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Join via phone at 1-719-359-4580 **Meeting ID:** 893 4073 6332

Meeting Passcode: 804848

AGENDA

Call to Order

Roll Call

Pledge of Allegiance

Consent Items

- A. Approval of Agenda
- B. Approval of Minutes
 - 1) Minutes from June 10, 2025 monthly meeting

Public Comment

Public comments are limited to three (3) minutes. When you are recognized, please stand, state your name, and then address the Board in a professional manner.

The Directors may not respond to your comments during this meeting, rather they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.

Financial Reports

- A. Expenditures for Year-to-Date 2025
 - 1) Extended work proposed by Pumpman, Inc. on the well located at the Kiowa Fire parking lot
 - 2) Wright Water Engineering delayed invoicing on PNA project

Staff Reports

- A. Paul Grant
 - 1) Kiowa Monthly Report
 - 2) Sewer Plant
 - 3) New Meter Installations
- B. Kim Boyd
- C. Sasha Davidson
 - 1) Systems Total Report
 - 2) Meter Readings

Old Business

New Business

Correspondence/Discussion

Adjourn

Agenda Approved By:

Donald Gabehart
President Kiowa Water & Wastewater Authority

Date Posted:

July 7, 2025

Time Posted 4:00pm

CALL TO ORDER

The regular meeting of the Kiowa Water and Wastewater Authority was called to order on June 10, 2025, at 5:30pm by President Gabehart.

PLEDGE OF ALLEGIANCE

President Gabehart led the Board in the Pledge of Allegiance.

ROLL CALL

Present: President Donald Gabehart, Secretary Jill Duvall, Treasurer Teresa Parker, Director Laurel Brown and Director Bret Wager.

Also in attendance:

Mayor Howard, Town of Kiowa Board of Trustees

Tammy Hart, Town of Kiowa Board of Trustees

Kim Boyd, Town Administrator

Sasha Davidson, Town Clerk

Paul Grant, Headways Consultants on Zoom

Eric Miller, Adams Group on Zoom

Charlie Stevens, Department of Energy

CONSENT ITEMS

- A. **Approval of the Agenda** –President Gabehart entertained a motion to approve the agenda. Secretary Duvall made the motion to approve the agenda. Treasurer Parker seconded the motion, and the motion passed 5-0, with no discussion.
- B. **Approval of the minutes of May 13, 2025, Meeting** - President Gabehart entertained a motion to approve the minutes of May 13, 2025. Treasurer Parker made the motion to approve the minutes. Secretary Duvall seconded the motion, and the motion passed 5-0, with no discussion.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

- A. **Auditor report of 2024 Financial Statements – Eric Miller, Adams Group** – A summary of the audit was completed with a final copy being prepared for the board and to be provided to the State.
- B. **Energy Performance Contracting Program – Charlie Stevens, Department of Energy** – A introduction to the program was provided guided by a PowerPoint presentation detailing the steps involved with pursuing energy upgrades and financing for KWWA’s facilities.

FINANCIAL REPORTS

Administrator Boyd shared the financial reports, noting a few corrections and adjustments. The board asked some clarification questions.

STAFF REPORTS

A. Paul Grant, ORC

1. Monthly Report – written report was submitted in the packet. No discussion.
2. Update to sewer plant – it was decided to go with stainless steel clamps over the composite ones for strength, durability, cost and ease of installation.
3. Sewer Pumps – going to try a loaner pump to see if it is a pump issue or an electrical issue which is cause for the failures. CDPHE has been notified that the pond will continue to be utilized.
4. Meters – beginning to replace meters. Letters are going out this week.
5. Hydrant – there is one that is leaking and needs repaired.

B. Kim Boyd, Town Administrator

No report

C. Sasha Davidson, Clerk

1. Systems Total Report – There was about 12.6% loss of water this month. In addition to regular usage, there was some water used to flush hydrants, and the fire department used some to put out a small fire. Seven shut off notices were sent out along with 13 warning letters.

