

**CHATFIELD SOUTH WATER DISTRICT**

<https://chatfieldsouthwd.colorado.gov/>

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

HELD: 6:00 p.m. ON WEDNESDAY, September 13, 2023

PLACE: 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
- ❖ Tom Mansfield, Treasurer
- ❖ Evan Ela, Secretary
- ❖ Joe Rottman, Assistant Secretary
- ❖ VACANCY

**OTHERS IN ATTENDANCE**

Robert Rosic  
Julie Schultz  
Kurt Schlegel, Special District Solutions, Inc.

1. Call to Order: The meeting was called to order by Director Fleisher at 6:01 p.m. A quorum of four (4) Directors were present. No additional conflict disclosures were stated by the Directors.

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

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

- Minutes from the July 12, 2023, Regular Meeting
- Ratify the payment of claims for the period ending August 31, 2023:
  - Checks #10331 through #10339 in the amount of \$8,837.30.

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

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4. Public Comment: None

5. Discussion / Action Items:

A. Centennial Water Interconnect – Pressure Reducing Valve (PRV): Mr. Schlegel stated that Centennial Water & Sanitation District Operations staff have approved the District’s plans to modify the existing water filter / meter combination at the interconnection and install an approved PRV in the existing vault. Mr. Schlegel presented a quote from Excell Pump Services for parts and labor to install the new equipment at a cost of \$22,122.01, for the Board’s consideration and approval. Following discussion Director Rottman moved that the Board authorize the expenditure as presented and direct staff to move forward with the project. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

B. District Infrastructure Mapping Project: Mr. Schlegel presented a detailed District Infrastructure Map developed by Mulhern MRE to the Board members. Mr. Schlegel stated that he is waiting on two pricing quotes to obtain geo location information for existing valves, hydrants, etc. and will provide a recommendation to the Board upon receipt of those quotes.

C. Appointment to Fill Vacancy: Mr. Rosic and Ms. Schultz were in attendance for consideration for appointment to fill the existing vacancy on the District’s Board of Directors. The Directors asked each candidate several questions regarding their qualifications and experience that they may bring to the Board. After some discussion Director Ela moved that the Board appoint Mr. Rosic to fill the vacancy on the District’s Board of Directors because of Mr. Rosic’s professional experience in electrical contracting and inspection, and also to add representation from the west side of the District’s service area. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously. Mr. Schlegel will complete the required paperwork to effect the appointment and send to Director Fleischer and Mr. Rosic for execution.

D. Worker’s Compensation Coverage for Directors: Mr. Schlegel presented an invoice from the Colorado Special Districts Property and Liability Pool for Worker’s Compensation coverage in 2024. Mr. Schlegel questioned the need for this type of coverage and explained to the Directors that they are not required to carry this type of insurance and can “opt-out” of this coverage prior to the end of 2023. Following discussion Director Rottman moved that the Board not renew the District’s Worker’s Compensation Insurance coverage beginning in 2024. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

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6. Financial Items:

A. Payment of September 2023 Claims: Mr. Schlegel presented a list of claims for the Board's consideration. Director Fleischer moved that the Board approve the September 2023 payments represented by checks #10340 through #10347 totaling \$10,981.24 (with Check #10341 in the amount of \$450.00 voided). Following a second by Director Mansfield, 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 August 31, 2023.

C. Funds Transfer Request: Mr. Schlegel stated that since the District is carrying a general fund balance in excess of \$109,000 that the Board authorize a transfer in the amount of \$60,000 from the General Fund Account to the Colotrust Capital Fund account. Director Rottman moved that the Board authorize a funds transfer in the amount of \$60,000 from the General Fund Account to the Colotrust Capital Fund account, as requested. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

D. 2023 Preliminary Certification of Property Values: Mr. Schlegel presented a copy of the Preliminary Certification of Value for the District that was developed by Douglas County.

7. Other Business:

Mr. Schlegel recommended that the Board consider a Budget Workshop to discuss projected revenues in 2024 and the development of the District's 2024 Operating Budget. Director Ela moved that the Board move the regularly scheduled meeting from November 8, 2023 to December 6, 2023 and begin this meeting at 5:00 pm on that day to accommodate 2024 Budget discussions. Following a second by Director Fleischer, and upon a vote taken the motion carried unanimously.

8. Adjournment: Upon motion duly made and seconded, the Director Fleischer adjourned the meeting at 6:48 p.m.

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The next regular scheduled meeting of the Board of Directors will be held 5:00 pm on Wednesday, December 6, 2023 at 11500 N. Roxborough Park Road Littleton, CO 80125 or as a virtual meeting via the Zoom platform, or both.

Respectfully submitted,

DocuSigned by:  
*Evan Ela*

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Evan D. Ela, Secretary