

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DEER CREEK WATER DISTRICT HELD JANUARY 13, 2022

This special meeting of the Board of Directors of the Deer Creek Water District (referred to hereafter as "Board") was convened at the District's Office 3344 Deer Creek Road, Parker, Colorado and by telephone conference call on Thursday, the 13th day of January, 2022, at 6:30 p.m. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting either in person, or by telephone, as desired.

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**Directors In Attendance Were:**

Gary McIntyre  
Lyle Penner  
Dave Lunka  
Jean King

**Also, In Attendance Were the Following Consultants:**

David Solin and Jim Ruthven (for a portion of the meeting); Special District Management Services, Inc.

Gabby Begeman and Mary Collins; ORC Water Professionals (for a portion of the meeting)

Steve Lemmo, Resident

**PUBLIC  
INPUT/COMMENT**

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There were no public comments.

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**DISCLOSURE OF  
POTENTIAL  
CONFLICTS OF  
INTEREST**

**Disclosures of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Solin noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. No additional conflict disclosures were made at the meeting.

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### ADMINISTRATIVE MATTERS

**Agenda:** Mr. Solin distributed for the Board's review and approval a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director McIntyre, seconded by Director King and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Approval of Meeting Location:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director McIntyre, seconded by Director King and, upon vote, unanimously carried, The Board determined that, this special meeting would be convened at the District's Office 3344 Deer Creek Road, Parker, Colorado and by telephone conference call. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting either in person or by telephone, as desired. The Board further noted that notice of the time, date and location was duly posted and that that no objections to the manner of the meeting, or any requests that the manner of the meeting be changed by taxpaying electors within the District boundaries, have been received.

**Minutes:** The Board reviewed the Minutes of the November 11, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Penner, seconded by Director McIntyre and, upon vote, unanimously carried, the Board approved the Minutes of the November 11, 2021 Special Meeting, upon deletion of the paragraph regarding the 2023 budget preparation.

**Resolution No. 2021-11-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices:** The Board discussed Resolution No. 2021-11-01; Designating Location to Post 24-Hour Notices.

Mr. Solin reviewed the business to be conducted in 2022 to meet the statutory compliance requirements. The Board, determined to meet on January 13, 2022, April 14, 2022, July 14, 2022 and October 13, 2022 at 6:30 p.m. at the Water Facility Maintenance Building, 3344 Deer Creek Drive, Parker, CO 80138 and via teleconference.

Following review, upon motion duly made by Director King, seconded by Director Lunka and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01; Resolution Designating Location to Post 24-Hour Notices. A copy of the Resolution is attached hereto and incorporated herein by this reference.

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### FINANCIAL MATTERS

**Payment of Claims:** The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending Nov. 24, 2021	Period Ending Dec. 30, 2021
General	\$ -0-	\$ -0-
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-
Enterprise	\$ 25,083.01	\$ 30,140.86
<b>Total</b>	<b>\$ 25,083.01</b>	<b>\$ 30,140.86</b>

Following discussion, upon motion duly made by Director Lunka, seconded by Director Penner and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as presented.

**Ready Reserves:** There was no discussion.

**Billing Reports:** The Board discussed the billing reports for the month of December 2021.

**Unaudited Financial Statements/Schedule of Cash Position:** Mr. Ruthven and the Board reviewed the unaudited financial statements for the period ending December 31, 2021.

Following discussion and review, upon motion duly made by Director McIntyre, seconded by Director Lunka and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending December 31, 2021, as presented.

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### LEGAL MATTERS

There were no legal matters to discuss at this time.

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### OPERATION AND MAINTENANCE MATTERS

**Field Service Report:** Ms. Begeman reviewed with the Board the Field Service Report.

**Meter Pit Assessments and Plans for Future Refurbishing:** There were no updates at this time.

**Website:** The Board directed Mr. Solin to post Agendas only, rather than full Board packets, for future meetings.

**6.6 Acre Parcel:** The Board discussed the 6.6 acre parcel. Mr. Keith Burke will remove the suckers and mow twice per year. He will also spray for weeds once per year.

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**Governing Documents:** The Board discussed updating the governing documents. Director Lunka and Director Penner will continue to work with the Board.

**Water Plant:**

*Landscaping:* The Board requested to have Mr. Moncada prepare plans for basic landscaping at the plant.

*Basement Lighting:* The Board deferred discussion.

*Window Blinds:* Director King noted that she is still working with Home Depot regarding measuring windows and obtaining a proposal for the blinds.

*Sale of Old Generator:* It was noted that the sale fell through and the \$1,000 deposit has been forfeited.

*Railing Paint:* It was noted that the railing paint is completed.

*Chlorine Tank:* It was noted that the chlorine tank has been installed by Ms. Begeman.

*Insulating Meters:* Ms. Begeman discussed with the Board possibly insulating the meters from freezing in the refurbished pits. Available options will be explored with Ms. Begeman and Core Industries.

**Wells:**

*ERT's for Well Meters:* Ms. Begeman has the ERT's for the well meters and will begin installing them as time allows beginning in February.

*Electrical Boxes and Controls:* Director Penner updated the Board and noted that there were 8 left to be done. The remaining electrical boxes and controls will be completed as time allows.

**Communications Between the Public, the Board and Special District Management Services:** The Board discussed the communications between the public, the Board and Special District Management Services, Inc. The Board determined that the flow of communications has improved and the Board directed Mr. Solin to remove this item from future Agendas.

**Changing Locates:** There is no action to be taken.

**Controlling District Email Address:** The Board discussed Special District Management Services, Inc. controlling the District email address. Director McIntyre noted that he will work with Ms. Ripko regarding accessing the District email address.

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### **OTHER MATTERS**

Director McIntyre reported to the Board that the ITRON meter reading system is not being supported anymore. He noted that the handheld was updated, but the District needs to work on getting a new system. The estimated cost for a new system is \$12,000 to \$15,000. Director Penner will work with Ms. Begeman to explore the options to replace ERTs with cellular.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director King, seconded by Director McIntyre and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By:   
Secretary