

## CHATFIELD SOUTH WATER DISTRICT

### RECORD OF PROCEEDINGS MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

HELD: 5:00 p.m. ON WEDNESDAY, December 6, 2023

PLACE: Chatfield State Park – Multi-purpose Room  
11500 N. Roxborough Park Road  
Littleton, CO 80125, and  
Virtual via Zoom

A meeting of the Board of Directors of the Chatfield South Water District in unincorporated Douglas County, State of Colorado was called and held as shown above and in accordance with the applicable statutes of the State of Colorado with the following persons present and acting:

#### **BOARD MEMBERS PRESENT:**

- ❖ Donna Fleischer, President
- ❖ Evan Ela, Secretary
- ❖ Tom Mansfield, Treasurer
- ❖ Robert Rosic, Assistant Secretary

Director Rottman was not able to attend – Unexcused absence

#### **OTHERS IN ATTENDANCE**

Kurt Schlegel, Special District Solutions, Inc.  
No members of the public attended in person or virtually.

1. **Call to Order:** The meeting was called to order by Director Fleisher at 5:28 p.m. A quorum of four (4) Directors were present. No additional conflict disclosures were stated by the Directors.

2. **Approval of Agenda:** Director Fleischer moved that the Board approve the agenda as presented. Following a second by Director Mansfield, and upon a vote taken the motion carried unanimously.

## CHATFIELD SOUTH WATER DISTRICT RECORD OF PROCEEDINGS

---

---

3. **Consent Agenda:** Director Mansfield moved that the Board approve the Consent Agenda, consisting of the following items, as presented:

- Minutes from the September 13, 2023, Regular Meeting
- Ratify the payment of claims for the period ending November 30, 2023:
  - Checks #10349 through #10365 in the amount of \$24,498.44.

Upon a second by Director Ela a vote was taken, and the motion carried unanimously.

4. **Public Comment:** None

5. **Discussion / Action Items:**

A. Resolution No. 2023-12-01 Annual Administrative Resolution - Director Fleischer moved that the Board approve the Annual Administrative Resolution as presented. Following a second by Director Ela, and upon a vote taken the motion carried unanimously.

B. Resolution No. 2023-12-02 Establishing the Regular Meeting Schedule of the Chatfield South Water District for Calendar Year 2024 - Director Fleischer moved that the Board approve the Resolution as presented. Following a second by Director Ela, and upon a vote taken the motion carried unanimously.

C. Renewal of District Insurance and Special District Association (SDA) of Colorado Membership - Following discussion Director Fleischer moved that the Board direct management to renew the District's insurance coverage and membership in the SDA for 2024. Following a second by Director Ela, and upon a vote taken the motion carried unanimously.

D. 2023 Budget Amendment - Mr. Schlegel presented a proposed amendment to the 2023 Budget, necessitated by expenditures that exceeded projections in the Capital Fund budget for 2023, for the Board's consideration. Director Fleischer opened the Public Hearing at 5:40 p.m. No public comments were received, and the Public Hearing was closed at 5:41 p.m. Director Fleischer moved that the Board approve Resolution No. 2023-12-03 Amending the 2023 Budget as presented. Following a second by Director Mansfield, and upon a vote taken the motion carried unanimously.

## CHATFIELD SOUTH WATER DISTRICT RECORD OF PROCEEDINGS

---

E. 2024 Budget - Mr. Schlegel presented a proposed 2024 Budget for discussion. Director Fleischer opened the Public Hearing at 5:44 p.m. No public comments were received, and the Public Hearing was closed at 5:45 p.m. Following discussion Director Fleischer moved that the Board approve Resolution No. 2023-11-04 Approving the 2024 Budget and Appropriating Funding for 2023, pending receipt of the Final Assessed Valuation for the District. Following a second by Director Mansfield, and upon a vote taken the motion carried unanimously.

F. Resolution No. 2022-11-05 Certifying the Mill Levy for the 2023 Budget Year - Mr. Schlegel presented a proposed Resolution to set the District's Mill Levy for the 2024 Budget Year at 5.000 mills for the Board's consideration. Director Fleischer moved that the Board approve Resolution No. 2023-12-05 as presented. Following a second by Director Mansfield, and upon a vote taken the motion carried unanimously.

G. 2023 Audit Exemption - Mr. Schlegel discussed with the Board the requirements for the District to file an Audit Exemption Application for 2023. Following discussion Director Mansfield moved that the Board direct management to complete and submit an Audit Exemption Application to the State Auditor's Office for the 2023 Budget Year by March 31, 2023. Following a second by Director Ela, and upon a vote taken the motion carried unanimously.

H. 2025 Budget – Director Fleischer moved that the Board appoint management to develop the District's 2025 Budget. Following a second by Director Ela, and upon a vote taken the motion carried unanimously.

I. GIS Proposals – Mr. Schlegel presented quotes received from two firms to geo locate District infrastructure, as an add-on to the District's infrastructure mapping. Director Fleischer requested that Mr. Schlegel obtain referrals for both firms and present those at the next meeting to aid in the decision-making process.

### 6. Financial Items:

A. Review of District Financial Statements - Mr. Schlegel presented the cash position and unaudited financial statements to the Board for the period ending October 31, 2023.

**CHATFIELD SOUTH WATER DISTRICT**  
**RECORD OF PROCEEDINGS**

---

---

7. **Other Business:** None

8. **Adjournment:** Upon motion duly made and seconded, the Board adjourned the meeting at 6:34 p.m. The next regular scheduled meeting of the Board of Directors will be held 6:00 pm on Wednesday, January 10, 2024 via the Zoom platform.

Respectfully submitted,

DocuSigned by:

*Evan Ela*

10B2F0E22180434...

---

Evan D. Ela, Secretary