

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, January 15, 2025

CALL TO ORDER

The meeting was called to order by Vice President Randy Shonk at 18:36 hours.

ATTENDANCE

Board Members: Ben Makkinje Mark Norman, Jim Potts, and Randy Shonk
(Jim Rose was excused for personal reasons.)

Operator: Ellen Ellson

Guests: Mark Cooper, Steve Firks, Clark Gaddie, Sally Peterson, Paul & Cindy Ragan,
Chris & Pamela Sheldon, and Bill Swihart (residents)

1. **Sunshine Law Compliance:** Shonk read aloud and by consensus the Board approved the following annual compliance items:
 - a. Regular meetings of the Board of Directors will be held on the third Wednesday of every month at 6:30 p.m. at the Weller Fire Station, located at 15580 Cala Rojo Drive in Colorado Springs, Colorado.
 - b. Meeting notices will be posted at the Office of the El Paso County Clerk & Recorder (1675 W. Garden of the Gods Road, Colorado Springs), at the Weller Fire Station, and at each of the cluster mailbox locations within the District's boundaries.
 - c. All minutes and other official records of the District will be retained by the Board Secretary at 15875 Cala Rojo Drive in Colorado Springs, Colorado.
2. **December Meeting Minutes Approval:** Norman moved, Potts seconded, to approve the Minutes of the December board meeting as presented. Shonk noted his mention of C.R.S. §32.20 and possible lobby of "New Energy Options" for propane service. Motion approved unanimously.
3. **Financial Report:** Transactions included Potts' reimbursement for accidental use of the WD credit card, as well as Ellson's expenses reimbursement. No funds transfer to ColoTrust since pump repair and insurance bill will be high next month.
4. **ORC & Water Operations:**
 - a. Ellson continues to pursue spent resin disposal with Clean Harbors and will contact the State and Adams County about holdup. Deer Trail is the only site for disposal in Colorado, but their acceptance limits and the spent resin analytical are giving Clean Harbors cause for concern.
 - b. Ellson submitted \$25K grant request for fall prevention/protection to access top of 180K gal tank.
 - c. There was brief discussion on tank inspections and the need for cathodic protection.
 - d. A resin changeout should be schedule in the next month. Ellson will send out an email.
5. **Customer Billing & Usage:** Loss was 9% for December with a few higher than normal users.
6. **Meter Upgrades:** Ellson was unable to submit a grant for the smart water meters this round. The next round's due date is mid-summer.
7. **Meter Pit Compliance:** This item was tabled.
8. **Propane Tank Ownership Transfer:** The Bill of Sale has been signed by both the WD and HOA. Shonk stated that the WD's attorney will record the document. An easement was granted to the HOA for the propane tank/evaporator by Morley, the developer, when the property changed hands, so no lease will be executed. The HOA has not provided an insurance certificate of coverage to the WD.

9. **Customer Payment Options:** Ellson is working toward signing up for this service in 2025 to give customers more ways to pay their water bill.

NEW BUSINESS

1. **Special District Election:** The terms for Makkinje, Norman, Potts and Shonk expire this year. On or before the 5/6/25 election three (3) directors will be elected to serve a 4-year term and one (1) director will be elected to serve a 2-year term. Ellson explained that the seat “cycles” are predetermined, based on past elections. Shonk moved, Makkinje seconded, to adopt the Election Resolution for the 2025 Regular Election. Motion approved unanimously. Norman moved, Potts seconded, to adopt the Resolution Appointing a Designated Election Official and Authorizing a Designated Election Official to Cancel Election, appointing Ellen Ellson to serve as DEO. Motion approved unanimously. Ellson will distribute Self-Nomination & Acceptance forms and run the required legal notice in *The Gazette*. Shonk suggested and, by consensus, the board directed Ellson to also mail a copy of the legal notice to each resident.
2. **Details for Taxes:** Ellson explained that the WD has records for 3 different EIN in its files. She determined which one is correct and will work with Potts on updating the WD's address. She will then file for a tax exempt status for the WD with the State of Colorado.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 19:50 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, February 19, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours.

ATTENDANCE

Board Members: Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk
Operator: Ellen Ellson
Guests: Steve Firks, Clark Gaddie, Paul & Cindy Ragan, and Chris & Pamela Sheldon (residents), and Reggie Wesley (non-resident)

1. **January Meeting Minutes Approval:** Potts moved, Shonk seconded, to approve the Minutes of the December board meeting as presented. Motion approved unanimously.
2. **Financial Report:** Transactions included refurbishment of distribution pump #2, CSD Pool insurance premium and additional legal fees for the HOA propane issue.
3. **ORC & Water Operations:**
 - a. Ellson continues to pursue spent resin disposal. She is currently waiting for a disposal quote from a Texas-based company. Clean Harbors cancelled the WD's drum pickup request and have not heard back from the CDPHE or Adams County on the requested modification of their license procedure. It is unknown if this involves any issues related to our waste disposal/handling.
 - b. Potts reported that both the video monitor and the UPS for the PC in the pumphouse had failed and were being replaced. He noted that there are ISP disruptions, but the service is free.
 - c. The level sensor in the sump tank "sticks" and needs some maintenance.
 - d. A resin change-out is scheduled for Saturday, 3/1.
4. **Customer Billing & Usage:** Loss was 5.4% for January. No high users need to be contacted. Ellson noted that a couple accounts are delinquent and she will be contacting them directly.
5. **Meter Upgrades:** This item was tabled.
6. **Meter Pit Compliance:** This item was tabled.
7. **Propane Tank Ownership Transfer:** The Bill of Sale was signed by both parties and recorded with the County. An insurance certificate of coverage (COC) has not yet been received from the HOA, although the propane operator has provided one covering him/his services.
8. **Customer Payment Options:** Shonk moved, Rose seconded, to direct Ellson to proceed with setting up for this service to give customers more ways to pay their bill. Motion approved unanimously.
9. **Special District Election:** A Call for Nominations legal notice was published in *The Gazette* on Wednesday, 1/29. It was also mailed to all customers, along with the annual Transparency Notice. Ellson is accepting candidate Self-Nomination forms until 5 PM on Friday, 2/28.

NEW BUSINESS

1. **CDPHE Grant – Water Tank Safety:** Ellson reported that a \$25K has been awarded to the WD under the 2025 Assistance Grant Program. The project involves installing updated fall

protection/prevention at the 180 Kgal water storage tank. By consensus, the board accepted the grant and directed Ellson to proceed with completing the paperwork to CDPHE and beginning the project by searching for suitable subject matter experts/contractors for the project. The project needs to be completed by the end of 2025.

