

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

A regular meeting of the Board of Directors of the Valley at Winter Park Water District on Wednesday January 31, 2024, at 6:00pm online via Zoom. The meeting was open to the public.

Attendance:

Directors:

Kerri J. Stroupe, President
Kelli Kolar, Vice-President
Susan Oderwald, Secretary
Matt Small, Member
John Clagett, Member

Other attendees:

Sarah Shepherd, Circuit Rider of Colorado
Peter Kline, Circuit Rider of Colorado
Sujata Trehan, Circuit Rider of Colorado

Public Attendees:

Tim Thein (Lot 14)
Mark (Lot 34)
Scott Fuog (Lot 19)
Barry Waryanka (Lot 41)

**Call to
Order/Agenda/
Declaration:**

Director Stroupe called the meeting to order at 6:00 pm and declared a quorum.

Upon motion by Director Kolar and seconded by Director Clagett, the board voted 5-0 to approve the agenda.

Citizen Items:

No items were presented.

**Administrative
Items:**

a. Review and Approval of Meeting Minutes from the Meeting in November, 2023

Upon motion by Director Kolar and seconded by Director Oderwald, the Board voted 5-0, to approve the November 2023, minutes as presented.

Review and Approval of Meeting Minutes from the Meeting in December, 2023

Upon motion by Director Clagett and seconded by Director Oderwald, the Board voted 5-0, to approve the December 2023, minutes as presented.

b. Introduction of Circuit Rider of Colorado team and administrative processes

The team at Circuit Rider of Colorado, Sarah Shepherd, Peter Kline and Sujata Trehan introduced themselves to the community members and Board members.

c. Website transition

Ms. Trehan gave a report of the transition from the current District website to the Streamline website for ADA Accessibility compliance as required by July 1, 2024.

The Board directed management to engage with Streamline for the website transition.

d. 2024 Meeting Schedule update

The Board discussed moving its meeting to the 4th Wednesday of the month, in general, with a reduced regular meeting schedule, allowing for special meetings to be held as needed throughout the year. Sarah Shepherd requested that a couple of documents need to be signed to wrap up the 2023 compliance calendar, finalize contracts for 2024, and to submit the 2024 budget. The 2024 Budget Resolution and these other documents will be circulated to Board members, as needed.

Financial Reports:

2023 Financial Review

Mr. Kline and Ms. Shepherd presented the December 31, 2023 Financial Report, as prepared by Weaver and Associates. The Capital Project budget will likely need to be amended for 2024 once the project costs are better known for the treatment building and other items. The 2023 audit exemption application was presented. Upon a motion by Director Oderwald with a second by Director Small, the Board voted 5-0 to approve the Audit Exemption Application for December 31, 2023 period, as corrected.

Mr. Kline will prepare quarterly financial reports and monthly claims payable reports for board meetings, alongside reports for accounts receivable. In addition, the accounts receivable comparison for services by AmCoBi or Bill.com will be presented for consideration.

Bill.com will continue to be used for accounts payable with final approval by the Board.

District Credit Card

Discussion followed regarding a District credit card for use by the District's operator for parts and testing fees. District management

advised that a credit card was not a best practice, and recommended that the District set up accounts with as many vendors as possible to bill the District directly, and to have the Operator request reimbursement from the District for other expenses, as necessary, to be processed on a monthly basis.

**Operations and
Maintenance:**

Operator Update

No operator report was provided at this meeting, but will be forwarded to the Board as provided or at the next meeting.

**Additional Board
Member Items:**

The Board discussed its top priorities for 2024, which included: 1. Adoption of Overuse Fee Structure, 2. Adopt Rules and Regulations, and 3. Strategic Planning.

Adjournment:

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at pm.

The next Board meeting which is a Regular Meeting is scheduled for Wednesday February 28, 2024 at 6pm online via Zoom.



THE VALLEY AT WINTER PARK
WATER DISTRICT

Regular Meeting Agenda

Board of Directors

Date: January 31, 2024

Time: 6:00 pm

Location: Zoom

<https://us02web.zoom.us/j/82750928278?pwd=QUdxMS94WWt6UjFsdE1GcmNVWFQxOT09>

Call in Telephone: 669-900-6833

Meeting ID: 827 5092 8278

Passcode: 013124

Board Members	Office	Term Expires
Kerri J. Stroupe	President	5/2025
Kelli Kolar	Vice-President	5/2025
Susan Oderwald	Secretary	5/2025
Matt Small	Member	5/2027
John Clagett	Member	5/2027

Time	Topic
6:00 pm	A. Call to order/approve agenda/notice of meeting/declaration of quorum and conflicts of interest
6:05 pm	B. Items from citizens regarding items not already on agenda (3 minutes per item)
6:15 pm	C. Administrative Matters <ol style="list-style-type: none"> 1. Review and Approval of Minutes from the November and December, 2023 Meeting 2. Board housekeeping and onboarding reminders, payroll 3. Introduction of Circuit Rider of Colorado team and administrative processes 4. Billing discussion 5. Website transition 6. 2024 Meeting Schedule update
6:35 pm	D. Financial Reports <ol style="list-style-type: none"> 1. 2023 Financial Review 2. Credit Card
7:00 pm	E. Operations <ol style="list-style-type: none"> 1. Operator Update
7:15 pm	F. Capital Improvements Project – Future Planning <ol style="list-style-type: none"> 1. Easement
7:30 pm	G. Board Member Items – 2024 Goals <ol style="list-style-type: none"> 1. Adoption of Overuse Fee Structure 2. Adopt Rules and Regulations 3. Strategic Planning
8:00 pm	H. Adjournment: The next regular meeting is scheduled for February 15, 2024 at 6:00 pm