



**Louviers Water and Sanitation District**  
**Special Board Meeting Minutes**  
**Held Tuesday, May 9, 2023, at 6:30pm**

**Attendance**      Board Members:  
 Matthew Collitt, President  
 Nick Pepping, Member  
 Jake Kennedy, Member  
 Beca Connet, Treasurer  
 Andy Dunn, Member

Also in attendance:  
 Michael Gerstner, TST Infrastructure  
 Will Parker, Semocor - via Zoom  
 Jeff Erb, Erb Law  
 Neil Schilling, Schilling and Co - via Zoom  
 Peter Kline, Circuit Rider of Colorado  
 Sarah Shepherd, Circuit Rider of Colorado  
 Ashley Schwestka

<b>Agenda Item</b>	The Board of Directors of the Louviers Water and Sanitation District held a meeting at 6:30 pm on Tuesday, May 9, 2023.
<b>Call to order/agenda</b>	The meeting was called to order at 6:30pm by Director Collitt.
<b>Legal Matters</b>	<p><b>Administer the Oath of Office</b></p> <ul style="list-style-type: none"> <li>• Jake Kennedy</li> <li>• Nicholas J Pepping III</li> </ul> <p><b>Consideration of Appointment to the Board</b></p> <ul style="list-style-type: none"> <li>• Discussion regarding vacant Board seat</li> <li>• Director Collitt made a motion to re-appoint Rebecca Connet to the board. Director Kennedy seconded the motion. The motion carries 4-0.</li> <li>• The Oath of Office was administered to Director Connet.</li> </ul> <p><b>Appointment of offices</b>          The Board appointed officers to remain the same as in prior years by acclamation:</p> <ul style="list-style-type: none"> <li>• Matt Collitt – President</li> <li>• Rebecca Connet – Treasurer</li> <li>• Jake Kennedy – Secretary</li> <li>• Andy Dunn – Assistant Secretary</li> <li>• Nick Pepping – Member-at-Large</li> </ul>

**Public  
Comment  
Updates**

No Public Comment.

**Engineer’s Update**

**USDA Project**

Michael Gerstner provided the update. Substantial completion has been achieved on the project. The remaining tasks are progressing slowly but still on target to complete by month end, with five (5) location remaining. A description of extra expenses was provided. Discussion followed.

**Federally Directed Spending**

Ms. Shepherd provided an update. Senator Hickenlooper’s office have given support to this project. Discussion followed. Ms. Shepherd also indicated that the Federal Direct Spending proposal of \$3.4 million was advancing through Senator Bennet’s office, but that this is a slow process.

**ARPA Announcement**

Ms. Shepherd and Mr. Gerstner provided the Board an update. Mr. Gerstner provided handouts illustrating possible site plans and project scope. Need to confirm if existing well to be abandoned. Discussion followed.

**Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding potential renewable water and wastewater services for the district (Section 24-6-402(4)(e), C.R.S.)**

No Executive session was held.

**USDA and Small Community WW Project Update**

Sarah Shepherd and Michael Gerstner gave the Board an update. Discussion followed. Project reached Substantial Completion in April. No further update at this time.

**Other Grant updates**

- SRF Pre-qualification update – No new information at this date.
- Colorado Water Conservation Board (CWCB) grant

Sarah Shepherd provided the Board an update regarding the CWCB grant and the new meters to ensure a smooth transition for residents. The notice to proceed with purchase of meters and software has been granted.

	<p>Ms. Shepherd provided information on the request to CDPHE. She indicated that extension decision was due soon. Discussion followed.</p>
<p><b>New Business and Open Items</b></p>	<p><b>Operations: Operators Report</b> Will Parker, (Semcor) gave the Board an update of the status of operations. Completion of the sewer vault for irrigation system was imminent. Meters for the median tree establishment and fire mitigation may require additional valves for additional control. There is a request to waive the tap fees for the irrigation meter at the median. Discussion followed.</p> <p>A motion was presented by Director. Collitt to ratify the purchase of a Gas Alarm/Leak Detector at a cost of \$1,737.50 and to waive the tap fees for the tree median project. Director Connet seconded. Approved 5-0.</p> <p><b>Financial Report/Consider disbursements for approval</b> Neil Schilling provided an update on the financial package. Financial reports were presented. Discussion followed. The Board reviewed the disbursements totaling \$100,407.77 for the month of May 2023. Discussion followed.</p> <p>Upon motion by Director Connet and seconded by Director Pepping, the Board voted 5-0 to approve the May disbursements, as presented.</p> <p>Neil Schilling provided an update on financial statements, Cash position, and A/R review. Discussion followed. Motion presented by Director Connet to accept report as presented. Seconded by Director Pepping. Motion passed 5-0.</p> <p><b>Other Matters</b></p> <ul style="list-style-type: none"> <li>○ No other matters presented.</li> </ul>
<p><b>Minutes Review</b></p>	<p>The Board reviewed the meeting minutes from April 11, 2023. Upon motion by Director Collitt and seconded by Director Connet, the Board voted 5-0 to approve the meeting minutes, as presented.</p>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned by acclamation at 7:40 pm.</p> <p>The next regular meeting is scheduled for May 9, 2023 at 6:30 pm.</p>