

**Minutes of the Regular Meeting of
The Board of Directors
Hi-Lin Water and Sanitation District**

A meeting of the Hi-Lin Water and Sanitation Board of Directors was held virtually on November 11, 2024 at 5:30 pm.

Board members present were:

Jeff Peoples, President 2025

Robin Hollenbeck, Secretary 2027

Gordon Smith, Treasurer 2025

Philip Arreola, Director 2027

Joe Rogers, Director 2025

Also Present: Darcy Beard

The meeting was called to order and the following items discussed.

1. The board reviewed the October minutes. Jeff motioned to approve the minutes and Philip seconded the motion. The board unanimously approved the minutes.
2. The October Financial Report was presented to the board by Darcy Beard. Philip motioned to approve the financial report and cash disbursements. Jeff seconded the motion. The board unanimously approved the financials and cash disbursements.
3. Darcy rebilled the property on Krameria for the sewer blockage to see if we hear from the property owner before they are sent for certification next year.
4. The PILT letters will be brought to the December meeting for the Board to sign. It will be updated to reflect the new fees that the Board approves at the 2025 Budget Hearing.
5. Robin met with Trish from Coberly Web Design to start work on updating the website to make it ADA compliant. Robin completed a SIPA Service Request Form to start the process of creating a website under Colorado.gov and completed a Registration Agreement to start the process. There is a Security

Agreement to be signed by each member that wants access to the website. We cannot share access or access will be revoked. Jeff and Joe volunteered to have access to the website, Robin will send their information to SIPA and the Security Agreement will be sent to them to be signed via DocuSign. Once the new website is up we will post the new website on the billing statements.

6. The 2025 Board Hearing was opened by Jeff. The public 2025 Board Hearing was closed by Jeff.
7. The Board reviewed the proposed 2025 Budget Darcy prepared. Jeff motioned to approve the proposed budget for 2025 with two changes to decrease the Website spend and increase the Dues & Conferences expense. Philip seconded the motion to approve the budget with those changes. The Board unanimously approved the proposed budget. Gordon reviewed the water usage data from Denver Water and compared our current fees. The Board will approve raising the base fee from \$78 to \$80 per quarter. The Board discussed that the overage rate would remain \$3.50 per 1,000 gallons used.
8. Jeff received a call from a resident whose tenant moved out and she called AmCoBi to determine if there was an outstanding balance on the account. AmCoBi had some issues with Q3 billing of the usage fees, so they told the homeowner there was no balance. When the Q4 bill came there was a balance of approximately \$82 for the usage fee (the base fee was paid). The Board discussed who should be responsible for the remaining balance and it was decided that AmCoBi should remove the balance from the account, and they should be responsible for that outstanding balance. Gordon will reach out to Amanda West and discuss options on how to handle this. Gordon will also confirm if there are other residences that could have this issue.
9. Website views are 77 visitors in the last 30 days and 25 in the last 7 days.
10. The next meeting will be on Monday, December 16th at 5:30 PM and will be virtual.