OLD BUSINESS

None

CORRESPONDENCE/DISCUSSION

None

ADJOURN

President Gabehart entertained a motion to adjourn. Director Wager made the motion to adjourn. Secretary Duvall seconded the motion, and the motion passed 5-0 with no discussion. The meeting adjourned at 6:37pm.

The next regular meeting will be on Tuesday, July 8, 2025, at 5:30pm at Kiowa Town Hall.

Minutes Approved by:

Jill Duvall, KWWA Secretary

Sasha Davidson, Secretary to the Board

Profit and Loss

Kiowa Water and Wasterwater Authority

January 1-July 3, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4010 Water & Sewer - Income	0
4015 Transfer Fees	700.00
4020 Water & Sewer Fees Collected	319,779.96
Total for 4010 Water & Sewer - Income	\$320,479.96
4021 Meter Deposit Refund	-436.08
Total for Income	\$320,043.88
Cost of Goods Sold	
Gross Profit	\$320,043.88
Expenses	
6300 Advertising & Marketing	0
6301 Public Notices	27.17
Total for 6300 Advertising & Marketing	\$27.17
6500 Insurance	0
6501 CIRSA - PC & Liability	10,103.53
Total for 6500 Insurance	\$10,103.53
6630 Dues & Subscriptions	1,314.53
6730 Repairs & Maintenance	0
6731 Infrastructure Repairs & Maint. - Sewer	48,030.11
6732 Infrastructure Repairs & Maint. - Water	11,562.63
6733 Trash - HBS (95 Ute Ave)	260.09
Total for 6730 Repairs & Maintenance	\$59,852.83
6740 Specific Use Supplies	43,699.16
6800 General Office Expenses	0
6805 Postage	1,278.76
6820 Office supplies	422.67
6840 Computer supplies & Software	4,827.50
Total for 6800 General Office Expenses	\$6,528.93
6900 Utilities	0
6906 Utilities- Power - CORE (Sewer)	4,468.82
6907 Utilities- Power - CORE (Water)	9,113.57
6940 Utilities - Century Link	349.25
6941 Utilities - Comcast Business	817.49
Total for 6900 Utilities	\$14,749.13
7000 All Professional Services	0
7010 Professional Services - Legal	21,842.70
7020 Professional Services - IT	17.94

Profit and Loss

Kiowa Water and Wasterwater Authority

January 1-July 3, 2025

DISTRIBUTION ACCOUNT	TOTAL
7030 Financial Services	0
7032 Auditor	16,500.00
Total for 7030 Financial Services	\$16,500.00
7040 Professional Services - Consulting	2,113.00
7050 Professional Services - ORC	0
7051 ORC - Monthly Contract Fee	22,950.00
7052 ORC - Monthly Meter Reads	1,800.00
Total for 7050 Professional Services - ORC	\$24,750.00
7060 Professional Services - Lab Services	0
7061 Sewer - Labs	1,313.00
7062 Water - Labs	636.20
Total for 7060 Professional Services - Lab Services	\$1,949.20
7090 Professional Services- Other	145.00
Total for 7000 All Professional Services	\$67,317.84
7070 TOK Operating contract	43,157.47
7095 Utility Notifications & Locates	162.85
7100 Bank Charges & Fees	69.65
7700 Interest Paid	\$12,453.41
7710 Bond Interest - Sewer	32,720.72
7720 Bond Interest - Water	52,914.76
Total for 7700 Interest Paid	\$98,088.89
Total for Expenses	\$345,071.98
Net Operating Income	-\$25,028.10
Other Income	
8000 Interest Earned	7,389.80
Total for Other Income	\$7,389.80
Other Expenses	
Net Other Income	\$7,389.80
Net Income	-\$17,638.30

