

# CHATFIELD SOUTH WATER DISTRICT

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

HELD: 6:00 p.m. ON WEDNESDAY, November 13, 2024

PLACE: Chatfield State Park – Multi-purpose Room

11500 N. Roxborough Park Road

Littleton, CO 80125, and

Virtually 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
- ❖ Joseph Rottman, Assistant Secretary

### **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 6:06 p.m. A quorum of five (5) 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.

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

- Minutes from the September 11, 2024 Regular Meeting
- Minutes from the September 26, 2024 Special Meeting
- Ratify the payment of claims for the period ending October 31, 2024:
  - Checks #10442 through #10449 in the amount of \$11,289.92.

Following a second by Director Mansfield and upon a vote taken, the motion carried with four (4) Directors voting YES, and one (1) Director abstaining from the vote.

4. **Public Comment:** None

5. **New Business:**

A. **Resolution No. 2024-11-01 Annual Administrative Resolution** – The Directors discussed moving the day of the regular meetings to the second Thursday of each odd numbered month and maintaining the current slate of Officers until the next regular election. Following discussion, Director Rottman moved that the Board approve the Annual Administrative Resolution, as amended. Following a second by Director Mansfield and upon a vote taken, the motion carried unanimously.

B. **Renewal of District Insurance and Special District Association (SDA) of Colorado Membership** - Following discussion Director Rottman moved that the Board direct management to renew the District’s insurance coverage and membership in the SDA for 2025. Following a second by Director Rosic and upon a vote taken, the motion carried unanimously.

C. **2025 Election** – Mr. Schlegel discussed the requirement to conduct an election on May 6, 2025 to elect three (3) Directors whose terms will expire on that date. Director Rottman moved that then Board approve and adopt Resolution No. 2024-11-02, Calling for a May 6, 2025 Regular Election for Directors. Following a second by Director Fleischer and upon a vote taken, the motion carried unanimously.

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D. Amending and Restating Policy Regarding Colorado Open Records Act (CORA) Requests: Mr. Schlegel discussed the need to update the District's CORA Request Policy to remain in compliance with State law. Director Fleischer moved that the Board adopt Resolution No. 2024-11-03 Amending and Restating the District's Policy Regarding CORA Requests. Upon a second by Director Rottman, and upon a vote taken, the motion carried unanimously.

E. District Website: Mr. Schlegel stated that due to Federal and State requirements for accessibility, he requested that the Board consider moving the District website from the Colorado SIPA platform to the Streamline platform. If approved there will be a transition fee of \$500 and a monthly charge of \$120 for Streamline to host and maintain the District website. Following discussion, Director Mansfield moved that the Board approve the transition of the District website to the Streamline platform. Following a second by Director Ela and upon a vote taken, the motion carried unanimously.

**6. Financial Items:**

A. 2024 Budget Amendment - Mr. Schlegel presented a proposed amendment to the 2024 Budget, necessitated by expenditures that exceeded projections in the Capital Fund budget for 2024, for the Board's consideration. Director Fleischer opened the Public Hearing. No public comments were received, and the Public Hearing was closed. Director Fleischer moved that the Board approve Resolution No. 2024-11-04 Amending the 2024 Budget as presented. Following a second by Director Mansfield, and upon a vote taken the motion carried unanimously.

B. 2025 Budget - Mr. Schlegel presented a proposed 2025 Budget for discussion. Director Fleischer opened the Public Hearing. No public comments were received, and the Public Hearing was closed. Following discussion and some minor adjustments Director Ela moved that the Board approve Resolution No. 2024-11-05 Approving the 2025 Budget and Appropriating Funding for 2025, pending receipt of the Final Assessed Valuation for the District. Following a second by Director Rottman, and upon a vote taken the motion carried unanimously.

C. Mill Levy for the 2025 Budget Year - Mr. Schlegel presented a proposed Resolution to set the District's Mill Levy for the 2025 Budget Year at 5.000 mills for the Board's consideration. Director Ela moved that the Board approve Resolution No. 2024-11-06 as presented. Following a second by Director Rottman, and upon a vote taken the motion carried unanimously.

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D. 2024 Audit Exemption - Mr. Schlegel discussed with the Board the requirements for the District to file an Audit Exemption Application for 2024. 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 2024 Budget Year by March 31, 2023. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

E. 2026 Budget – Director Fleischer moved that the Board appoint management to develop the District's 2026 Budget. Following a second by Director Rosic, and upon a vote taken the motion carried unanimously.

F. Payment of November 2024 Claims: Mr. Schlegel presented a list of claims for the Board's consideration. Director Fleischer moved that the Board approve the November 2024 payments represented by checks #10450 through #10457 totaling \$9,793.51. Following a second by Director Rosic and upon a vote taken, the motion carried unanimously.

G. Review of District Financial Statements - Mr. Schlegel presented the cash position and unaudited financial statements to the Board for the period ending October 31, 2024. Discussion took place regarding transfer of funds from the General Fund to the Capital Improvement Fund as budgeted.

7. **Other Business:** None

8. **Adjournment:** Upon motion duly made and seconded, the Board adjourned the meeting at 6:56 p.m. The next regular scheduled meeting of the Board of Directors will be held 6:00 pm on Thursday, January 9, 2024 via the Zoom platform.

Respectfully submitted,

*Kurt Schlegel*

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Kurt C. Schlegel, Secretary for the Meeting