

MOUNTAIN WATER AND SANITATION DISTRICT

SPECIAL MEETING

July 22, 2025, at 7:00 p.m.

12365 Highway 285

Conifer, CO 80433

MINUTES

1. Call to Order/Declaration of Quorum/Disclosures: All Directors were in attendance. The meeting was called to order at 7:03 p.m.
2. Public Comment/Scheduled Guests: Larry Wood and Barry Lisk were in attendance. Both members of the public are interested in potentially joining the Board.
3. Approval of Meeting Minutes:
 - a. The minutes of July 1, 2025, were presented. Upon motion made by Director McKenzie, seconded by Director Sebastian, unanimously carried, the July 1, 2025 minutes were approved as presented.
4. Treasurer's Reports:
 - a. Financial Report/Payment of Claims of \$29,110.11. The Board reviewed the claims payable. Upon motion made by Director Wade, seconded by Director Swanson, unanimously carried, the payables were ratified.
5. District Operations:
 - a. Managers Report: Mr. Chambers informed the Board of an issue with how overtime is being calculated for employees. The Board discussed relevant laws and remedies to fix the issue. Next, Mr. Chambers informed the Board that the property manager of Market Place will pay the cost of the water delivered due to the water line break by paying half this week and half next month. The Board discussed a request from a homeowner for a bill reduction due to use that occurred while they were allegedly out of town. The Board noted that the water was treated and delivered and must be paid for, so no reduction would be provided but a payment plan could be arranged if needed. The Board noted that the old truck lift gate was sold for \$660.00 and the need for a new back door in the office. The Board approved the purchase of a new door for up to \$500.
 - b. Operators Report: Mr. Chambers reported an issue with one of the distribution pumps being stuck open, which has been repaired. He also replaced a tripped breaker. A temporary fix was applied to PRV 7 and should be fixed permanently in early August.
6. Financial Report:
 - a. Mr. Fink presented the District's financials through the end of May 2025. Mr. Fink discussed the budget available for the District to hire a District Manager. The Board discussed posting the position on Indeed and the SDA website. Upon

motion made by Director Sebastian, seconded by Director McKenzie unanimously carried, the financials were accepted as presented.

- b. Next, Mr. Fink presented the EIAF Grant reimbursement form which would reimburse the District for half of the costs incurred from AquaWorks to date. Upon motion made by Director Wade, seconded by Director McKenzie, unanimously carried, the Board approved the reimbursement form for EIAF reimbursement for AquaWorks.
- c. Finally, Mr. Fink advised the Board that majority of their auto-payments have been transferred to First Bank and the District will close their BMO bank account. The Board requested Mr. Erb prepare a resolution to close the BMO account. Upon motion made by Director Wade, seconded by Director McKenzie, unanimously carried, the BMO Bank account will be closed.

7. Attorney Report:

- a. Mr. Erb recommended that the Board amend the Districts Rules and Regulations to include an ADU policy. The Board discussed revising the Rules and Regulations in their entirety.

8. Other Business:

- a. Director Mckenzie discussed with the Board revisions to the Personnel Manual. The Board requested that Mr. Erb connect with the District's employment attorney to review the changes recommended by Director Mckenzie to the manual.
- b. Director Sebastian and Mr. Chambers informed the Board they will not attend the August 19, 2025, board meeting. Upon motion made by Director Sebastian, seconded by Director Swanson, unanimously carried, the August 19, 2025 board meeting was moved to August 26, 2025.
- c. Larry Wood and Barry Lisk gave formal introductions to the Board.

- 9. 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 8:38 p.m.