Balance Sheet

Kiowa Water and Wasterwater Authority

As of July 3, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1010 KWWA Primary Checking (522)	104,066.19
1020 KWWA Money Market (514)	0
1310 Water Reserve Acct	180,028.31
1320 Wastewater Reserve Acct	180,028.37
Total for 1020 KWWA Money Market (514)	\$360,056.68
1030 KWWA Meter Deposit Acct (506)	
1050 Cash on hand	137.87
Total for Bank Accounts	\$464,260.74
Accounts Receivable	
1100 Accounts Receivable	52,022.00
1120 Water Users	12,750.00
1130 Water Users WW	10,601.00
Total for Accounts Receivable	\$75,373.00
Other Current Assets	
1490 Uncategorized Asset	
Total for Other Current Assets	0
Total for Current Assets	\$539,633.74
Fixed Assets	
1540 Equipment and Furniture	0
1541 Equipment and Furnitur	13,333.00
1542 Equipment wastewater	13,333.00
Total for 1540 Equipment and Furniture	\$26,666.00
1550 Buildings	13,169.00
1560 Investments in Capital Assets	1,060,684.24
1570 Land and Improvements	0
1571 Land Wastewater	9,290.00
Total for 1570 Land and Improvements	\$9,290.00
1590 Enterprise System Assets	0
1591 Water System	3,495,089.00
1592 Sewer System wastewater	2,153,845.00
Total for 1590 Enterprise System Assets	\$5,648,934.00
1600 Accumulated Depreciation	-\$798,657.00
1601 Accumulated Depreciation	-71,794.84
1602 Accum Deprec wastewater	-925,395.40
Total for 1600 Accumulated Depreciation	-\$1,795,847.24
Total for Fixed Assets	\$4,962,896.00

Balance Sheet

Kiowa Water and Wasterwater Authority

As of July 3, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Assets	
Total for Assets	\$5,502,529.74
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	12,361.99
Total for Accounts Payable	\$12,361.99
Credit Cards	
2010 FSB Visa (3843)	413.39
Total for Credit Cards	\$413.39
Other Current Liabilities	
Total for Current Liabilities	\$12,775.38
Long-term Liabilities	
2600 Bond Principle Water	2,982,046.13
2610 Bond Principle-Sewer	1,843,966.08
2620 CURRENT PORTION OF LT DEBT Water	
2630 CURRENT PORTION OF LT DEBT Wastewater	
2700 Meter Deposits	13,743.72
Total for Long-term Liabilities	\$4,839,755.93
Total for Liabilities	\$4,852,531.31
Equity	
3300 Retained Earnings	667,636.73
Net Income	-17,638.30
3150 Opening Balance Equity	
Total for Equity	\$649,998.43
Total for Liabilities and Equity	\$5,502,529.74

KIOWA WATER AND WASTEWATER AUTHORITY GENERAL FUND BUDGET

2025 MONTHLY BUDGET PERCENTAGES

GL ACCT	REVENUE	2025 Budget	YTD	%	NOTES
4011-4016	Categorized Income	\$55,000	\$700	1%	
4200	Grants & Contracts	\$1,000,000	\$0		
4020	Water and Sewer fees collected	\$734,390	\$320,480	44%	
4013	Collected Tap Fees	\$0	\$0		
4800	CORA fees collected	\$100	\$0		
	TOTAL REVENUE	\$1,789,490	\$321,180	18%	
	CURRENT ASSETS	2025 Budget	YTD	%	
8100	Sale of Assets	\$0	\$0		
1310	Water Reserve Account	\$150,000	\$180,028	120%	
1320	Wastewater Reserve Account	\$150,000	\$180,028	120%	
	TOTAL CURRENT ASSETS	\$312,500	\$360,056	115%	
GL ACCT	EXPENDITURES	2025 Budget	YTD	%	
7100	Bank CC & EFT Fees	\$125	\$70	56%	
7710	Bond Interest Sewer	\$70,000	\$32,721	47%	
7720	Bond Interest Water	\$110,000	\$52,915	48%	
2610	Bond Principal Sewer	\$36,000	\$17,981	50%	
2600	Bond Principal Water	\$57,000	\$29,081	51%	
6840	Computer Supplies & Software	\$1,550	\$4,828	311%	Civic Plus programs and the annual fee for RVS \$945.00
6630	Dues & Subscriptions	\$3,000	\$1,315	44%	
4202	EIAF 9647 - Well Redundancy Project Grant	\$1,000,000	\$0		
6731	Infrastructure Repairs & Maintenance - Sewer	\$50,000	\$48,030	96%	Excell Pump Services invoice for rebuilding pump \$16,773.82
6730	Infrastructure Repairs & Maintenance - Water	\$50,000	\$11,563	23%	
6501	Insurance (Property & Liability)	\$18,750	\$10,104	54%	
7060	Lab Fees	\$7,000	\$1,949	28%	