2. **Generator Maintenance:** Rose had a proposal for full maintenance work on the WD's 2 backup generators. Those present agreed that at least an oil change should be performed yearly. Norman will check with Colorado Standby on what maintenance has been done in the last 1-2 years to help the board decide on the proposal at the next meeting.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 19:12 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, March 19, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours.

ATTENDANCE

Board Members: Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk (by phone)

Operator: Ellen Ellson

Guests: Clark Gaddie, Paul & Cindy Ragan, and Bill Swihart (residents)

1. **February Meeting Minutes Approval:** Potts moved, Norman seconded, to approve the Minutes of the February board meeting as presented. Motion approved unanimously.
2. **Financial Report:** The checking account balance was low at the end of February, but the tax deposit in early March restored it. Ellson noted that legal fees include expenses for the election.
3. **ORC & Water Operations:**
 - a. Ellson presented 2 proposals for resin disposal. She was directed to pursue disposal with Clean Management and have the quote adjusted for the current count of 16 barrels.
 - b. Rose/Norman/Ellson performed a resin changeout on 3/1 and it went well.
 - c. Ellson plans to sample for the new PFAS compliance requirement in April and October. The 2 rounds of testing require 5-7 months between samplings, with completion prior to April 2027.
4. **Customer Billing & Usage:** Loss was 23% for February. No high users need to be contacted. Ellson noted the sale of one home and anticipated collection of a highly delinquent account.
5. **Meter Upgrades:** This item was tabled.
6. **Meter Pit Compliance:** This item was tabled.
7. **Special District Election:** The 3 candidates for 3 seats for 4-year terms present no contest. Their names will be on the ballot, but voting for these seats will be irrelevant. There are 2 candidates for 1 seat for a 2-year term, so this contest requires an election. Self-nomination forms were forwarded to the Colorado Secretary of State for campaign finance enforcement.
8. **Water Tank Safety Grant:** The grant execution paperwork has not yet been received from CDPHE. Ellson has had contact with a fall protection specialist. She and Norman will do another tank inspection on Friday, 3/21 and provide more information (video) to the potential contractor. Ellson hopes to use some of the CSD Pool safety grant funds for the harnesses, etc.
9. **Generator Maintenance:** By consensus, the board agreed to an estimate from Colorado Standby to perform 'Minor B' service (light maintenance) on both backup generators on Friday, 3/28. Norman and Ellson will meet the service person onsite.

NEW BUSINESS

1. **Audit Exemption:** Ellson briefly reviewed the audit exemption application, noting that the retired assets were old computers. Makkinje moved, Potts seconded, to approve the audit exemption and

adopt the associated resolution. Motion approved unanimously. All board members signed both documents and Ellson will submit them to the Colorado State Auditor.

2. **HOA Propane Insurance Policy:** Rose noted that an updated Certificate of Coverage (COC) was received from the HOA. The COC is from Glaser but now includes the HOA as additional insured. The updated COC will be forwarded to the WD's attorney for review.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 19:10 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, April 16, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours.

ATTENDANCE

Board Members: Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk
Operator: Ellen Ellson
Guests: Paul Ragan and Bill Swihart (residents)

1. **March Meeting Minutes Approval:** Potts moved, Norman seconded, to approve the Minutes of the March board meeting as presented. Motion approved unanimously.
2. **Financial Report:** Over \$13K in property taxes was received in March. There were no other unusual transactions. Ellson reiterated that election expenses are included under the legal fees.
3. **ORC & Water Operations:**
 - a. Per board direction, Ellson signed the agreement with Clean Management and completed the information for a credit check. The next step is for CM to get a profile prepared for the WD.
 - b. Ellson will order a replacement vessel meter body and research repairs of the non-functional ones.
 - c. Street valves will be located by Ellson prior to the County's slurry process on the roads in late-May.
4. **Customer Billing & Usage:** Water loss was 11% for March. No high users need to be contacted. Ellson noted the recent collection of one large past due account with the sale of a home.
5. **Meter Upgrades:** This item was tabled.
6. **Meter Pit Compliance:** This item was tabled.
7. **Special District Election:** The election is moving forward and will be held on Tuesday, 5/6 at the fire station. The contest is between 2 candidates for a single 2-year term. DEO Ellson does not want to jeopardize her role by asking the candidates about possibly withdrawing to avoid the cost of holding an election. She will confirm her line of thinking with the DOLA election program manager.
8. **Water Tank Safety Grant:** The grant paperwork was edited with Margaret Bauer, CDPHE Grants Project Manager, and is currently being approved by the CDPHE contracts section. Ellson asked the board to give her administrative authority to streamline the approval and reimbursement processes. Shonk moved, Norman seconded, to adopt a Resolution Appointing Signatory for 2025 Assistance Grant from CDPHE, which authorizes Ellson to sign the various grant-related documents. Motion approved unanimously. Ellson will meet with some fall protection specialist(s) soon and hopefully purchase some harnesses with CSD Pool safety grant funds.
9. **Generator Maintenance:** Norman/Ellson met with Colorado Standby for 'Minor B' service (light maintenance) on both backup generators on 3/28. The pumphouse generator is inoperable and troubleshooting was above the technician's service level. There is significant rodent damage to some of the wires. Norman removed dead mice, sealed up more openings, and set mouse traps inside. A return trip was scheduled with a higher-level technician for troubleshooting, to no avail. Cummins Rocky Mountain (manufacturer's rep) troubleshooting will be ~\$1,200. Makkinje moved, Shonk

seconded, to authorize the visit, suggesting minimal information be provided to the contractor ahead of time to ensure the entire unit is investigated. Motion approved unanimously.

NEW BUSINESS

1. **HOA Propane Insurance Policy:** No updates.
2. **Fire Mitigation:** Potts had recently been contacted by Fire Chief Hart Wright who informed him of the local fire district's desire to spearhead fire mitigation of the WD's property. The project would be funded by the fire district, at no cost to the WD. Shonk/Potts checked out the ribbon-marked trees. Potts then informed Rose of Hart's intent, noting that Ellson would add this item to the agenda for board discussion. The WD's board was expected to take action on the proposed project at this meeting. However, despite having received no expressed approval by the WD, the project had already been carried out, with large piles of Juniper branches currently lying onsite. By consensus, the board appreciated the mitigation work, but all agreed that the branches needed to be cleaned up by the fire district's contractor.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 19:20 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, May 21, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours.

