**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, January 30, 2024**

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

1. Call to Order.
2. Approval of Minutes from December 5, 2023, Meeting Mins.
3. Approval of Agenda for January 30, 2024, Agenda.
4. Guests.
5. Legal.
   1. Updates from Anita.
   2. Fill vacant board seat.
   3. Elect DEO.
6. Operator Reports.
   1. December.
      1. Water system.
         1. Water pumped: gal/day.
         2. Water sales: 0 gal/day.
         3. Water quality parameters were within limits during the month. Turbidity was 0.020 to 0.041 NTU. Chlorine was 1.09 to 1.56 mg/l.
         4. Maintenance:
      2. Sewer system.
         1. Wastewater influent: gal/day.
         2. Normal maintenance.
         3. Effluent quality was acceptable.
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.
10. New Business.
    1. Citywide bank.
    2. Trailer Park leaks.
    3. Truck
11. Adjournment.

**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 5, 2023**

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

1. Call to Order (6 pm).
2. Attending.
   1. Board.

|  |  |
| --- | --- |
| John P | Chip T |
| Dennis G | Miguel G |

* 1. Community.

1. Approval of Minutes from October 24, 2023, Meeting Mins.
   1. Changes.
   2. Motion to approve the October 24, 2023 meeting mins.
      1. DG Motion.
      2. CT Seconded.
      3. Approved.
2. Approval of Agenda for December 5, 2023, Agenda.
   1. Changes.
   2. Motion to approve the December 5, 2023 agenda.
      1. DG Motion.
      2. JP Seconded.
      3. Approved.
3. Guests.
   1. Anita.
   2. Craig.
   3. Grant Parker.
4. Legal.
   1. TABOR
      1. Election passed.
      2. Will and Anita have discussed bond council because she is unable to do bonds.
      3. Anita recommends Butler Snow. She is more than happy to send more referrals if the board would like. They have worked with them before.
      4. Motion to have Anita reach out to Butler Snow as bond council.
         1. JP motion.
         2. CT seconded.
         3. Approved.
   2. Bezzant.
      1. The appraiser requested an additional amount of money for the survey.
         1. He hasn’t set a final price yet.
         2. Motion to approve the additional payment to the appraiser for the survey.
            1. JP motion.
            2. CT seconded.
            3. Approved.
         3. John would like a verbal amount at the minimum by January 1st.
         4. Discussion about what will happen after the survey and how the board should go forward with the appraisal and which tier they should choose for the appraisal.
   3. Budget hearing.
      1. John motions to open the budget hearing.
         1. Craig sent the TBD budget.
         2. Format changed to match other documents.
         3. Expenditure was moved from 2023 to 2024. He left some for legal fees for 2023. There will also be some engineering and legal fees that will happen this year that should be covered by the left amount.
         4. There are no projected tap fees for 2024. There was $30,000 in tap fees from 2023 which will spike the 2023 numbers.
         5. Can always make a resolution if we need to add anything to the budget.
         6. Resolutions.
            1. Everything is ready to be signed minus the tax mill levies. We have till Jan 3rd as the due date. We are waiting for PC to send out the successor’s numbers.
            2. Craig’s numbers should be close, but the residential real estate could affect it.
            3. Craig and Anita will set up an electronic signature for John and Shelby to sign the budget resolutions we are waiting on PC to give the number for.
            4. Resolution to adopt a budget, in the 5th clause, there is a section about documents being late due to waiting for PC numbers. This allows John and Shelby to sign after the meeting tonight.
         7. Motion to adopt the 2024 budget along with the 12.23-1, 12.23-2, and 12.23-3.
            1. JP motion.
            2. DG seconded.
            3. Approved.
         8. Craig recommends that we start looking for auditors. Craig will be here in March and would like to talk about it. USDA will most likely require an auditor.
      2. John motions to close the budget hearing.
         1. DG motion.
         2. CT seconded.
         3. Approved.
5. Operator Reports.
   1. November.
      1. Water system.
         1. Water pumped: 33,400 gal/day.
         2. Water sales: 0 gal/day.
         3. Water quality parameters were within limits during the month. Turbidity was 0.020 to 0.041 NTU. Chlorine was 1.09 to 1.56 mg/l.
         4. Maintenance: A significant leak occurred in the system during October. We have been unable to locate the leak yet. We are able to maintain an adequate tank level through increased pumping.
      2. Sewer system.
         1. Wastewater influent: 27,100 gal/day.
         2. Normal maintenance.
         3. Effluent quality was acceptable.
6. Engineering.
   1. Updates from Will.
      1. SAM.gov registry is fighting about the physical address. Admin will send in an updated core invoice.
      2. Designing engineering grant will happen but we will have to wait for 2024.
      3. Applying for a grant to help with the admin grant for the USDA loan.
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.
   1. Grant talked with Traci in October and indicated that her term was up on the BOD. He was wondering if there is still a seat on the board.
      1. Discussion about who would be coming up for re-election. Discussion about how the election process works and how vacant seats from resigned directors works.
      2. Discussion about Grants history and qualifications.
9. New Business.
   1. Bank info.
      1. Discussion about first bank and moving banks.
      2. Admin will get more info about how to open the account and try to get a representative to get everything set up.
      3. Discussion about looking into Citywide bank as well.
      4. Motion to check all local banks and figure out the best fit.
         1. JP motion.
         2. MG seconded.
         3. Approved.
   2. FOG policy.
      1. BWS would need to do spot inspections first.
      2. Discussion about cracking down on the FOG policy and make sure the policy is being followed. It is BWS responsibility to track the waste oil and ensure businesses are following requirements.
      3. Anita will send the FOG policy to the board to review, and we will get it sent to the restaurants. After that we will start to inspect and ensure it is being properly taken care of by the restaurants.
      4. Discussion about procedures once we send out the policy and how we can help the community to understand requirements.
10. Adjournment (7:15 pm).
    1. MG motion.
    2. DG seconded.
    3. Approved.

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