6820	Office Supplies	\$1,000	\$423	42%	
6805	Postage	\$3,000	\$1,279	43%	
6731.1	Professional - Hauling	\$15,000	\$0		
7031	Professional - Accounting	\$5,000	\$0		
7032	Professional - Auditor	\$16,500	\$16,500	100%	
7040	Professional - Consultants	\$5,000	\$2,113	42%	
7080	Professional - Grant Writer	\$1,000	\$0		
7020	Professional - IT - Phoenix Technologies	\$0	\$0		
7010	Professional - Legal	\$20,000	\$21,843	109%	
7050	Professional - ORC (includes emergency call outs & meter reads)	\$62,000	\$22,950	37%	
7070	Professional - TOK Operating Agreement	\$66,000	\$43,157	65%	
7090	Professional - Other	\$450	\$145		
6301	Public Notices & Advertising	\$725	\$27	4%	
6740	Specific Use Supplies	\$54,000	\$43,699	81%	
7140	Taxes & Licenses	\$500	\$0		
6733	Trash & Janitorial	\$500	\$260	52%	
7990	Uncategorized Expenses	\$1,500	\$0		
6902	Utilities - Heat - pump house	\$0	\$0		
6940 & 6941	Utilities - Telephone & Internet	\$2,475	\$1,166	47%	
7095	Utility Notifications & Locates	\$725	\$163	22%	
6906	Utilities - Power (Sewer)	\$25,000	\$4,469	18%	
6907	Utilities - Power (Water)	\$28,800	\$9,114	32%	
	TOTAL EXPENDITURES	\$1,712,600	\$377,862	22%	

Kiowa Water & Sanitation District Systems Report June 2025

Presented By:

Headways Consultant LLC

4255 S. Buckley Road, Suite 256

Aurora, CO. 80013

Water System

Well (DS001)	3,717,146 Gallons
System Average Flow-	124,904 Gallons/Day
1 MG Tank Level-	146 FT -149 FT
CT Tank Level-	9 FT – 12 FT
PH Range-	7.1 - 7.4
Chlorine Range-	1.05 – 1.58 mg/L
Chlorine used-	54 Gallons

Water Treatment Plant	Normal Operations
Water Storage Tank	Normal Operations
Chlorine Contact Tank	Normal Operations
Pressure Reducing Vaults	Normal Operations

Generator needs to be in a functioning location and hooked up for future use at the well house. We have installed a total of 236 new radio read water meters.