ATTENDANCE

Board Members: Steve Firks, Jim Potts, Jim Rose and Bill Swihart
(Mark Norman was absent for personal reasons.)
Operator: Ellen Ellson
Guests: Ben Makkinje, Paul & Cindy Ragan, and Pamela Sheldon (residents)

1. **New Director Oaths:** Due to the 5/6/25 election, Rose administered the Oaths of Office for Firks, Potts and Swihart. Executed oath forms were collected by Ellson and will be filed with the Colorado Department of Local Affairs (DOLA) and the District Court. Norman will need to take his Oath of Office by 6/5/26. Firks and Swihart were warmly welcomed to the board.
2. **April Meeting Minutes Approval:** Potts moved, Rose seconded, to approve the Minutes of the April board meeting with the deletion of a redundant paragraph at the very end. Motion approved unanimously. Swihart made a motion to require the draft minutes to be distributed no later than one week after a meeting. There was no second to this motion.
3. **Financial Report:** Tax revenues were ~\$5.4K in May. There were no other unusual items. Swihart requested an Excel version of the financial report and the annual budget. Ellson noted that budget forecasting was not done on a monthly basis.
4. **ORC & Water Operations:**
 - a. El Paso County (EPC) will be resurfacing the roads later this month. Ellson has a few remaining street/hydrant valves to locate prior to the work. There was brief discussion about responsibility for the hydrants, flushing and maintenance.
 - b. Ellson signed the profile for Clean Management and, pending acceptance, arrangements for shipping should be forthcoming. Their quote was just under \$24K. Another quote was received from Clean Harbors, coming in at just under \$98K.
 - c. Ellson ordered a replacement vessel meter body and will follow up on the non-functional ones.
 - d. The Consumer Confidence Report (CCR) will be distributed for board comment prior to distribution.
 - e. Next resin change-out should probably be in early July.
5. **Customer Billing & Usage:** Water loss was 6% for April. No high users need to be contacted. Ellson noted that the vacant Lot #15 was recently sold.
6. **Meter Upgrades:** This item was tabled.
7. **Meter Pit Compliance:** This item was tabled.
8. **Special District Election:** Ellson briefly summarized election activities. Brief discussion occurred concerning elections and transparency.
9. **Water Tank Safety Grant:** Ellson has ordered 2 safety harnesses for district use, with reimbursement expected through a CSD Pool Safety Grant. She is working with 2 vendors on plans for the project, including the fall protection assessment report which is due in early July.

10. **Fire Mitigation:** There was general discussion about the extreme mitigation activities recently carried out by the fire district on WD property just prior to the May board meeting. Concerns expressed were primarily focused on the unsightliness of the residual debris, its potential for creating snake habitat, catching fire, and/or personal injury by anyone using the property. Sheldon noted that the HOA's annual picnic is scheduled for 6/22/25 and requested cleanup prior to the event. Firks moved, Potts seconded, to allow Firks/Swihart to draft the letter with the request, distribute it to the board members, with a finalized copy forwarded to Fire Chief Hart Wright. Motion approved unanimously.

NEW BUSINESS

1. **SIPA Micro-Grant:** Ellson credited resident Tammy Nordyke for informing her about the existence of SIPA Micro-Grants, designed to connect residents to government by putting more information and services online. Ellson plans to submit 2 grant requests: (1) to develop an official WD website; and (2) to create general WD email addresses to streamline communication with the public. By consensus, the board approved her plans, which will support the need for more transparency and eliminate current frustration with the HOA's failure to post WD documents as promised.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 19:20 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, June 18, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Jim Potts, Jim Rose and Bill Swihart
Operator: Ellen Ellson
Guests: Clark Gaddie and Paul & Cindy Ragan (residents)

1. **May Meeting Minutes Approval:** Swihart moved, Potts seconded, to approve the Minutes of the May board meeting with the addition of “Brief discussion occurred concerning elections and transparency.” at the end of Item #8 and replacing “Sheldon” with “Swihart” in Item #10. Motion approved unanimously.
2. **Financial Report:** Tax revenues were ~\$4.5K in May. There were several election-related expenses amongst the May transactions. There were no other unusual items.
3. **ORC & Water Operations:**
 - a. The Consumer Confidence Report (CCR) will be distributed later in the month, along with an updated Transparency Notice.
 - b. No updates have been received from Clean Management on arrangements for shipping spent resin. Ellson will continued to send emails until this issue is resolved.
 - c. Water quality monitoring results included a detect for Lindane, which is commonly found in insecticides. Ellson checked with any board members who have worked around the pumphouse to see if any insect sprays had been used – none thus far. The fire mitigation crew may have used some that got “absorbed” into onsite water storage tanks. Compliance monitoring will now include monthly testing for this contaminant.
 - d. Next resin change-out is scheduled for 7/16/25 during the day. Empty barrels are available.
4. **Customer Billing & Usage:** Water loss was just over 5% for May. Lot #42’s meter has become non-functional and Ellson will work to replace the broken component, presumably the register. It was noted that the WD’s *Rule & Regulations* should be reviewed this fall. Ellson will distribute the current version of the document.
5. **Meter Upgrades:** This item was tabled.
6. **Meter Pit Compliance:** This item was tabled.
7. **Water Tank Safety Grant:** Ellson/Firks/Swihart met with 2 safety consultants at the 180 Kgal water tank on 5/23/25. Ellson had a phone chat with the fall protection specialist and Swihart will follow up with him regarding the fall assessment report which is due on 7/9/25.
8. **Generator Maintenance/Repair:** Norman reported that Cummins Rocky Mountain has completed its repair of the pumphouse generator. This company should conduct all future repairs/servicing, since it is the manufacturer’s representative. While onsite, the technician also provided information on connecting the unit to SCADA so its operational state can be monitored remotely. Ellson/Norman will try to get this connection completed as soon as possible. Ellson/Norman will complete a claim form for the pumphouse generator repair, as recommended by the Colorado Special District Pool.

9. **Fire Mitigation:** On 5/30/25 a letter was sent on behalf of the WD to Chief Hart Wright requesting cleanup of the debris left from his district's recent fire mitigation activity on WD property. The escalation ensued, including an email from HOA President Gaddie, was discussed, the entire situation reviewed, and all agreed on the need for clearer communication between parties in the future. Ellson noted that local governmental decision/responses can take longer than desired, at times. By consensus, the board accepted Firks' offer to call Chief Hart and reiterate the WD's gratefulness for the work that was done, both with mitigation and also the cleanup, and also note that future requests need to be directed to the WD board in the future.
10. **SIPA Micro-Grant:** Ellson submitted applications in late-May for 2 SIPA Micro-Grants: (1) professional website development and training for its maintenance; and (2) obtain TCRWD.gov web domain and initiate related Google accounts for the WD. Micro-Grant awards will be announced in September. Meanwhile, Ellson will proceed with any required paperwork.

