



### **CALL TO ORDER**

The regular meeting of the Kiowa Water and Wastewater Authority was called to order on December 10, 2025, at 5:32 pm by President Gabehart.

### **PLEDGE OF ALLEGIANCE**

President Gabehart led the Board in the Pledge of Allegiance.

### **ROLL CALL**

Present: President Donald Gabehart, Treasurer Teresa Parker, Director Laurel Brown and Director Bret Wager. Secretary Jill Duvall was absent. There was a quorum.

Also present:

Kim Boyd, Town Administrator

Sasha Davidson, Town Clerk

Colin Mielke, Attorney on Zoom

Paul Grant, Headways Consultants on Zoom – exited meeting at 6:15pm

Terry Howard, Mayor on Zoom

Michael Wolf, Wolf Compliance on Zoom

Chris Cobbley, Wolf Compliance on Zoom

### **CONSENT ITEMS**

- A. **Approval of the Agenda** – President Gabehart entertained a motion to approve the agenda with a revision to remove the executive session. Treasurer Parker made the motion to approve the agenda with the revision of removing the executive session. Director Wager seconded the motion, and the motion passed 4-0, with no discussion.
  
- B. **Approval of the minutes of November 12, 2025, Meeting** – President Gabehart entertained a motion to approve the minutes of November 12, 2025. Director Wager made the motion to approve the minutes. Treasurer Parker seconded the motion, and the motion passed 4-0, with no discussion.

### **PUBLIC COMMENTS**

None

### **FINANCIAL REPORTS**

- A. **Expenditures for Year-to-Date 2025** - Administrator Boyd shared the financial reports. It was noted that there was an adjustment for repairs. The charge was for the purchase and installation of two new pumps for the lift station to replace the failing ones and the loaner pump was removed. The invoice to Headways Consultants was not paid until the board could look it over due to questions about billing hours. After discussion, the administrator was directed to pay the invoice by the board. There was no other discussion.

## STAFF REPORTS

### A. Paul Grant, ORC

1. Monthly Report – written report was submitted in the packet. No discussion.
2. Lift station pumps – As stated previously – two lift station pumps were replaced. The loaner pump has been taken out and returned. The controls will need adjusted to run off two pumps instead of one like it has been programmed for.
3. Water Plant - Well comes on when the contact tank is at 9' and stays on until the contact tank reaches 12'. When draining for bypass it didn't completely work – so Brownseal will have to come out and see about getting the control panel to function properly.

### B. Kim Boyd, Administrator

1. No report.

### C. Sasha Davidson, Clerk

1. Systems Total Report – Showing 46% water loss that could be due to draining tank and malfunctioning meters. Brief discussion was held about amount produced and amount sold.
2. There were 0 shut-off notices that were sent out along with 23 warning letters.
3. 8 – 10 meters are still malfunctioning – and reading “0” usage. The meters were some of the original ones put in at the end of 2022 and start of 2023. Paul was informed several times over the last few months about the issue. He stated that he called Neptune to figure out what is going on with those meters since water is flowing through but not registering.

## NEW BUSINESS

**A. Discussion and possible action about the service agreement with Headways Consultants, LLC.**  
A letter was read into the record by Administrator Boyd. The Board decided to terminate the contract with Headways Consultants, LLC after discussion about disrepairs at sewer plant, meter issues, and overall significant deficiencies. President Gabehart entertained a motion to terminate the contract with Headways Consultants, LLC and authorize the administrator to issue a letter to terminate the contract with a seven (7) day notice. Treasurer Parker made the motion to terminate the contract with Headways Consultants LLC, and authorize the administrator to issue a letter to terminate the contract with a seven (7) day notice. Director Brown seconded the motion. A roll call vote was taken:

President Gabehart – Aye  
Treasurer Parker – Aye

Director Wager – Aye  
Director Brown – Aye

The motion passed 4-0.

**B. Discussion and possible action about the proposed contract with Wolf Compliance Consulting, LLC –** Administrator Boyd gave an overview of the company and other municipalities that they work with. Attorney Colin Mielke spoke about the contract, and it is very similar to the one with

Headways Consultants but updated. An arbitration provision was requested by Wolf Compliance Consulting. A brief discussion over the arbitration provision was held between the board and the attorney. Michael Wolf spoke about his company, and what services they offer and discussed the arbitration provision. There will be an annual contract review/renewal. President Gabehart made a motion to approve the contract with revisions with Wolf Compliance Consulting, LLC. Director Wager made the motion to approve the contract with revisions with Wolf Compliance Consulting, LLC. Treasurer Parker seconded the motion. A roll call vote was taken:

President Gabehart – Aye  
Treasurer Parker – Aye

Director Wager – Aye  
Director Brown – Aye

The motion passed 4-0.

#### OLD BUSINESS

- A. **Wright Water KWWA Draft Water Plan** - The revised plan is included in the packet so the board can read it and go over it at the January meeting. No IGA with Elbert County yet.
- B. **Proposed Annual 3% Increase to Water Bills** - Discussion was held about adding 3% on the sewer base beginning on February 2026 bill. President Gabehart entertained a motion to add 3% to sewer base beginning on the February 2026 bill. Director Wager made a motion to add 3% to sewer bill. Director Brown seconded the motion and the motion passed 4-0, with no discussion.

#### CORRESPONDENCE/DISCUSSION


- A. **Town Parks Project and community request for splash pad in Nordman Park.** Paperwork added to packet – GOCO grant application. From park surveys sent out there was an overwhelming request for a jump pad for bikes and skateboards and a splash pad. Splash pad would be open Memorial Day to Labor Day. It would be on a 350-gallon recirculating system with UV filtration and chlorine treatment system. Seasonal water cost is projected to be around \$514. The board discussed splitting the cost with ½ cost (\$250) from KWWA and ½ cost (\$250) from TOK with any costs above \$500 going to TOK annually. It would be on an irrigation meter since there will be no sewer. The splash pad will be added to the GOCO grant application.

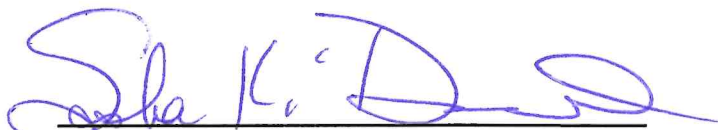
#### ADJOURN

President Gabehart entertained a motion to adjourn. Treasurer Parker the motion to adjourn. Director Wager seconded the motion, and the motion passed 4-0 with no discussion. The meeting adjourned at 6:42pm.

The next regular meeting will be on Tuesday, January 13, 2026, at 5:30pm at Kiowa Town Hall.

Minutes Approved by:

  
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Jill Duvall, KWWA Secretary

  
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Sasha Davidson, Secretary to the Board