

MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF THE ST. MARY'S GLACIER WATER AND  
SANITATION DISTRICT  
HELD

MONDAY, AUGUST 22, 2022

A regular meeting of the Board of Directors of the ST. MARY'S GLACIER WATER AND SANITATION DISTRICT (referred to hereafter as the "Board") was convened on Monday, the 22<sup>nd</sup> day of August 2022, at 6:00 P.M., via Zoom and in person at the Alice School House.

ATTENDANCE

Directors in Attendance Were:

Bruce Hohne, President  
Glenn Clark, Treasurer  
Jason Yoho, Secretary  
Hans Hultgren, Assistant Secretary

Directors Absent but Excused:

James Jandreau, Assistant Secretary

Also, in Attendance Were:

Peggy Dowswell, Sarah Bromley, Christy McCutchen, Kirsten Starman, Nicole Wing, Amanda Castle, and Jennifer Ondracek; Pinnacle Consulting Group, Inc. Colin B. Mielke; Seter & Vander Wall, P.C.  
Chris Oeland; St. Mary's Glacier Water and Sanitation District Operator  
Gabby Begeman; ORC Operator  
Bob Orsatti; Anchor QEA, LLC  
Ronnie Ratzloff; Resident

The meeting was called to order at 6:02 P.M.

Director Hohne confirmed that a quorum of the Board was present with four out of the five board members present at the start of the meeting.

DISCLOSURE  
MATTERS

The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member affirmed their conflicts of interest, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

ADMINISTRATIVE  
MATTERS

Agenda: The Board reviewed the agenda. It was suggested to add Review and Approval of Winterland Lot Unit 2 application for water and wastewater services to a second building to the agenda under District Manger Items. Following review and discussion, upon motion duly made by Director Hohne, seconded by Director Clark and, upon vote, unanimously carried, the agenda was approved as amended.

Minutes: The Board reviewed the minutes of the July 25, 2022, regular meeting of the Board of Directors. Following review and discussion, upon motion duly made by Director Hohne, seconded by Director Clark and, upon vote, unanimously carried, the Board approved the minutes for the July 25, 2022, regular meeting of the Board of Directors.

Public Comments: The Board opened the meeting to public comment. There were no comments made by members of the public and this portion of the meeting was closed.

WATER AND  
WASTEWATER  
SYSTEM  
IMPROVEMENTS

Anchor QEA Water Consultant's Report: Mr. Orsatti reviewed the written Anchor QEA Water Consultant's Report with the Board and answered questions. Mr. Orsatti stated the engineering report had been sent to CDPHE. CDPHE will be provide comments to the District upon their review.

Anchor QEA Engineering Design and Construction Phase Services for the WWTF Improvements Project: Mr. Orsatti reviewed the proposal for the Anchor QEA Engineering Design and Construction Phase Services for the WWTF Improvements Project consisting of Tasks one through nine, and answered questions. Director Hultgren discussed his concerns with the pricing of the proposal and other concerns with the scope, and stated his preference that the District put the project out to bid. Director Yoho stated it may be difficult to find another engineer who would be willing to complete work in the District at a competitive rate. Ms. Starman stated the process, phase descriptions, and price estimates are typical for the work presented. Ms. Dowswell reviewed the 2022 budget with the Board and stated the District has enough funds in the budget for tasks one through four described in the proposal. Ms. Starman confirmed that completion of phases one through three would create a complete package that could be presented to another engineering firm to complete Tasks four through nine if the Board chooses a new engineer for those Tasks. The Board further discussed the proposal and requested an updated version of the proposal with more detail for each phase. Following review and discussion, upon motion duly made by Director Hohne, seconded by Director Clark and, upon vote carried three to one, with Director Hultgren opposing, the Board approved Anchor QEA Engineering Design and Construction Phase Services for the WWTF Improvements Project solely for Tasks one through three. The Board directed legal counsel to prepare a contract for Tasks one through three. The Board determined to revisit Tasks four through nine at a later date.

Anchor QEA Task Orders: 22-01, 22-02, 22-03, and 22-04: The Board reviewed Task Orders related to the District's contract with Anchor QEA for on-call engineering services, including Task Order 22-01 (technical accounting of Availability of Service Fee customers) in an amount not to exceed \$1,200; Task Order 22-02 (construction details for service lines) in an amount not to exceed \$2,400; and Task Order 22-03 (participation in weekly coordination meetings) in an amount not to exceed \$3,600. Upon motion duly made by Director Hohne,

seconded by Director Clark and, upon vote, unanimously carried, the Board approved Anchor QEA Task Orders: 22-01, 22-02 and 22-03.

The Board discussed Task Order 22-04 (repackaging of Brook Drive repair engineering services) related to the District's contract with Anchor QEA for on-call engineering services. The Board took no action on this Task Order and Director Hultgren requested the District Manager to distribute Task Order 22-04 to the board members for review once it is finalized by Anchor QEA.

DISTRICT  
OPERATIONS/  
MANAGEMENT  
ITEMS

Operations Report: Mr. Oeland presented the Board with a written Operations Report and discussed the contents of the report with the Board.

