. Reporting.
				3. Sampling.
				4. Updating where needed for the system.
			7. Contract.
				1. $3000/month.
				2. $85 an hour for emergencies.
				3. On call services for calls.
				4. Will probably come out a little extra at no extra cost while the company settles in.
			8. Have connections for needed services.
			9. Dave and Logan would be the main source for day to day. They will be a key part in running the plants.
		4. Motion to hire Paul Grant and his company as the new ORC for BWSD.
			1. TK motion.
			2. DE seconded.
			3. Approved.
3. Adjournment (7:24 pm).
	1. TK motion.

**December 3, 2024 Meeting Minutes**

1. Call to Order (6:01pm).
2. Attending.

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| John P | Chip P | Tom K |
| Darrell E |  |  |

1. Approval of Minutes from October 29, 2024, Meeting Mins.
	1. Changes.
	2. Motion to approve October 29, 2024 Meeting Mins.
		1. TK motion
		2. DE seconded.
		3. Approved.
2. Approval of Minutes from November 14, 2024, Special Meeting Mins.
	1. Changes.
	2. Motion to approve the November 14, 2024, Special Meeting Mins.
		1. TK motion.
		2. DE seconded.
		3. Approved
3. Approval of Agenda for December 3, 2024, Agenda.
	1. Changes.
	2. Motion to approve December 3, 2024 Agenda.
		1. DE motion.
		2. JP seconded.
		3. Approved.
4. Legal.
	1. There was a motion by Director JP to enter an executive session with the District’s attorney (Anita) for the purpose of receiving legal advice regarding acquisition of the Bezzant property. The motion was seconded by DE and unanimously approved by the Board. The District’s attorney (ALM) stated that, as the District’s attorney, it is her opinion that the discussion of the matter announced in the motion to go into executive session constitutes a privileged attorney-client communication, and that she, therefore, recommended no further record be kept until the executive session has been concluded. The purposes stated are proper purposes pursuant to C.R.S. §§ 24-6-402(4)(b).
		1. The board entered executive session at 7:45pm. No record was kept of the executive session pursuant to state law.
		2. The executive session concluded, and the board returned to the public meeting at pm.
		3. Motion to enter executive session for the purpose of receiving legal advice (7:45pm).
			1. JP motion.
			2. DE seconded.
			3. Approved.
		4. Motion to exit executive session (7:59pm).
			1. JP motion.
			2. DE seconded.
			3. Approved.
	2. Personal meeting.
		1. Discussion about Logan’s pay.
			1. It was discussed at the last meeting to raise Logan’s pay due to increased responsibilities and time. Discussion about Logan’s new responsibilities that have drastically increased from what he was hired on to do.
			2. Discussion about what Logan has done this month and how he has stepped up. Chip is advocating for a pay raise for Logan.
			3. Motion to approve Logan’s requested pay raise.
				1. TK motion.
				2. DE seconded.
				3. Approved.
5. Guests.
	1. Craig (Budget). Craig was unable to attend the meeting.
6. Operator Reports.
	1. Water system.
	2. Waste Water system.
7. Engineering.
	1. Updates from Will.
		1. CMAR bids are due Dec 16, 2024
		2. FilterTech is scheduling pilot test of the metal removal media.
		3. Will will make a plan to get CR 64 project completed.
		4. Turn lane of 285.
			1. Logan will try and find a contact.
			2. He heard it from CDOT.
			3. This turn lane will impact water sales.
		5. Resolved issues with storage tank issues and will follow up on easement to get it executed.
		6. USDA has approved PER. Reviewing ER still. Can start talking to them about funding after ER.
8. Administrative.
	1. Adjustments.
	2. Billing Register.
	3. Past Due Customers.
	4. System Totals Report.
	5. Sales and Receivables.
	6. Balance sheet.
	7. Transaction list by Vendor.
	8. Deposit detail.
9. Old Business.
	1. Leak.
		1. Logan and Dave have been working on locating a leak. They know there is one on main street. They hired a leak detection company to come out and assist.
		2. They have been shutting down a section on main street at night and have been gaining water back. They informed all effected and the residents are ok with it.
		3. They will have the leak detection come back and find the leak to fix.
