

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  
March 12, 2025

Present for March 12, 2025

Present

Risa Hayes - President  
Judy Miranda – Vice President  
John Jesse Chavez – Metro Representative  
Craig Jones – Treasurer

Excused Absence

Phil Cipri – Secretary

Also Present for March 12, 2025:

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

Call to Order on March 12, 2025:

Hayes called the March 12, 2025 meeting to order at 6:10 pm.

Approval of Agenda:

Miranda moved to approve the agenda. Chavez 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 updated 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.

The Board made further suggestions for the bylaws. Hays will contact Board members for their final updates and will send to Graham. The bylaws will be voted on in April.

Minutes of the February, 2025 Board Meeting:

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

Accounts Past Due Report, Month ending February, 2025:

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

Treasurer's Report for Month Ending February, 2025:

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

Cash Disbursements and Payroll for February, 2025:

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

Action Items Review:

Graham updated the bylaws with the harassment section and sent them to the Board. The Board will review and comment on the bylaws by the April meeting.

Legal:

Jones moved to accept the Resolution 2025-0 To Cancel the May 6, 2025 Election.. Miranda seconded. The motion passed unanimously.

Engineering Update:

The master plan will be given to the District by March 14<sup>th</sup>. The Board will schedule a study session once that is completed.

Metro Update:

Chavez sent the Metro Connector newsletter for February 2025 to all Board members. Whitehair suggested that he use the Metro web site for his Board presentations since they have so much material on their web site.

Manager's Update:

Whitehair explained that Excel entered Berkeley in to a Time of Use rate. Whitehair looked at the rates, which were higher than their standard rate, and opted Berkeley out. She will send Board members the information so they can opt out of their residential if they choose to.

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 7:46 p.m.

---

Phil Cipri, Secretary