



Louviers Water and Sanitation District
Special Board Meeting Minutes
 Held Tuesday, September 19, 2023, at 6:30pm

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

Absent: Andy Dunn, Member, whose absence was excused

Also in attendance:
 Michael Gerstner, TST Infrastructure
 Jeff Erb, Erb Law (via Zoom)
 Neil Schilling, Schilling & Associates
 Peter Kline, Circuit Rider of Colorado
 Sarah Shepherd, Circuit Rider of Colorado

Public Attendees:
 No Public Attendance

Agenda Item	The Board of Directors of the Louviers Water and Sanitation District held a special meeting at 6:34pm on Tuesday, September 19, 2023.
Call to order/agenda	The meeting was called to order at 6:34pm by Director Collitt.
Public Comment Updates	No Public Comment.
Legal Matters	<p>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 related to Intergovernmental Agreements with Dominion Water and Sanitation District and the Town of Castle Rock (Section 24-6-402(4)(e), C.R.S.) Director Collitt made a motion to enter Executive Session at 6:36 pm. The motion was seconded by Director Pepping and the motion was passed 4-0.</p> <p>At 7:06 pm, Director Collitt made a motion to exit Executive Session. The motion was seconded by Director Pepping and approved 4-0.</p>

<p>Engineer's Update</p>	<p>Range update – None updates to provide at this time.</p> <p>The Board reviewed the bids for the pre-procurement of the radium treatment system, as presented by TST Infrastructure.</p> <p>Michael Gerstner of TST provided an update of the review and consideration of bids for the radium treatment system. The low bidder is Adage at \$275,000 and an annual cost of \$43,000 to replace the radium extraction media. There is a 6-9 month delivery time for the equipment. Discussion followed.</p> <p>Director Collitt made a motion to accept the Adage pre-procurement package, contingent upon the references check being completed by TST Infrastructure. The motion was seconded by Director Pepping and approved unanimously, 4-0.</p> <p>The bid package for the building and installation scope will go out to bid the week of September 25th.</p> <p>Other Grant updates</p> <ul style="list-style-type: none"> ○ SRF Pre-qualification update – No new information at this date. ○ Colorado Water Conservation Board (CWCB) grant. No update at this time.
<p>Open Items & New Business</p>	<p>Operations: Operators Report No operator update was provided at this time.</p> <p>Financial Report/Audit Summary/Consider disbursements for approval</p> <p>Neil Schilling presented the Audited Financial Statements for the period ending December 31, 2022.</p> <p>Discussion followed. Mr. Schilling indicated that the audit fairly represented the status of the District. Discussion followed. It was indicated that the District needs to budget for future capital outlays and maintenance in future years.</p> <p>Further discussion covered budget timing and process. Director Connet made a motion to accept the audit as presented and to approve the signing of the management letter from Green & Associates. The motion was seconded by Director Kennedy, and approved 4-0.</p>

	<p>Mr. Schilling presented the financial package for August 2023. Discussion followed. The claims report totaled \$43,103.28. Michael Gerstner provided an additional outstanding pay applications from JBS, totaling \$63,186.90. Discussion followed. Director Connet made a motion to approve the claims with the inclusion of the payment of this pay application, totaling \$106,290.18. The motion was seconded by Director Kennedy and was approved 4-0.</p> <p>Mr. Schilling informed the Board that accounts 33 and 167 should be certified with the County if unpaid by the Board meeting in October. Notice is required to be provided to Douglas County by the end of October.</p> <p>Mr. Schilling advised the Board regarding a refund to account #178 due to meter reading errors. Correspondences was included in the Board packet. Discussion followed. Mr. Schilling will revise the refund calculation to accurately represent the usage by customer. Director Collitt made a motion to approve the revised refund amount. The motion was seconded by Director Kennedy and approved 4-0.</p> <p>Other Matters</p> <ul style="list-style-type: none"> • The water system corrosion study meeting is scheduled to be held on September 20th and sampling will proceed on September 26th. • Ms. Shepherd informed the board of possible grant funding opportunities for the lead pipe inventory project. Ms Shepherd and Mr. Gertsner to investigate. • Mr. Collitt will get weatherization pricing from Will Parker to blow out the median irrigation system taps and will direct him to proceed as necessary and with a reasonable cost.
<p>Minutes Review</p>	<p>The Board reviewed the meeting minutes from August 8, 2023. Upon motion by Director Pepping, seconded by Director Connet, the Board voted 4-0 to approve the meeting minutes, as presented.</p>
<p>Adjournment</p>	<p>The meeting was adjourned by acclamation at 8:10 pm.</p> <p>The next special meeting is scheduled for October 24, 2023 at 6:30 pm.</p>