		4. The leak is located near a spring, so it is hard to pinpoint the exact spot of the leak. Jeremy should be back up here at the end of the week.
	2. They are going to dig up a busted curb stop in the area as well.
	3. Final signatures for Paul’s Contract as ORC.
10. New Business.
	1. Budget Hearing.
		1. John opens the budget hearing (7:17pm). Criag is not in attendance at this time. He did send his documents.
			1. Increased revenue compared to 2024.
			2. Increased in expenditures for 2024 due to capital expenses.
			3. 2025 reflects projected expenditures.
			4. Showing a projected deficit. This would not include the upcoming grants that will come in as the project continues.
		2. Motion to approve Budget resolution12/24-1.
			1. JP motion.
			2. TK seconded.
			3. Approved.
		3. Motion to approve Set Mill Levies12/24-2.
			1. JP motion.
			2. TK seconded.
			3. Approved.
		4. Motion to approve Appropriate sums of money 12/24-3.
			1. JP motion.
			2. DE seconded.
			3. Approved.
		5. Motion to approve letter of budget transmittal dated 12/3/24.
			1. JP motion.
			2. DE seconded.
			3. Approved.
		6. The budget hearing is now closed (7:30).
			1. JP motion.
			2. TK section.
			3. Approved.
	2. DEO resolution.
		1. 2025 election.
			1. Chip and John’s seats are up. We will also have to have the board members that were appointed run as well.
			2. Discussion about what to expect if we have an election vs not have an election.
			3. Jan 1-Feb 28 for self-nomination.
			4. Write in done by March 3
			5. Discussion about how elections work and what to expect in different scenarios. Discussion about term dates and how they have shifted.
		2. Motion to elect Anita as the DEO for 2025.
			1. JP motion.
			2. DE seconded.
			3. Approved.
	3. Updated to Logan’s position and 3rd crew member.
		1. Got a new ORC (Paul). Logan and Dave have stepped up as the main people running the day-to-day operations.
		2. Chip: They have both stepped up drastically this month to maintain the system and have gone above and beyond what they signed on to do. I think they should be compensated for their work.
		3. Logan points out that we need to get a third person on now to start training in case we need help in the future. Mac was not only an operator, but also did the day to day with Dave and Logan. Paul does the reporting and operator specific duties. The rest is left to Dave and Logan.
		4. Hiring people.
			1. Will make an application.
			2. Motion to allow Logan to start looking for a 3rd crew member.
				1. CT motion.
				2. DE seconded.
				3. Approved.
	4. Water storage tank.
		1. Darrell is going to forward some info to Will about the cast in place seal.
		2. Will is going to work on resealing the tank.
		3. Core is not going to work on the power to the tank till spring.
		4. Discussion about if tank lining can be done in the winter. Logan can drain tank two if we can get it lined. Discussion about possible options for the seal.
		5. Will still need to put the agitation pumps in both tank.
		6. The easement for the service line has slowed down the process to get the power set up for the pumps.
	5. Main-line pipes.
		1. Logan would like to go down the west end of main street to check (and fix if needed) the curb stops. He believes they may be the cause for some leaks.
		2. The last couple repairs were due to the same issue with the line.
		3. Logan and Dave are going to start working their way down main street to find and fix the leaks.
		4. Evergreen has offered their leak equipment to BWSD.
			1. They offered it at $1000 and training.
			2. It is above what we have and at a huge discount.
			3. Motion to buy the equipment from evergreen.
				1. CT motion.
				2. DE seconded.
				3. Approved.
		5. Motion to allow Logan to do needed repairs (within reason) to stop the leaks.
			1. JP motion.
			2. DE seconded.
			3. Approved.
	6. Credit card for maintenance.
		1. Motion to approve a CC for the maintenance guys with a $5,000 limit.
			1. CT motion.
			2. DE seconded.
			3. Approved.
	7. Schedule meeting dates.
		1. New meetings 4th Wednesday of every month.
		2. Motion to move the meetings to the 4th Wednesday of every month. Bimonthly will be via zoom (starting February).
			1. JP motion.
			2. CT seconded.
			3. Approved.
11. Adjournment (8:00 pm).
	1. JP motion.
	2. DE seconded.
	3. Approved.