NEW BUSINESS

1. **State Revolving Fund:** Ellson had distributed the WD's 2024 Drinking Water Eligibility Survey. She requested comments and/or direction on any desired updates prior to submitting the WD's wish list for next year DWRP eligibility list, which is due by 6/30/25.
2. **Other Topics:** Firks/Norman/Ellson all attended a Colorado Special District Association board workshop earlier in the month. It was suggested that a public comment section be added to the top future board meeting agendas. The July agenda will also include Board Duties & Compensation under new business. Firks agreed to represent the WD and provide a brief update to the HOA members at their annual meeting.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 20:20 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, July 16, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours. Rose announced that he had received a written resignation from Jim Potts, effective 7/16/25. By consensus, the board accepted Potts' resignation, noting the considerable amount of work he did for the WD during his 19 years serving on the board.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Jim Rose and Bill Swihart
Operator: Ellen Ellson
Guests: Clark Gaddie (resident)

PUBLIC COMMENT

1. Gaddie noted that there was Pinon Scale on the trees on the WD property. This is common throughout the neighborhood and residents are either spraying or placing a solution at the base of the affected trees. Rose will call SavATree contractors and arrange for them to meet Gaddie on the property and address the situation.

REGULAR BUSINESS

1. **June Meeting Minutes Approval:** Firks moved, Norman seconded, to approve the Minutes of the June board meeting. Motion approved unanimously.
2. **Financial Report:** July tax revenues will be higher. The \$7,500 tap fee was received for Lot #49. Colorado Special District Pool safety grant reimbursement for 50% of the cost of the safety harnesses was received.
3. **ORC & Water Operations:**
 - a. The Consumer Confidence Report (CCR) was distributed with an updated Transparency Notice. Firks asked that a summary cover letter be added to next year's report.
 - b. No updates have been received from Clean Management on arrangements for shipping spent resin. Ellson will contact them and send out an update.
 - c. Ellson/Firks/Norman/Swihart carried out a resin change-out earlier in the day. The next one is scheduled for early to mid-October. Firks requested the purchase of safety gear to include Tyvek suits, gloves, face shields, hearing protection, masks, and longer Tygon purge tube. An SOP will be developed for the resin change-out and associated safety practices.
4. **Customer Billing & Usage:** Water loss was just over 5.1% for June. Lot #42's meter register will be changed out with a used one that Ellson has on hand. No customers had unusually high usage. Only one customer is behind with payments on his account.
5. **Meter Upgrades:** Since the Bureau of Reclamation still hasn't announced another round of its WaterSMART grants, Ellson will research whether smart water meters would be a qualifying project for a SIPA GovGrant.
6. **Meter Pit Compliance:** This item was tabled.

7. **Water Tank Safety Grant:** Ellson and the grant administrator were unable to connect as planned on 7/9/25. She will reschedule and include Firks/Swihart on the Post Award phone meeting. The Fall Assessment Report was prepared and will be submitted after this meeting.
8. **Generator Maintenance/Repair:** Norman is monitoring the generators to ensure the programmed exercising occurs every other Wednesday at Noon. He will work with Ellson to submit a claim form to the Colorado Special District Pool for repairs.
9. **SIPA Micro-Grant:** Ellson submitted applications in late-May for 2 SIPA Micro-Grants: (1) professional website development and training for its maintenance; and (2) obtain TCRWD.gov web domain and initiate related Google accounts for the WD. Micro-Grant awards will be announced in September. Meanwhile, Ellson will proceed with any required paperwork.

NEW BUSINESS

1. **Board Positions & Duties:** Firks/Swihart expressed interest in assuming the role of Secretary/Treasurer for the board. By consensus, Firks was appointed to this position and directed to become a signer on the WD’s bank account in place of Jimmy Potts. By consensus, Swihart was appointed to the role of Vice President. There was brief discussion on how to fill the vacancy and, by consensus, Firks agreed to email all residents about the position, encouraging those who are interested to come to the next meeting and relay their desire to serve and skills to the board.
2. **Board Compensation:** Swihart presented his analysis of this topic, including 4 options for director compensation, along with 4 categories of evaluation, as shown below:

Options for Director Compensation	Fairness	SDA Compliant	Community Transparency	Director Compensation	Total Points	Approximate Cost
No compensation	3	3	3	1	10	\$ -
Water Credit per month for total water used	1	2	2	3	8	\$ 3,780
Water Credit per month for Base Amount	3	3	3	3	12	\$ 3,300
Stipend of \$100 for meeting attended	3	3	3	3	12	\$ 6,000

Category Descriptions:

Fairness = treats all directors the same

SDA Compliant = meets State requirements

Community Transparency = provides the community with accurate compensation amounts

Direct Compensation = acknowledges that the time directors devote to the WD has value

The approximate cost of each option was also provided. After a brief discussion, Swihart moved, Norman seconded, to replace the current director compensation policy and authorize

payment of all directors at a level of \$100 per meeting attended, effective 8/1/25. Motion approved unanimously. The method/frequency of payment will be discussed at the next board meeting (i.e., tracking method, frequency of payment, etc.).

3. **RO Water:** Norman will provide RO water to Ellson for the sodium hypochlorite solution.
4. **District's Rules & Regulations:** This item was tabled until Ellson distributes the latest copy.
5. **ISP for Water Treatment Plant:** Swihart will research and provide cost options for ISPs.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 20:03 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, August 20, 2025

CALL TO ORDER

The meeting was called to order by President Jim Rose at 18:30 hours.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Jim Rose and Bill Swihart
Operator: Ellen Ellson
Guests: Clark Gaddie, Paul & Cindy Ragan (residents)

PUBLIC COMMENT

1. Gaddie requested an update on the follow-up communication with Fire Chief Hart Wright regarding the fire mitigation work. Firks/Norman agreed to meet with the Chief prior to fire district training on Tuesday, 8/26, to express gratefulness for the mitigation work and advise the Chief that future communication on WD issues must go through its board of directors.
2. Norman met with a SavATree representative earlier in the day and noted there were about 30 Pinon trees on the WD property that required treatment for Pinon Scale. It was suggested that the WD pay for both the WD and fire district Pinon Scale treatment as a courtesy. Norman will get quotes.
3. It was noted that the WD's property is no longer being mowed by the fire district personnel. Ragan offered to mow the property with his tractor, with Norman agreeing to assist with weed eating.