Wastewater System

Total Flow 1,159650Gallons

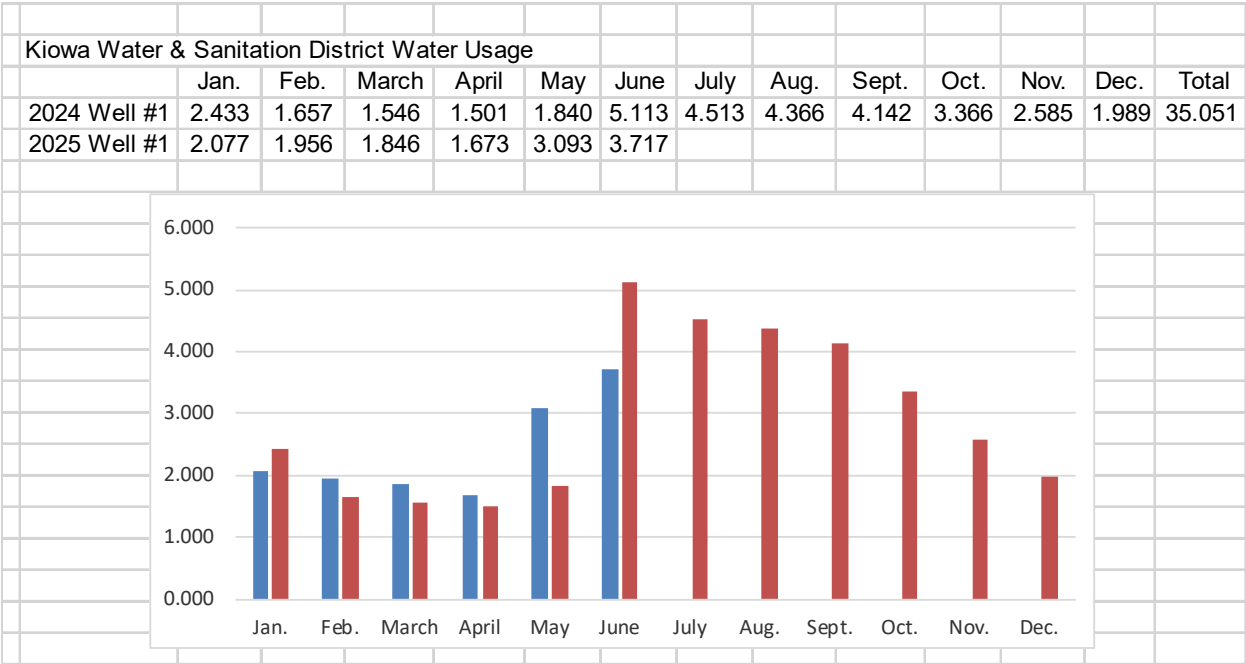
Sewage Treatment	Results	Effluent Limits
Flow Average	38,655 gallons/day	270,000 gallons/day
BOD	mg/l	30 mg/l
TSS	mg/l	30 mg/l
pH		6.5-9.0
Ammonia	mg/l	4.4 mg/l
E-coli	/100 ml	126 /100 ml
Phosphorus	mg/l	
Sludge Hauled	0 Gallons	N/A

Operation – We did not discharge to the creek in June, we are waiting on the stainless steel couplers to repair the piping in the basins.

Acre Feet Totals

January = 6.37 AF, February = 5.99 AF, March = 5.67 AF, April = 5.13 AF, May = 9.49 AF, June = 11.40 AF

Total Acre Feet = 44.05 AF



Maintenance Projects

1. Continuing to install updated water meters throughout the District.
2. Waste pump in SBR #2 needs replaced, I cleaned the pump when we had the basin empty. We have a seal failure.
3. The influent pumps at the wastewater treatment facility are not working. Excel Pump is locating a loaner pump and will meet Browns Hill Engineering on site to evaluate electrical controls as the pump is installed. I found one or two used pumps that we may be able to purchase and install.
4. Draining SBR #1 to repair decant arm.
5. Pumping out old lagoons back through the wastewater treatment facility.

System Totals Report

Kiowa Water & Wastewater Authority

Water Pumped This Month	3,431,000 Gallons
Water Sold This Month	2,380,209 Gallons
Water Loss	1,050,791 Gallons
Water Loss (%)	30.63 %

	Amount (\$)	# Of Accounts
Total Water	28,465.59	365
Total Sewer	29,042.49	359
Total Late Fee	1,112.62	67
Total Adjustments	(531.72)	20
Total Prepayment	1,086.00	362
Total Current Charges	59,174.98	365
<hr/>		
Amount Past Due 1-30 Days	8,411.53	59
Amount Past Due 31-60 Days	973.23	10
Amount Past Due Over 60 Days	2,600.18	3
Amount Of Overpayments/Prepayments	(2,544.75)	27
Total Receivables	68,615.17	365

