

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 9, 2022

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
- ❖ Jay King, Vice President
- ❖ Evan Ela, Secretary
- ❖ Tom Mansfield, Treasurer

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 6:07 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 King moved that the Board approve the Consent Agenda, consisting of the following items, as presented:

- Minutes from the July 13, 2022, Regular Meeting
- Minutes from the September 19, 2022, Special Meeting
- Ratify the payment of claims for the period ending October 31, 2022:
 - Check #10232 through #10254 in the amount of \$37,809.16

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. 2022-11-01 Establishing the Regular Meeting Schedule of the Chatfield South Water District for Calendar Year 2023. Director Ela moved that the Board approve the Resolution as presented. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

B. Resolution No. 2022-11-02 Calling for a Regular Election to be conducted on May 2, 2023. Following discussion Director Fleischer moved that the Board approve the Resolution as presented. Following a second by Director King, 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 King moved that the Board approve the renewal of the District's insurance coverage and membership in the SDA for 2023. Following a second by Director Ela, and upon a vote taken the motion carried unanimously.

D. 2022 Budget Amendment. Mr. Schlegel presented a proposed amendment to the 2022 Budget, necessitated by expenditures that exceeded projections in the General Operating Fund and the Capital Fund budgets for 2022, for the Board's consideration. Director Fleischer opened the Public Hearing at 6:25 p.m. No public comments were received, and the Public Hearing was closed at 6:26 p.m. Director King moved that the Board approve Resolution No. 2022-11-03 Amending the 2022 Budget as presented. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

CHATFIELD SOUTH WATER DISTRICT
RECORD OF PROCEEDINGS

E. 2023 Budget. Mr. Schlegel presented a proposed 2023 Budget for discussion. Director Fleischer opened the Public Hearing at 6:29 p.m. No public comments were received, and the Public Hearing was closed at 6:30 p.m. The Directors requested that a transfer \$100,000 be made from the General Fund to the Capital Projects fund in the 2023 Budget and requested that line #305 “Service Fees” be amended to better describe the item. Director King moved that the Board approve Resolution No. 2022-11-04 Approving the 2023 Budget and Appropriating Funding for 2023 as discussed. Following a second by Director Fleischer, 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 2023 Budget Year at 5.000 mills for the Board’s consideration. Director King moved that the Board approve Resolution No. 2022-11-05 as presented. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

G. 2022 Audit Exemption. Mr. Schlegel discussed with the Board the requirements for the District to file an Audit Exemption Application for 2022. Following discussion Director Ela moved that the Board direct management to complete and submit an Audit Exemption Application to the State Auditor’s Office for the 2022 Budget Year by March 31, 2022. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

6. Financial Items:

A. Payment of November 2022 Claims. Mr. Schlegel presented a list of November 2022 claims for the Board’s consideration. Director Fleischer moved that the Board approve the November 2022 payments represented by checks #10255 through #10263 totaling \$10,291.42. Following a second by Director King, and upon a vote taken the motion carried unanimously.

B. Review of District Financial Statements. Mr. Schlegel presented the cash position and unaudited financial statements to the Board for the period ending October 31, 2022.

7. Other Business: None

CHATFIELD SOUTH WATER DISTRICT
RECORD OF PROCEEDINGS

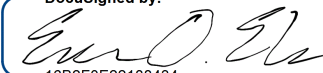
8. Manager's Report: Mr. Schlegel presented his report to the Board.

A. System Infrastructure mapping project has begun. The next step is for the engineers to conduct field surveys to verify the locations of valves, hydrants and other structures in the system.

B. Hydrant flushing and maintenance will take place during Q4, depending on the weather.

9. Adjournment: Upon motion duly made and seconded, the Board adjourned the meeting at 7:00 p.m. The next regular scheduled meeting of the Board of Directors will be held 6:00 pm on Wednesday, January 11, 2023 at 10500 Wildlife Way, Littleton, CO 80125 or as a virtual meeting via the Zoom platform, or both.

Respectfully submitted,

DocuSigned by:

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Evan D. Ela, Secretary