REGULAR BUSINESS

1. **July Meeting Minutes Approval:** Norman moved, Firks seconded, to approve the Minutes of the July board meeting with the deletion of the "Swihart will purchase a box fan ..." sentence and the addition of Swihart's board compensation metric. Motion approved unanimously. Norman will work with the HOA's webmaster to post WD information.
2. **Financial Report:** Revenues from taxes were just over \$10.7K in July. The tap fee was received for Lot #49. There were no other extraordinary transactions. Ellson will try to assist with getting the new directors on as signers at 1st Bank and Treasurer Firks at Colorado Trust.
3. **ORC & Water Operations:**
 - a. Ken Richard (Clean Management) has some drum profiles pre-approved. He thinks most, if not all, drums will be removed prior to the end of the month. Swihart will be added to emails.
 - b. Next resin change-out will be scheduled for mid-October. Firks noted that the radioactivity of the material is not as high as he expected. Ellson is developing a resin change-out SOP.
 - c. After a brief discussion, it was determined that a built-in fan was unnecessary in the pumphouse. One will be made available or purchased for the next resin change-out.
 - d. Norman is monitoring the generators to ensure the programmed exercising occurs every other Wednesday at Noon. He will supply captioned pictures from the initial inspection of the damage, so Ellson can submit a claim form to the Colorado Special District Pool for repairs.
4. **Customer Billing & Usage:** Water loss was about 5.2% for July. Lot #42 has had a non-functional meter and questions the average usage they've been charged for since May 2025, particularly since they have been gone most of the summer. Ellson/Norman will replace the meter body, as troubleshooting shows that the register/remote are not the problem. Firks

moved, Swihart seconded, to charge the Petersons the minimum \$55 since the problem began. Motion approved unanimously. Three customers had higher than normal usage.

5. **Meter Upgrades:** Ellson is working on a SIPA GovGrant for possible funding of the meter upgrade project. The application is due on 8/29, and she will send out a draft for board review.
6. **Meter Pit Compliance:** Norman/Ellson intend to start work on this task next month.
7. **Water Tank Safety Grant:** Firks/Swihart/Ellson had an online “kickoff” meeting with grant administrator Margaret Bauer (CDPHE) to review grant guidelines and procedures. Ellson recently began communication with a company that can possibly do the work.
8. **SIPA Micro-Grant:** Ellson reported that the WD was awarded one of the 2 SIPA Micro-Grants she applied for in May. A \$850 award is expected to cover the grant for obtaining the TCRWD.gov web domain and initiation of related Google accounts for the WD. Ellson will proceed with any required paperwork.
9. **Board Positions & Duties:** Swihart suggested that a separate meeting may be necessary to divide duties amongst board members. Ellson noted that there were many gaps where Jim Potts had previously covered tasks. Prior to scheduling a meeting, all directors were to make a list of duties for which they are currently responsible.
10. **Board Compensation:** The board had previously agreed to compensate directors \$100 per attended meeting, beginning 8/1. By consensus, the board agreed to pay each director the compensation they are owed in the 6th and 12th months of the year, with special meetings to be decided on a case-by-case basis at the time of the meeting.

NEW BUSINESS

1. **Board Vacancy:** Responding to Firks’ “notice of vacancy” email to residents, only 5 people expressed interest in serving on the board. The public left the room prior to each candidate’s strengths/skills being discussed. Midway through discussion, Rose announced his resignation from the board, effective midnight, 8/20/25. He then read aloud a resignation letter that described numerous improvements to the water system during his 25-year tenure. By consensus, the board expressed its appreciation to Rose, accepted his resignation, and agreed to notify residents of the additional vacancy. Firks moved, Swihart seconded, to appoint Paul Ragan to the board to fill Pott’s vacancy until the May 2027 election.
2. **Treatment Plant ISP:** Swihart will research options for ISPs. Norman moved, Firks seconded, to authorize Swihart to make a decision and obtain a more reliable ISP for the WD.
3. **District’s Rules & Regulations:** This item was tabled until Ellson distributes the latest copy.
4. **Plant Operations – Uranium Levels:** Swihart expressed concern that there were too many unknowns with regard to Uranium removal and plant operations. He suggested getting an engineer/laboratory involved in 2026 to better ensure confidence in the process.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 20:42 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, September 17, 2025

CALL TO ORDER

The meeting was called to order by Vice President Bill Swihart at 18:31 hours.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Paul Ragan, Terry Sarver and Bill Swihart
Operator: Ellen Ellson
Guests: Clark Gaddie and Cindy Ragan (residents)

REORDERED ITEMS

REGULAR BUSINESS Items #9 and #10, and NEW BUSINESS Item #1 were moved to the start of the meeting.

PUBLIC COMMENT

1. As follow-up to public comments in prior meetings, Norman/Firks reported that they had a positive meeting with Fire Chief Hart Wright regarding the fire mitigation work and tree service.

REGULAR BUSINESS

1. **August Meeting Minutes Approval:** Swihart moved, Firks seconded, to approve the Minutes of the August board meeting. Motion approved unanimously. The WD is still waiting for the District's minutes posted and the contact number to be corrected on the HOA website.
2. **Financial Report:** Revenue from the SIPA Micro-Grant for email addresses has been deposited. Ellson will prepare a letter for 1st Bank identifying all 5 directors as signers on the account, to assist with getting access to the checking account. Ellson noted that she would need reimbursement for the WD expenses she'd been covering.
3. **ORC & Water Operations:**
 - a. Clean Management picked up 15 barrels of spent resin on 9/8, leaving 3 barrels (1 high, 2 untested) behind. There were issues with reading the barrel labels, which Ellson resolved with photographs she'd taken. No empty barrels remain onsite, but Ellson will arrange for some to be delivered prior to the next change-out, tentatively scheduled for early November. She will pre-print weather-resistant labels for the barrels going forward.
 - b. Ellson is developing an SOP for the resin change-out process. Acquiring basic safety equipment for resin change out was requested - face shield/visor, protective vest and gloves at a minimum. The next resin changeout will happen in November.
 - c. Norman stated that the water plant's backup generator had a bad relay due to rodent damage. The part is on order through Cummins Rocky Mountain. A claim form has not yet been submitted to the Colorado Special District Pool.
 - d. Firks volunteered to study the effectiveness of resin changeout. Intent is to determine if at changeout, has the expired resin absorbed sufficient heavy metals that the changeout period is properly set without increasing the radiation level for economical disposal?
 - e. Interest was expressed in training all board members for emergency bypass operations. Ellson noted the old plan requires updating, which she will do as time permits.
4. **Customer Billing & Usage:** Water loss for August was about 5.5%, with only one high user. The meter body for Lot #42 was replaced, so the meter should now be functional. There was

considerable discussion on billing and usage reports, with Ellson agreeing to develop some sort of pumping, aggregate usage, and loss report, noting leaks are detected after the fact.