Total Receipts On Account	52,637.64	322
Net Change in Deposits	0.00	0
Amount of All Deposits	14,471.58	132
Amount of All Deposit 2	1,526.28	14
Turned Off Accounts (Amount Owed)	0.00	11
Collection Accounts (Amount Owed)	0.00	11
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	6,521	365
Average Water Charge For Active Meters	77.99	365

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		4	452,945		19.03	10.54
40,001-50,000		1	47,884		2.01	0.83
30,001-40,000		2	67,945		2.85	1.17
20,001-30,000		9	212,820		8.94	3.98
10,001-20,000		44	642,718		27.00	15.50
8,001-10,000		22	198,282		8.33	6.04
6,001-8,000		28	196,726		8.27	7.11
4,001-6,000		43	216,022		9.08	9.92
2,001-4,000		82	261,646		10.99	17.50
1-2,000		70	83,221		3.50	14.82
Zero Usage		60	0		0.00	12.59
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Total Meters		365	2,380,209		100.00	100.00

Date Read	Amount Produced	Amount Read at Meters	% Loss	Comments
6/15/2025	3,431,000	2,380,209	-0.30	Break in line at Fairgrounds
5/15/2025	1,940,000	1,694,042	-0.13	152,000 Gallons used for flushing hydrants & a house fire on 5/31
4/15/2025	1,576,000	1,255,327	-0.20	
3/15/2025	1,996,000	1,739,431	-0.12	
2/15/2025	2,993,000	2,665,292	-0.10	
1/16/2025	1,359,000	1,323,334	-0.02	
12/16/2024	1,954,000	1,787,811	-0.08	
11/18/2024	2,640,000	2,378,728	-0.09	
10/16/2024	4,170,000	2,685,349	-0.35	
9/17/2024	3,890,000	3,467,023	-0.10	
8/17/2024	5,273,000	3,574,938	-0.28	
7/15/2024	3,957,000	3,120,567	-0.21	
6/16/2024	4,891,000	3,945,175	-0.19	
5/16/2024	1,841,000	1,466,357	-0.20	
4/15/2024	1,323,000	1,142,435	-0.14	
3/15/2024	1,242,000	1,120,604	-0.10	
2/15/2024	2,544,000	1,862,942	-0.27	
1/15/2024	2,545,413	1,363,972	-0.46	Tank overflowed 600,000 gallons
12/15/2023	2,770,431	1,334,106	-0.52	Tank overflowed 800,000 gallons
11/15/2023	1,903,915	1,489,086	-0.22	
10/15/2023	3,171,434	2,358,906	-0.26	
9/15/2023	4,395,685	3,334,744	-0.24	
8/15/2023	4,059,000	2,944,885	-0.27	
7/15/2023	3,685,801	3,167,462	-0.14	
6/15/2023	2,460,683	1,997,680	-0.19	
5/15/2023	1,922,232	1,566,597	-0.19	
4/15/2023	1,393,549	1,210,031	-0.13	
3/15/2023	1,770,575	1,364,934	-0.23	
2/15/2023	1,612,972	1,404,234	-0.13	
1/15/2023	1,952,000	1,787,778	-0.08	
12/15/2022	2,107,000	1,384,995	-0.34	
11/15/2022	3,620,000	1,423,056	-0.61	
10/15/2022	5,232,000	2,466,288	-0.53	
9/15/2022	4,796,000	3,404,880	-0.29	
8/15/2022	5,476,185	3,488,673	-0.36	
7/16/2022	4,439,253	3,291,222	-0.26	
6/15/2022	3,783,063	3,024,482	-0.20	
5/15/2022	2,169,388	1,673,645	-0.23	
4/15/2022	1,840,344	1,309,851	-0.29	
3/15/2022	1,625,936	1,214,902	-0.25	
2/15/2022	2,103,810	1,268,544	-0.40	

