

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

MINUTES OF THE MEETING
February 12, 2025

Present for February 12, 2025

Present

Risa Hayes - President
Judy Miranda – Vice President
John Jesse Chavez – Metro Representative
Phil Cipri – Secretary

Excused Absence

Craig Jones – Treasurer

Also Present for February 12, 2025:

Sharon Whitehair - Berkeley Water and Sanitation District
Hilary Graham – Hoffman, Parker, Wilson & Carberry

Call to Order on February 12, 2025:

Hayes called the February 12, 2025 meeting to order at 6:00 pm.

Approval of Agenda:

Chavez moved to approve the agenda. Cipri seconded. The motion passed unanimously.

Comments from the Public:

There were no public present.

New Business:

Graham updated the Board on the section of the bylaws she is updating regarding Board conduct. She said that misconduct was dealt with in the Employee Manual and the Board should adhere to that section but will reinforce addressing misconduct in the Board bylaws. She told them that an allegation of misconduct should go to the Board President and not the District Manager. If there are allegations against the Board President, the Board Member should contact Berkeley's attorney. Graham stated the current bylaws do have a way of disciplining Board members who have been found of misconduct such as censure, removal from their committee, or asking them to resign. The Board needs to establish a disciplinary process to accomplish that.

Hayes and Miranda have looked at training materials to support the changes in the bylaws and will ask Board members for their availability prior to the March meeting. Hayes will look at a venue outside of the Berkeley office that is a public place to conduct their study session. Whitehair said the Board could have privacy upstairs at the Berkeley office as long as heaters were set up.

Hayes added action items to the Board agenda in order for the Board to see what the status was of each Board action item based on their previous Board meeting discussion.

Minutes of the January, 2025 Board Meeting:

Miranda moved to approve the January 2025 Minutes. Chavez seconded. The motion passed unanimously.

Accounts Past Due Report, Month ending January, 2025:

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

Treasurer's Report for Month Ending January, 2025:

Cipri moved the Treasurer's Report be approved for January, 2025. Miranda seconded the motion. The motion passed unanimously.

Cash Disbursements and Payroll for February, 2025:

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

Action Items Review:

This will be a new section to the agenda based on past decisions/actions and what was completed to accomplish that decision/action.

Legal:

Cipri moved to accept the Revised Resolution 2025-04 Establishing the Date and Time of Regular Board Meetings and Establishing Posting Place for Notices of Such Meetings. Miranda seconded. The motion passed unanimously.

Engineering Update:

Whitehair stated that Souder, Miller & Associates were almost done with the master plan which would have details as to what projects need to be completed in the District. They have also started on the rate study which will tell the District if it has enough money to pay for these projects.

The Board will schedule a study session once that is completed.

Metro Update:

Chavez will email the Metro Connector newsletter for January 2025 to all Board members.

Office Update:

Whitehair asked the Board whether they wanted to continue to pay the yearly SDA dues. The Board asked that Graham provide more information as to what the SDA can provide to the District so they directed Whitehair to go ahead and pay the dues for this year.

Maintenance Report:

Guildner started the 2025 jetting and televising schedule.

Adjournment:

Cipri moved to adjourn the meeting. Chavez seconded. The motion passed unanimously. The meeting was adjourned at 7:01 p.m.

Phil Cipri, Secretary