5. **Meter Upgrades:** Ellson submitted a SIPA GovGrant on 8/29 to possibly fund meter upgrades. The amount of funding requested is \$26,835.27. Related WD expenses will roughly match this.
6. **Meter Pit Compliance:** Norman/Ellson intend to start work on this task soon.
7. **Water Tank Safety Grant:** Ellson will follow up with contractors to obtain final quotes, as she believes a local welding company has been identified to do the work.
8. **SIPA Micro-Grant:** Ellson represented the WD by attending the Colorado SIPA Annual User Conference to accept a \$1,850 Micro Grant for developing Google accounts and governmental email addresses. She is working to establish the TCRWD.gov web domain.
9. **Board Positions & Duties:** (This item was moved to the beginning of the meeting.) The need to fill the position of Board President after the resignation of Jim Rose at the end of the August board meeting was discussed. Ragan moved, Firks seconded, to appoint Swihart to serve as Board President. Motion approved unanimously. Ellson composed and distributed a list of approximately 100 tasks related to WD operations/administration for reference by the board.
10. **Board Vacancy:** (This item was also moved to the beginning of the meeting, after Board Positions & Duties.) Firks did not do another “notice of vacancy” email to the residents. Terry Sarver attended the meeting and described his desire to service the WD with his technology skills, particularly IT and cameras. Firks noted that other residents had offered to serve on the board, but only if needed. Firks moved, Ragan seconded, to appoint Sarver to Rose’s vacant seat on the board, to serve until May 2027. Motion approved unanimously. Sarver completed his Oath with Swihart signing as President.
11. **Tree Care:** Norman presented quotes from SavATree for tree care on the WD and fire district properties. Discussion centered around the board’s prior intention to treat the Pinons on both properties for Scale, with Norman confirming that the treatment is effective always effective, no matter the season. Norman moved, Ragan seconded, to accept the proposal only for Scale treatment on both properties at a cost of \$982. Motion approved unanimously.

NEW BUSINESS

1. **District Rules & Regulations:** Ellson emailed the current version to the board. This item was tabled.
2. **Draft Budget for 2026:** This item was tabled, although Swihart suggested adding \$5K to the Capital Expenses for a new roof and \$2.5K under Maintenance Expenses for repair to the damaged drywall from a recent leak at the treatment plant. Ellson noted that board members have done many of the necessary repairs in the past to keep costs down.
3. **Treatment Plant ISP:** Swihart looked at options to upgrade the internet service at the treatment plant. He recommended Hughes.net for \$130/month as the best option. Sarver suggested that the existing bridge could possibly be enhanced, making an ISP unnecessary.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 20:29 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, October 15, 2025

CALL TO ORDER

The meeting was called to order by Vice President Mark Norman at 18:34 hours.

ATTENDANCE

Board Members: Mark Norman, Paul Ragan, Terry Sarver and Bill Swihart (by phone)
(Steve Firks was absent for personal reasons.)

Operator: Ellen Ellson

Guests: Cindy Ragan (resident)

PUBLIC COMMENT (None.)

REGULAR BUSINESS

1. **September Meeting Minutes Approval:** This item was tabled.
2. **Financial Report:** All board members are now signers on the First Bank checking account, with Firks being assigned the only debit card. Ellson noted the new tracking for board compensation on the monthly report. She also recommended conducting a water rate study next year. Swihart moved, Ragan seconded, to do a rate study in 2026 with Swihart taking the lead. Ellson can recommend a resource guide (book) for this project.
3. **ORC & Water Operations:**
 - a. Ellson is pricing empty barrels from Clean Management. Container Reclaimer (north of Denver) may have some at a lower cost. Sarver/Norman could pick up a trailer load.
 - b. No updates on the water plant's backup generator repair. A claim form has not yet been submitted to the Colorado Special District Pool.
 - c. Ellson showed Sarver the ins/outs of plant operations, system controls, and SCADA. Sarver added memory to the PC to increase its speed. He will continue to familiarize himself with the WD's technical equipment.
 - d. Spent resin samples and the annual Gross Alpha & Uranium finished water sample have been sent to Pace Analytical Laboratories.
 - e. New resin has been ordered (42 cu ft) and Norman will be notified on its ETA.
 - f. The next resin change-out should be in mid- to late-November.
4. **Customer Billing & Usage:** Water loss for September was 4.7% with one high user. Ellson will investigate another customer's meter that appears to be non-functional. Ellson distributed a scatter chart showing customer water usage by month for 2025 and explained she will continue to work on an appropriate water usage/pumping/loss report. Swihart moved, Norman seconded, that the Water Operator will provide all water use information for the past 24 months, including meter readings, water charges, spreadsheets and historical records prepared by former director Jim Potts. Motion approved unanimously. Ellson objected to distributing this information, noting it would become public information. Discussion followed regarding the compromise individual customer privacy where aggregate data would suffice. Ragan suggested the need for legal advice. Sarver moved, Ragan seconded, to reverse the prior action and table the discussion, pending further information. Motion passed with Swihart objecting.
5. **Meter Pit Compliance:** Norman/Ellson intend to start work on this task soon.

6. **Water Tank Safety Grant:** Ellson has found a “single stop” contractor who can carry out all aspects of the project, including an up-coming required comprehensive tank inspection. Swihart stated he prefers to hold off on the inspection. A submittal is expected from the contractor by the end of the month, with the work being carried out sometime in November.
7. **SIPA Micro-Grant:** Ellson has deposited \$1,850 in SIPA Micro-Grant funds. She will work with Sarver on the website/email addresses after the TCRWD.gov domain is established.
8. **Board Duties:** This item was tabled.
9. **Treatment Plant ISP:** Swihart handed this project to Sarver who is still looking into options and/or the need for dedicated internet service at the Treatment Plant. Ellson has shown him the wifi “bridge” and explained the need to reset the equipment from time to time.

NEW BUSINESS

1. **District Rules & Regulations:** This item was tabled.
2. **Draft Budget for 2026:** Per statutory requirements, Ellson presented the first draft budget for 2026 to the board. She noted that only a few changes were from the 2025 adopted budget, including Swihart’s suggestion of \$5,000 for a new roof on the Treatment Plant, \$2,500 for repairs to the water damaged wall inside the Treatment Plant, lowered Uranium Removal costs, and a preliminary Property Tax Revenue based on the EPC Assessor’s initial property valuation estimate. Ellson noted that the budget needs to be adopted on/before 12/15/25, so the regular December board meeting will likely need to be rescheduled.
3. **CSD Pool:** Contacts for the WD need to be updated for the Colorado Special District Pool. Both policies -- Workers Compensation and Property & Liability – need to be renewed for 2026. Firks will be the WD representative and Swihart to be the alternate. By consensus, the board approved. Ellson will work with Ragan on the renewals.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 20:17 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Directors

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Special Meeting
Wednesday, October 29, 2025

CALL TO ORDER

The meeting was called to order by President Bill Swihart at 15:59 hours.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Paul Ragan, Terry Sarver, and Bill Swihart
Guests: Clark Gaddie, Pamela Sheldon, and Ty Steen (residents)

PUBLIC COMMENT

1. Due to the nature of this meeting not pertaining to regular business, Public Comment was moved to the end of the meeting.

