

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
INDEPENDENCE WATER & SANITATION DISTRICT
HELD
March 23, 2023**

A Special Board of Directors' Meeting of the Independence Water & Sanitation District was held virtually on March 23, 2023, at 10:00 a.m. The meeting was open to the public.

ATTENDANCE:

In attendance were Directors:
Timothy Craft, President
Jeffrey Keeley, Secretary/Treasurer
Jim Yates, Assistant Secretary
Randy Roberts, Assistant Secretary

Director Foster was unable to participate, and his absence was excused.

Also, in attendance were:
Ed Collins
Dianne Miller, Miller & Associates Law Offices, LLC
Kurt Schlegel, Special District Solutions, Inc.

CALL TO ORDER:

President Craft noted that a quorum of the Board was present, called the meetings to order at 10:02 a.m.

**CONFLICTS &
DISCLOSURE
STATEMENTS:**

Ms. Miller stated that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors prior to this meeting and no new conflicts of interest were disclosed at the meeting.

APPROVAL OF AGENDA:

After review of the Agenda Director Roberts moved that the Board approve the agenda as presented. Upon a second by Director Keeley a vote was taken, and the motion carried unanimously.

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CONSENT AGENDA:

After review of Consent Agenda items Director Craft moved that the Board approve the Consent Agenda as presented. Upon a second by Director Roberts, a vote was taken, and the motion carried unanimously.

PUBLIC COMMENT:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

2023 Rate & Fee Resolution: Mr. Schlegel presented a proposed 2023 Rate & Fee Resolution for the Directors consideration. Director Roberts moved that the Board open the Public Hearing. Upon a second by Director Keeley a vote was taken, and the motion carried unanimously, and the Public Hearing was opened at 10:05 p.m.

No Public Comment was received.

Mr. Schlegel identified proposed increases in Tap fees, Storm Drainage Facility Fee, and Water Meter Equipment Fee; and that all but one of the proposed increases are for fees that are billed to home builders at the time building permits are issued by Elbert County and are dictated by Resolutions previously adopted by the District's Board of Directors. The Water Meter and Equipment fee increase is necessary due to the increased costs of the equipment, of which the District does not mark up over what is charged by the manufacturer.

Director Roberts moved that the Public Hearing be closed. Upon a second by Director Keeley a vote was taken, and the motion carried unanimously, and the Public Hearing was closed at 10:13 a.m.

Following discussion Director Roberts moved that the Board approve and adopt the 2023 Rate and Fee Resolution as presented. Upon a second by Director Yates a vote was taken, and the motion carried unanimously.

Mr. Schlegel stated that he has had discussions with Director Yates regarding a Rate & Fee Study conducted by a third party to review current fees charged to ensure that adequate revenues are being generated to cover operating costs. Director Roberts moved

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that the Board appoint a committee consisting of Directors Craft and Yates to work with Mr. Schlegel to obtain bids and engage with a firm to conduct a Rate & Fee Study, at a cost to not exceed \$25,000. Upon a second by Director Keeley, a vote was taken and the motion carried unanimously.

**FINANCIAL AND
MANAGEMENT ITEMS:**

Review of Unaudited Financial Statements: Mr. Schlegel presented copies of the unaudited January 31, 2023 Financial Statements for the Independence Water & Sanitation District for the Board's review.

Water & Sanitation District - Ratification and Approval of Claims: Mr. Schlegel presented a list of Independence Water & Sanitation District claims that have been paid since that Board's last meeting for ratification by the Board of Directors. Director Roberts moved that the Board ratify and approve the claims totaling \$381,005.13 and represented by checks #1499 through 1567. Upon a second by Director Craft, a vote was taken, and the motion carried unanimously.

DIRECTOR'S ITEMS:

None

NEXT MEETING:

The Board members determined that Special Meetings will be called as necessary. The next scheduled regular meeting will take place on June 15, 2023.

ADJOURNMENT:

There being no further business to come before the Board, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 10:30 a.m.

Respectfully Submitted:

Kurt C. Schlegel

Secretary for the Meeting