

BERKELEY WATER & SANITATION DISTRICT  
4455 W. 58<sup>TH</sup> Ave., Unit A; Arvada, Colorado 80002-7007  
In and For the Counties of Adams and Jefferson

MINUTES OF THE MEETING  
April 9, 2025

Present for April 9, 2025

Present

Risa Hayes - President

John Jesse Chavez – Metro Representative

Craig Jones – Treasurer

Excused Absence

Phil Cipri – Secretary

Judy Miranda – Vice President

Also Present for April 9, 2025:

Sharon Whitehair - Berkeley Water and Sanitation District

Hilary Graham – Hoffman, Parker, Wilson & Carberry

Call to Order on April 9, 2025:

Hayes called the April 9, 2025 meeting to order at 6:02 pm.

Approval of Agenda:

Hayes asked that the agenda items involving Graham be moved up on the agenda. Jones made a motion to approve the amended agenda. Chavez seconded. The motion passed unanimously.

Comments from the Public:

There were no public present.

Action Items Review:

Graham updated the Board on the section of the bylaws that had to do with excusing an absence.

Legal:

Jones moved to approve Resolution 2025-6 To Adopt the Amended Bylaws. Chavez seconded. The motion passed unanimously.

Chavez moved to approve Resolution 2025-07 to Adopt a Comprehensive Financial Policy.

New Business:

Whitehair told the Board she wanted to close the American Express credit card and get a credit card from 1<sup>st</sup> Bank that is based on Berkeley's credit in the amount of \$3,000. Jones moved to close the American Express card and open up a credit card with 1<sup>st</sup> Bank. Chavez seconded. The motion passed unanimously.

Whitehair will get a copy of the signed minutes to 1<sup>st</sup> Bank after the minutes are approved in May.

Minutes of the March, 2025 Board Meeting:

Chavez moved to approve the March 2025 Minutes. Jones seconded. The motion passed unanimously.

Accounts Past Due Report, Month ending March, 2025:

Jones moved to accept the Accounts Past Due Report for the month ending March 2025. Chavez seconded the motion. The motion passed unanimously.

Treasurer's Report for Month Ending March, 2025:

Chavez moved the Treasurer's Report be approved for March, 2025. Jones seconded the motion. The motion passed unanimously.

Cash Disbursements and Payroll for April, 2025:

Jones moved the April 2025 cash disbursements and payroll be approved. Chavez seconded the motion. The motion passed unanimously.

Engineering Update:

The master plan will be given to the District by March 25<sup>th</sup>. The Board will schedule a study session once that is completed.

Metro Update:

Chavez sent the Board information about the May tour of the Metro facilities. Board members will let Chavez know if they can make the tour.

Manager's Update:

- The Manager's Report was included in the Board packet.

Maintenance Report:

The maintenance report was included in the Board packet.

Adjournment:

Jones moved to adjourn the meeting. Chavez seconded. The motion passed unanimously. The meeting was adjourned at 6:56 p.m.

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Phil Cipri, Secretary