DISCUSSION TOPICS

1. **Meeting Compensation:** After a brief discussion, Norman moved and Swihart seconded that this meeting provide normal compensation of \$100 to WD Directors. The motion was approved unanimously.
2. **Outstanding WB Meeting Minutes:** WB Directors agreed, without a motion to defer reading and acceptance of the September and October WB Meeting minutes to the regularly scheduled November meeting.
3. **Confirmation of Meeting Announcement:** Swihart confirmed that this meeting was properly announced with public postings in the required time limits.
4. **General Discussion on WB Director Duties and Responsibilities:** Swihart stated that WB Director duties and responsibilities were to be the focus of this meeting, as four of the current five WB Directors are new to the board and to the functions and actions of a Water District. Swihart stated that in his research for guidance and directives relative to the actions of a Water Board, he found relevant information in Title 32, governing the Special District Association (SDA) in the State of Colorado, and in the future, should the district create a water waste stream through resin flushing and reuse, Title 37, regarding water and irrigation would be relevant. Swihart asked the WB Directors to become familiar with the 2025 SDA Manual and stated he had provided a copy to all Directors by email. Norman advocated for attendance at the SDA Training events and recommended all WB Directors attend every year, or at a minimum every other year.
5. **Water District Operational Data Availability to WB Directors:** Swihart began a general discussion on Water District operational data and the availability of that data to WB Directors. Firks moved and Norman seconded that water consumption and billing information and calculations for water leakage rate be provided to the Water Board Directors by email on a monthly basis. The recurring date for this report was not established. The motion passed with four yeas, and Ragan abstaining.
6. **Water Operator's Duties:** Swihart reminded the board that Water Operator's duties are not functions that can be performed by the Board as those functions require formal certification. General discussion followed that a better understanding of these duties would improve the ability of the Board to understand the operation of our water system.
7. **Access to State and County Points of Contact:** Swihart stated that in order to perform our duties as WB Directors, there will be times when access is needed to State and Local government offices and officials. In order to facilitate that access, the contracted Water Operator should provide such Points of Contact upon request from a Board member.

Swihart moved and Firks seconded the following two-part motion: (1) the contracted Water Operator for TCRWD will provide access information for any known governmental Point of Contact to any WB Director upon request, and any TCRWD Director may speak or represent the WD to government officials as may be necessary, and (2) the TCRWD@gmail email address will include all members of the WB and the Water Operator. The motion passed unanimously. After the motion passed unanimously, the discussion further requested Sarver to assist with administration of the email account, and that it is the intent of the WB that any community/customer inquiry will be first responded to by a WB Director.

8. **TCRWD 2026 Budget:** Swihart noted that revenues to the WD decreased in 2025 over 2024 and that expenditures had increased. Firks stated that current WD funds were sufficient for current and expected expenditures but that also some large costs could be foreseen in future years, such as refinishing the WD water tank. Swihart added that an analysis of the state of the art of our existing treatment plant should be performed, which might lead to costly upgrades as well. General discussion followed on several lines of the proposed 2026 Budget with a list of additional items to be considered to be provided by Swihart after the meeting for consideration at the next WB Meeting.

PUBLIC COMMENT

1. Ty Steen graciously thanked the WB for their efforts to support the community.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 17:50 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Director

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Wednesday, November 19, 2025

CALL TO ORDER

The meeting was called to order by President Bill Swihart at 18:33 hours.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Paul Ragan, Terry Sarver, and Bill Swihart
Operator: Ellen Ellson
Guests: Clark Gaddie (resident)

PUBLIC COMMENT

Clark Gaddie requested that the Board consider assuming ownership of the Propane Delivery System as was done from 2015 through 2024. Swihart agreed that the Board should consider it, but he felt the HOA should take responsibility for leading the proposal. Firks stated that the level of insurance, both amount and coverage, were not well understood, and that the coverage during the years of prior WB ownership was also not known by the Board. Swihart commented that the Board has many issues of concern at present and this will likely take time to resolve.

REGULAR BUSINESS

1. **Approve Board Meeting Minutes:**
 - a. **9/17/25 Board Meeting** – Firks moved, Norman seconded, to approve the Minutes with the addition of a new paragraph 3.d. (prior 3.d. moving to 3.e.) stating Firks volunteered to study the resin's effectiveness and capacity. Board approved unanimously.
 - b. **10/15/25 Board Meeting** – Firks moved, Norman seconded, to approve the Minutes as written. Board approved with Swihart abstaining. Swihart departed the meeting at this point. Following Swihart's departure, Firks with the assistance of Norman conducted the remainder of the Board Meeting.
 - c. **10/29/25 Board Meeting** – Firks moved, Ragan seconded, to approve the Minutes with the header corrected to be Special Meeting and the removal of the second sentence in Item 5. Board approved with Firks, Norman and Ragan voting aye, and Sarver abstaining.
2. **Review Director Compensation:** By consensus, the Board (Firks, Norman, Ragan, Sarver) agreed that director compensation will be paid after the December regular meeting.
3. **Financial Report:** Firks received an invoice from Purolite for the new resin, but several bags were torn upon arrival resulting in an estimated loss of 1-2 cu ft. At a cost of roughly \$250/cu ft, Ellson will contact Purolite concerning a credit or reduced invoice.
4. **Budget Review and Adoption:** The draft budget was reviewed line by line. Revenue figures may change, depending on the Estimated Current Year (FY2025) figures, which Ellson will update. Noteworthy expenditure increases include: Utilities for an ISP; Repairs/Maintenance for tank shed; plant piping and wall repair; Bank Fees; Treatment Plant Stucco/Shed/Roof; and concrete apron across Treatment Plant Driveway at the gate. Ellson will publish a legal notice for the public budget hearing. By consensus, the December regular board meeting was rescheduled to Friday, 12/12/25 at 6:30 PM to ensure budget adoption, appropriation of funds, and mill levy certification by the 12/15/25 deadline, per Colorado Revised Statutes.
5. **General Rules for Expenditures:** The Board discussed setting spending limits on purchases by Directors. Firks moved, Ragan seconded, to allow expenditures by Directors for necessary items to a maximum of \$250 without Board pre-approval. Board approved with Firks, Ragan, Norman and Sarver voting Aye.

