

Mountain Water and Sanitation District

Regular Meeting
June 3, 2025, at 7:00 p.m.
12365 Highway 285
Conifer, CO 80433

MINUTES

1. Call to Order/Declaration of Quorum/Disclosures: Director Swanson, Director Wade, Director McKenzie and Director Sebastian attended by phone. The meeting was called to order at 7:05 p.m.
2. Public Comment/Scheduled Guests: None
3. Approval of Meeting Minutes:
The minutes of May 2025, were presented. Upon motion, made by Director McKenzie, seconded by Director Wade, unanimously carried, the May 20, 2025, minutes were approved as presented.
4. Treasurer's Report:
Financial Report/Payment of Claims of \$23,524.83. There was discussion as to why the invoice for the financial audit conducted Mr. David Green was high, given we now have an accountant and all the work conducted by Mr. Green was done remotely. Mr. Fink, our accountant, will contact Mr. Green to discuss invoice. Director Wade moved to approve payments, Director Swanson seconded, unanimously carried, the payables were ratified
5. District Operations
A. Manager's Report:
 - The former IT consultant provided the wrong date on when the firewall hardware would be out of date. Tamra Hartman, the new IT consultant has ordered the new hardware and is working on bringing ALL credentials inhouse.
 - Mr. Chambers discussed the possibility of Dana Chenoweth joining the team. Based on conversations with his previous employers, it was determined Mr. Chenoweth would not be a good fit.
 - Director Wade has some questions regarding an employee's timecard, which were addressed.
 - Staff member, Denise Karpiel would like to discuss her position as Customer Service Representative, and the increase in responsibility. Willing to increase hours

if we can make it work. Director Sebastian will coordinate a date/time to meet with Ms. Karpiel. Mr. Chambers needs to be in the field more. Need to figure out how to make that happen

- Administration: The open board position(s) letter will be mailed to the district residents on Thursday, June 12, 2025. Regarding First Bank – Director Swanson will need to sign some paperwork to move the Paystar account from BMO to First Bank.

B. Operators Report:

- Fire Hydrant replacement – Director Swanson made a motion to approve and commence with the quote from Saylor & Sons to replace two (2) fire hydrants. Director Sebastian seconded the motion, unanimously carried. The quote was provided at a past meeting. The District will file an insurance claim with CDHPE to replace the fire hydrant that was hit and damaged by someone in the district.
- The cost breakdown from the Market Place water loss in March 2025, resulted in a 75,140 gallons loss. The monetary loss amounted to \$5,924 (Water - \$1,874 | Sewer - \$1,800 | Foothills Water - \$2,250). The Market Place will be invoiced for said amount. Director McKenzie suggested a cover letter accompany the invoice. Mr. Chambers and Ms. Karpiel will draft the letter.
- The board agreed to sell the liftgate. Director Wade will take photographs and will take on selling this item for the District.
- The district received a quote from Excell Pumps, in the amount of \$2,140 (includes parts/labor) to rebuild PRV 1. When PRV's are not working properly, fire hydrants do not work properly. Director Sebastian made a motion to approve the quote and have work performed. Director Wade seconded the motion, unanimously carried.
- The ammonia levels are elevated in the waste tank and suggested Denali pump the slug sooner rather than later. Director Sebastian approved request.

6. Financial Reports

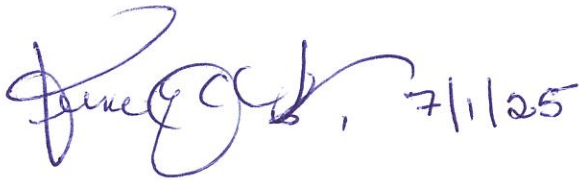
- Mr. Fink presented the District Financials through the end of April 2025. Upon motion made by Director Swanson, Director McKenzie seconded, unanimously carried.
- Mr. Fink presented the audited financials for 2024. There were 5 adjustments made. Motion was made for the execution of the Management Representation Letter. Director Swanson made the motion, Director Wade seconded, unanimously carried.
- Regarding the DOLA Grant EFT Authorization Form, for funds to be deposited into the First Bank account, not BMO. Director Swanson made the motion, Director McKenzie seconded, unanimously carried.

- Mr. Fink discussed the progress of the First Bank account and credit card transactions.
- Mr. Fink mentioned that there is a Safety Grant available for air quality through a special association in the amount of \$3,200 - \$3,400 and will attempt to include the new flooring and other invoices paid for the air quality project for the office. Will see if windows can be included.

7. Other Business

- Director McKenzie presented her resignation letter of her board position, with her last meeting as August 19, 2025. Her goal is to have the Employee Personnel handbook completed.
- Director Sebastian will do his best to attend the June 17 meeting – he has a mandatory board meeting for the Evergreen Fire Department.

8. Adjourn: There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 8:43 PM

 7/1/25

