

Ridgewood Water District
Board of Directors Meeting Minutes
July 9, 2024

1. **Call meeting to order** at 7:03 PM. Members present: Mike Thomas, Charlie Parnell, Bob Panick, Kathy Furrow, Dave Burgess, Steve Ghioto, Keith Owens.
2. **Patron/Customer Forum** None.
3. **Read and approve minutes.** Motion to approve by Charlie, second by Mike.
4. **Treasurer’s Report**, Robert Panick. Motion to approve report by Mike, second by Steve.

	June 9, 2024	July 10, 2024
Capital Account:	\$141,718.89	\$143,545.68
Operating Account:	\$ 79,361.48	\$ 86,189.78
Pay-Port Account:	\$ 5,327.52	\$ 5,833.57
Total:	\$226,407.89	\$235,569.03

5. **Operator’s Report**, Chad Sell. Water Quality Report results available.

6. **Old Business:**

- A. **Internet Connectivity at Well House** – Steve. Teller Wi-Fi confirmed that the only way to get a signal is to install dish on tree on Patron’s property, where his dish is located, and run cable to left of his house. Charlie to discuss with Patron further. Tabled for now.
- B. **Patron Service Line letter/survey** – Keith. No new ones. Received 17/61. \$200 for supplies and to complete initial mailing via USPS. Next prompt will be done via email.
- C. **Dropbox VS. Microsoft** – Bob. Stay with Dropbox. Will add Charlie and Keith.
- D. **Bank Interest/CD** – Bob. Tabled until we get numbers for projects.
- E. **43 Aspen Circle, Meter Pit** – Completed by Charlie & Steve.
- F. **Capital Improvement Master Plan** – Ongoing. Last master plan was 2001 according to records.
- G. **Chlorination Procedure**- Tabled.
- H. **Website ADA Compliance** – Mike. Completed. Website now has handicap icon.
- I. **TXT Messaging Patrons** – Mike. Text Magic- per text message rate of .05¢, buy credit of \$25. All board members can log in.
- J. **28 Missouri Gulch** – Meter Pit to be installed end of July after \$5200 tap fee paid.
- K. **Plumbing for Pump House** – Quote from Bear Creek Plumbing \$16,364 (includes labor of \$140/hr). Mike motioned to approve allocating these funds (from operating account) plus 10% for incidentals, Bob Second, all agree. (*According to the SDA March 2024 publication, “Special districts are only required to advertise and take bids on construction contracts for which the work or materials or both amount to \$120,000 or more.”)

7. **New Business:**

- A. 2024 Water Quality Report – Posted on website. Keith to contact Chad to ask if 1 sample is enough.

8. **Open discussion:**

- A. Bob reported that Generac has auto-on generators for \$2000 plus install. Would be nice to have automatic generators for power outages. Last snow storm resulted in power outage and no one could get to the well-houses to start generators due to amount of snow. Power outage = pumps out= water outage if demand exceeds what the tank can hold. Charlie will research numbers.

9. **Adjourn** meeting at 7:51 pm. Next meeting August 13 @ 7pm.

Respectfully submitted,
Kathy Furrow

Answers to Your Questions on the Bidding Process



Editor's Note: We have recently received a number of calls with questions about the bidding process so we thought this would be a great time to share some specific information on this process. The details below were originally written by our dear friend, Evan Goulding, and after a few tweaks for legislation that was passed last year, this information is as helpful today as it was in 2017 when it was originally published.

Question:

When is a district required to take competitive bids, and when must the invitation to bid be published?

Answer:

Special districts are only required to advertise and take bids on construction contracts for which the work or materials or both amount to \$120,000 or more. In such cases, some rules apply:

- » An invitation to bid must be published one time in a newspaper of general circulation within the district boundaries. Although the bidding requirements in Title 32 (*Special District Act*) do not indicate how far in advance of bid opening the invitation must be published, the Construction Bidding for Public Projects Act (24-92-101 *et seq.*) indicates that "Adequate public notice of the invitation for bids shall be given at least fourteen days prior to the date set forth therein for the opening of bids..." While special districts are not bound to comply with this Act, it is a good indicator of adequate practice.

- » The district is not required to accept the lowest bid, but rather, the lowest responsible and responsive bid. Thus, if a district determines that a bidder doesn't have the necessary skills, experience, or financial ability to complete the project, the next low bid from a responsible bidder can be accepted.
- » The district is allowed to reject all bids, and if it appears that the district can perform the work or secure material for less than the lowest bid, it may do so. (§32-1-1001(1), C.R.S.)
- » If the bids exceed the district's budget or resources, the district may reject all bids, and then negotiate with the lowest responsible and responsive bidder to see if the cost can be brought within the district's parameters.

No contract for work or material including a contract for services, regardless of the amount, shall be entered into between the special district and a member of the Board or between the special district and the owner of 25% or more of the

territory within the district unless a notice has been published for bids and such member or owner submits the lowest responsible and responsive bid. (§32-1-1001(1)(d), C.R.S.)

Although bidding may not be required for a contract that does not come within the conditions listed above, there may be other reasons that would make it important to take competitive bids, such as:

- » Assurance to the public that the district is not "playing favorites"
- » Not favoring a vendor or other supplier when competing vendors or suppliers will feel that they were not given the opportunity to earn the district's business

When bidding a project, it is recommended that an invitation for bids package be issued which includes a project description, all contractual terms and conditions, specifications, forms of bonds to be supplied, and other documents. (Please see the SDA Board Member Manual for additional information related to contracts and contracting in general.)



Supporting Community-Based Government

New Executive Director Joins Colorado Counties, Inc.

Please join us in welcoming Kelly Flenniken as the new Executive Director of Colorado Counties, Inc. (CCI)! Kelly has nearly 20 years of experience in

public policy and government relations, and we look forward to working with her and continuing our strong partnership with CCI.