ORC's Report: Ms. Begeman presented the Board with a written ORC Report and discussed the contents of the report with the Board.

Manager's Report: Ms. Bromley, Ms. Starman, and Ms. McCutchen presented the Board with a written Manager's Report and discussed the contents of the report with the Board. Ms. Starman reported there is a great working relationship with all parties working on projects together. Ms. Bromley stated there will be a budget hearing to adopt the 2023 budget during the November 21, 2022, board meeting.

Increase in Silver Creek Gate Valve Repair: Ms. Bromley reported the total cost of the repair valve install work on Silver Creek Rd. was \$26,455, which is more than originally estimated due to additional equipment needs and environmental issues. Mr. Oeland reported that during construction, the trench walls caved in due to the recent amount of rain. Mr. Oeland also found rocks in the pipes. Mr. Oeland reported the gate valve repair provided water to two properties. Following further review and discussion, upon motion duly made by Director Hohne, seconded by Director Hultgren and, upon vote, unanimously carried, the Board approved the cost increase for the Silver Creek Gate Valve Repair.

Premier Consulting and Construction Inc. Task Order No. 2: Maintenance and Repairs to Existing District Infrastructure located at Brook Drive: Ms. Bromley reviewed the Premier Consulting and Construction Inc. Task Order No. 2 (Maintenance and Repairs to Existing District Infrastructure located at Brook Drive) with the Board and answered questions. Ms. Bromley noted that the contractor revised its estimate to perform the work and the cost increased significantly and is now outside the cost scope approved by the Board. The Board discussed re-bidding the project. Following further review and discussion, upon motion duly made by Director Yoho, seconded by Director Hultgren, the Board voted to terminate Task Order No. 2 pursuant to the contract with Premier Consulting & Construction Inc.

The Board continued to discuss the Brook Drive Emergency Repair and discussed postponing the Emergency Repair to 2023 due to rebidding the project, increased costs and the short construction season. Director Hultgren suggested purchasing a hot jetter before the winter to allow for maintenance of the Brook Drive line in the interim. Following further review and discussion, upon motion duly made by Director Hohne, seconded by Director Clark, the Board approved the purchase of a hot jetter in an amount not to exceed \$50,000 upon review by Director Yoho and Director Hultgren. Mr. Oeland will search for a hot jetter to purchase.

Winterland Lot Unit 2 Application for Water and Wastewater Services To a Second Building: Mr. Mielke reviewed Winterland Lot Unit 2 Application for Water and Wastewater Services To a Second Building with the Board. Following review and discussion, upon motion made by Director Hohne, seconded by Director Clark and, upon vote, unanimously carried, the Board approved the Winterland Lot Unit 2 Application for Water and Wastewater Services To a Second Building for the property.

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FINANCIAL ITEMS

Consideration of Payables: Ms. Ondracek reviewed with the Board the claims for the period ended July 31, 2022, totaling \$266,141.36. Following review and discussion, upon motion made by Director Hohne, seconded by Director Clark and, upon vote, unanimously carried, the Board approved the EFT payments and the claims for the period ended July 31, 2022, totaling \$266,141.36.

Financial Statements as of June 30, 2022: Ms. Ondracek reviewed with the Board the Financial Statements as of June 30, 2022. Following review and discussion, upon motion duly made by Director Hohne, seconded by Director Clark and, upon vote, unanimously carried, the Board approved the Financial Statements as of June 30, 2022.

Increase of Fees, Rates, Tolls, Penalties, and Charges: Mr. Mielke discussed permit and tap fees, inspections of taps, service charges, and penalty fees for miss use of taps with the Board and answered questions.

Consider the Adoption/Increase of Fees, Rates, Tolls, Penalties, and Charges for Service to Second Buildings on Lots: Mr. Mielke reminded the Board of its approval at its prior meeting of an amendment to the District's rules and regulations to allow service to limited types of second buildings on properties, and the Board's decision to consider fees related to such service at this meeting. Mr. Mielke confirmed that notice had been published for the Board to consider at this meeting the adoption and increase of fees, rates, tolls, charges, and penalties for service to second buildings on a property. The Board discussed the proposed fees and determined to adopt fees as follows: (1) a permit charge equivalent to permit charge for the initial connection of the subject property; (2) a service charge of \$10/month; (3) a charge of \$500 if the second building will connect to existing service lines for the property; and (4) a charge of \$1,500 if the second building will connect service lines directly to the District's main lines. Upon motion made by Director Hohne, seconded by Director Clark and unanimously carried, the Board adopted the fees as discussed and directed legal counsel to update the District's Fee Schedule with the adopted fees.

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LEGAL ITEMS

There were no legal items brought before the Board.

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DIRECTORS ITEMS

There were no Director items brought before the Board.

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OTHER ITEMS

There were no additional items.

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EXECUTIVE

There was no executive session held.

SESSION

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ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:02 P.M.

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By:

*Nicole Wing*  
Nicole Wing, Recording Secretary for the Meeting