6. **ORC and Water Operations:**
 - a. **Spent Resin Disposal** – Ellson acquired 4 new barrels for resin disposal.
 - b. **Resin Change-Out Schedule** – Next resin change-out is scheduled for 12/2/25 at 9 AM.
 - c. **Emergency Operations** – Tabled.
7. **Customer Billing and Usage:** Water losses calculated at 10.3%, noted to be on the high side of allowable. Ellson will continue to monitor.
8. **Meter Pit Compliance:** Norman and Ellson have completed 15 meter pit inspections (Lots #1-15) and will continue as time and weather permit.
9. **Water Tank Safety Grant:** Ellson received a bid from D&R Tank Company (Albuquerque, NM) to accomplish the safety upgrades to the water tank, including a larger, hinged hatch. Firks noted the contract did not state that the work must be accomplished by 12/15/25 to meet the grant deadline, suggesting the District would be at risk of self-funding the project if work was delayed. Norman moved, Ragan seconded, to approve the contract. Board approved with Norman, Ragan, Firks and Sarver voting Aye.
10. **SIPA Micro-Grant – Website:** Ellson noted the agenda was incorrect in that the SIPA Micro-Grant was for District email addresses related to the TCRWD.gov domain and not a website. Applying for the TCRWD.gov domain is in process. Sarver and Ellson will work together on this project and may work cooperatively with SIPA contractors on a website design.
11. **Treatment Plant ISP, Email:** Sarver researched ISPs in the area and recommended the District use T-Mobile at \$70 per month at the Treatment Plant. Sarver and Firks will set up the account. A *TCRWD@gmail.com* account can provide cloud storage, but Ellson recommended it not be used as a District email address to minimize confusion.
12. **TCRWD Fact Sheet:** Firks and Ellson will work together on an updated Fact Sheet.

NEW BUSINESS

1. **Smart Water Meters – Grant Award and Planning:** Ragan is Board lead for this SIPA GovGrant. Ellson and Ragan have attended an online introductory meeting with SIPA staff. She will refresh the quotes for metering equipment and software, noting that Badger Meter had already agreed to honor 2025 prices for a 2026 delivery.
2. **CSD Pool Contacts:** During the discussion of the 10/15/25 board meeting Minutes, Swihart stated he reviewed the Colorado Special District Pool documents and recommended replacing Norman with Firks as the Member Representative and replacing Ragan with Swihart as the Alternate Member Representative. Ellson/Ragan have completed the District's policy renewals for 2026. By consensus, the Board (Firks, Norman, Ragan, Sarver) approved this change.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 21:30 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Director

TURKEY CAÑON RANCH WATER DISTRICT
Minutes, Board of Directors Meeting
Friday, December 12, 2025

CALL TO ORDER

The meeting was called to order by President Bill Swihart at 18:32 hours at the Weller Fire Station.

ATTENDANCE

Board Members: Steve Firks, Mark Norman, Paul Ragan, Terry Sarver, and Bill Swihart

Operator: Ellen Ellson

Guests: None

PUBLIC COMMENT (None.)

DISCUSSION TOPICS

1. **November 19 Meeting Minutes Approval.** One correction to the minutes was noted, changing the date of the minutes in para 1.c. from 11/29 to 10/29. With that correction, the November 19 Board Meeting minutes were approved by consensus.
2. **Financial Report.** Firks reported that finances were sound but due to unreimbursed payments to D&R Tank for work carried out on the water tank, the checking account balance was unusually low. When additional customer water payments are deposited and when the State of Colorado Safety Grant is deposited, checking account balance will return to normal level. In the short term it may be necessary to move funds from the Colorado Trust account to the FirstBank checking account to support normal business.
3. **Public Hearing on Budget.** In the interest of ensuring the 2026 Budget would be discussed and approved, this item was moved up on the agenda from item 8, with the remaining items moved down one position. The Budget Public Hearing was announced open by Swihart at 18:40. Firks first reminded the Board of previous years expenditures and actual ending financial balance, then addressed the proposed budget line by line. After brief discussion on several line items, the Public Hearing was closed at 18:46. Firks then moved, and Norman seconded to adopt the proposed 2026 Budget with no changes to the draft budget. The Board voted unanimously to adopt the budget as presented. Then Firks moved and Norman seconded to appropriate the funds for the 2026 Budget. The Board approved this unanimously. Firks then moved and Norman seconded to approve the current Mill Levy of 9.500 mills for 2026, which was also approved unanimously by the Board.
4. **ORC and Water Operations.** Ellson reported the next Resin Changeout would be in 3-4 months, placing the estimate around mid-March. Ellson agreed to update the Emergency Operations document for training the Board with a May 1st goal.
5. **Customer Billing and Usage.** Tabled for future discussion. Percent loss for November was 0.
6. **Water Tank Safety Grant.** Swihart asked about completion of approximately 6 specific items required for the Water Tank Safety Grant, along with completion of the tank work, in order to receive the Grant. Ellson responded that all items were well in hand and that she did not need the assistance of the Board to complete the task list. Ellson also stated that she, Norman and Ragan would receive climbing safety training as is required.
7. **Meter Upgrades and Pit Compliance.** Ellson stated that she and Ragan were planning the water meter upgrades, to be started and completed in 2026, and proposed that the Board consider installing the new meters as a self-work project. Swihart suggested Ellson and Ragan provide a planning document showing dates and expected accomplishment of the installation

work. Regarding Meter Pit Compliance, Ellson said she and Norman had completed 34 meter pit inspections and expect to be finished by Jan 31.

8. **Treatment Plant ISP and Email.** Sarver stated that he had completed an upgrade of the Internet Service to the Treatment Plant with a contract through T-Mobile. Sarver and Ellson discussed the additional need to buy or rent a Domain Name System (DNS) for the Treatment Plant. Payment for the service will be set up by Sarver and Firks.

NEW BUSINESS

1. **Back Up Generator and UPS.** Norman stated that both backup generators operated as expected during a recent 8 hour power outage. He also noted one Universal Power Supply (UPS) was not operating properly, and he had taken to his home for further troubleshooting, with initial indications being a bad internal battery. Swihart asked if Norman had submitted an insurance claim, with Norman responding that he would accomplish that. Norman also asked that Generator Repair and Status be on the Agenda for the January Board Meeting.

ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at 20:07 hours.

Respectfully submitted and so approved,

Steve Firks, Secretary/Treasurer
TCRWD Board of Director