**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**

**Wednesday, January 22, 2025**

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

1. Call to Order.
2. Approval of Minutes from December 3, 2024, Meeting Mins.
3. Approval of Agenda for January 22, 2025, Agenda.
4. Legal.
   1. Executive session to receive legal advice regarding the Bezzant property.
   2. Updates from Anita.
5. Guests.
6. Operator Reports.
   1. December
7. Engineering.
   1. Updates from Will.
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. Water storage tanks.
   2. Credit card for employees.
10. New Business.
    1. Election information.
11. Adjournment.

**December 3, 2024 Meeting Minutes**

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

|  |  |  |
| --- | --- | --- |
| 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.

**January 22, 2025, Meeting Minutes**

1. Call to Order (6:10).
2. Attending,

|  |  |  |
| --- | --- | --- |
| * 1. John P | * 1. Miguel G | * 1. Darrell E |
| * 1. Tom K |  |  |

1. Approval of Minutes from December 3, 2024, Meeting Mins.
   1. MG motion.
   2. TK seconded.
   3. Approved.
2. Approval of Agenda for January 22, 2025, Agenda.
   1. MG motion.
   2. TK seconded.
   3. Approved.
3. Legal.
   1. Motion to enter an executive session per 24-6-402 (4)(a), C.R.S., Concerning the purchaser and acquisition, lease, transfer, or sale of any real, personal, or other property interest.
      1. Session starts at 7:08pm.
         1. MG motion.
         2. TK seconded.
         3. Approved.
      2. Session ends at 7:27 pm.
   2. Motion to enter an executive session per 24-6-402(4)(f), C.R.S., Personnel matters, identifying the person or position to be discussed.
      1. Session starts at 7:28pm.
         1. MG motion.
         2. JP seconded.
         3. Approved.
            1. Continuing certification.

Dave would like to request the board pays $350 co rural water conference for cert class. Offered to pay for the hotel but would like to be paid for the hourly rate and classes. 1550 total

Discussion about the benefit of having him use the continuing classes. This isn’t a yearly expense (should be every three years).

This could be a benefit in case we lose Paul for some reason.

Discussion about what the best route would be. Discussion about how this education would benefit the district. Discussion about possible options.

* + - * 1. Credit cards.

Discussion about why the district needs cards.

Discussion about possible safeguards for the district to make sure there is no misuse.

* + - 1. Session ends 7:58 pm.
         1. Motion to set up a written policy for the card. Card max set at $1000 anything above that needs to go through a board member.

MG motion.

DE seconded.

Approved.

* + - * 1. Motion to approve the cost of the registration and cover 20 hrs. of time. Need to submit registration receipt.

MG motion.

DE seconded.

Approved. John abstains from the vote.

1. Guests.
   1. Discussion about the leak that was fixed last month.
   2. Discussion about 8in valve on main street.
      1. Did not need to replace. The valve was intact and just needed to replace the valve nut.
   3. Discussion about the storage valve and reline the storage tank. The weather is too cold now to work on, so it will be revisited with warmer weather.
2. Operator Reports.
   1. December
      1. No updates.
      2. Standards are being met.
      3. All paperwork is done to make Paul the official ORC.
   2. The water station is open again.
   3. Discussion about the amount of water pumped this month has drastically gone down due to the water leak repairs. Installed a manhole over the curb stop to prevent future leaks.
3. Maintenance.
   1. The decant pump went out. Replaced the pump.
   2. Replaced pump in filter chamber.
   3. Classes for certification.
      1. Dave’s certs are coming up. Needs to maintain his level. Rural water offers a weeklong stretch that covers the classes needed.
      2. Dave’s certs are done this year. He is wondering if the board will pay 350 for the class cost and if he would cover the hotel. He would also like to remain on the clock during the classes as well.
         1. Discussion about what cert Dave is at and how it benefits the district.
         2. Would be about 36 to 40 hrs. for the classes.
      3. Discussion about how future projects will have a learning curve and it would be valuable to have the knowledge that Dave brings.
      4. Moved to executive session for discussion.
4. Engineering.
   1. Updates from Will.
      1. WWT facility.
         1. One proposal from Glacier Company.
            1. Design $48,000
            2. Will recommends that we go with this bid.
            3. Discussion about the bid process and what is needed for this project.
         2. Motion to accept the Glacier Construction bid.
            1. DE motion.
            2. MG seconded.
            3. Approved.
   2. Got the legal description for the Bezzant property.
   3. CDOT.
      1. Project should not mess with any of our projects.
      2. Will now has a contact with CDOT for our access.
   4. Design and engineering grant has been signed for the reimbursement.
   5. WWT facility
      1. USDA approved PER.
      2. Environmental is still under review.
      3. DOLA grant reimbursement has been side and will turn in.
   6. County Rd 64 (no updates).
   7. Sam.gov was renewed.
   8. Maintaining the priority store and will apply for the available grants for the hardship community.
   9. 811 tickets.
      1. Wanted to confirm that we aren’t missing anything on our side.
      2. Emails should be going to admin.
5. Administrative.
   1. Adjustments.
   2. Billing Register.
   3. Past Due Customers.
      1. Leaks are the responsibility of the owner.
      2. Broken meters.
         1. Discussion that BWSD is responsible for the curb stop to the main line. The owners are responsible for broken meters.
   4. System Totals Report.
   5. Sales and Receivables.
   6. Balance sheet.
   7. Transaction list by Vendor.
   8. Deposit detail.
6. Old Business.
   1. Water storage tanks.
      1. Discussion about the patches on the tanks and how the patches held. They are holding as of right now. We will still go in and re-line in the nicer weather.
      2. Darrell should be getting the cost for the re-lining anytime now with different options for the lining. Will forward the info to the board.
      3. Agitator pump.
         1. Easement is in place for the power. Core has been paid, and we are waiting for the nicer weather to get power set up.
   2. Credit card for employees.
      1. Moved to executives session.
7. New Business.
   1. Election information.
      1. Election May 6th.
      2. Anita is DEO for BWSD. She is the point of contact for the election.
         1. Feb 28 self-nomination deadline.
         2. Write in form March 3 deadline.
         3. Call for nominations will be sent out in the Flume and is posted in three places.
         4. All five seats are up.
         5. Discussion about what to expect coming up and what to expect if we have to do an election.
         6. Candidates can withdraw any of their forms if they decide to after they turn it in.
   2. Online checks
      1. Motion to approve the online banking if two board members can approve the checks.
         1. MG motion
         2. TK seconded.
         3. Approved.
8. Adjournment (8:04 pm).
   1. JP motion.
   2. DE seconded.
   3. Approved.