

MOUNTAIN WATER AND SANITATION DISTRICT
-REGULAR MEETING-

NOTICE IS HEREBY GIVEN THAT the Board of Directors of the MOUNTAIN WATER AND SANITATION DISTRICT of the County of Jefferson, State of Colorado, will hold a meeting for the purpose of conducting such business as may come before the Board. This meeting is open to the Public.

July 1, 2025, at 7:00 p.m.
12365 Highway 285
Conifer, CO 80433

<u>Board of Directors</u>	<u>Term Expiration</u>
Richard Swanson, President	May 2029
Robert Wade, Treasurer	May 2029
Vacant	May 2029
June McKenzie, Admin Vice President	May 2027
John Sebastian, Operations Vice President	May 2027

Minutes

- 1) Call to Order/Declaration of Quorum/Disclosures
Directors Present: Wade, McKenzie, Sebastian
Directors Excused: Swanson
Three members were present for a quorum. Acting President McKenzie called the meeting to order at 7:00 pm.
- 2) Public Comment/Scheduled Guest:
 - a) Larry Wood was in attendance
 - i) Lives on Baca Road and has been a Kings Valley resident for 14 years
 - ii) Interested in becoming a Board Member
 - iii) He is anticipating to attend the next Board meeting
- 3) Approval of Meeting Minutes
 - a) Minutes of June 3, 2025
 - i) Motion to approve the minutes as presented by Director McKenzie. Seconded by Director Sebastian.
(1) No discussion on motion. Motion passed unanimously.
- 4) Treasurer's Reports:

- a) Financial Report/Payment of Claims
 - i) Motion to approve the payments as presented by Director Wade. Seconded by Director McKenzie.
 - (1) Motion passed unanimously.

5) District Operations:

- a) Manager's Report- Several accounts have been switched over from BMO to First Bank including T-Mobile, CORE, WEX, Mountain View Waste, XCEL Energy; Insurance claim for the damaged hydrant has been initiated; 34 defective endpoints have been sent back to Badger; Letter along with an invoice was mailed to The Market Place. We have not yet received a response; Discuss staff status.
 - i) For absences of more than four consecutive days due to a medical condition, the employee shall provide a written statement of a physician that the sick leave was for a qualified purpose and of the employee's fitness to return to work. (Personnel Manual Section 4.3.1.2)
 - ii) Vacation leave is provided for full-time employees. If an employee is not working at least 32 hours per week over a calendar month, no vacation leave is accrued. Director McKenzie will check with Dianna for the correct vacation accruals. (Personnel Manual Section 4.2.2)
 - iii) Discussion of the organizational need to fill a District Manager position as a part-time position. We will finalize the job description after evaluating the duties from existing staff. Directors McKenzie and Sebastian have options for advertising the job posting.
- b) Operator's Report- Denali pumped out ISAM tanks on 6.11; Backflow Tech completed inspections for the RPZ backflows at WW; Gieger Counter has been sent to Ludlum for calibration; Hydrants #5 and # 27 are scheduled for replacement; PRV 1 scheduled for rebuild. The west side of the district has been jetted and videoed.

6) ~~Attorney Report:~~

7) Other Business:

- a. Director Wade will get the lift gate posted for sale
- b. ORC Chambers will be taking vacation August 12-24
- c. Discussion about having one Board meeting per month
 - i. Most special districts conduct business with a single meeting per month
 - ii. If meeting is 4th Tuesday, that would allow for the financials to be finalized for presentation
 - iii. Item to be placed on next meeting agenda
 - A. The meeting schedule is in the Rules and Regulations
 - B. Amending the Rules and Regulations is by a motion and vote in a regular Board meeting
- d. Discussion on new board member appointments
 - i. After the open Board position is appointed, we need to vote on the Board officer positions. This would evaluate the skills of the new board member for the best fit within the board. Officer positions can be evaluated with a majority vote of the Board at a regular meeting.
- e. Motion to move the regular July 15th meeting to July 22nd by Director Sebastian. Seconded by Director McKenzie.

- i. Directors McKenzie and Sebastian are not available for the July 15th meeting which would not have a quorum to conduct business.
- ii. Directors Wade, McKenzie and Sebastian are available on July 22nd. We hope Director Swanson is available to attend.
- iii. Motion passed unanimously.
- iv. (post meeting update): Jeff Erb and Alex Fink are both available to attend the July 22nd meeting.

- 8) Motion to adjourn by Director McKenzie. Seconded by Director Wade.
- a. Motion passed unanimously at 8:40 pm.

NEXT REGULAR MEETING: July 22, 2025

A handwritten signature in blue ink, appearing to read "John H. Martin". The signature is written in a cursive, flowing style with a large initial "J" and "H".

