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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

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

Staff Reports

- A. Paul Grant
 - 1) Headway's Monthly Report
- B. Kim Boyd

C. Sahsa Davidson

- 1) Systems Totals Report
- 2) Meter Readings Summary

New Business

Old Business

Correspondence/Discussion

Adjourn

Agenda Approved By:

**Donald Gabehart
President, KWWA**

Date Posted:

Date

Time Posted

CALL TO ORDER

The regular meeting of the Kiowa Water and Wastewater Authority was called to order on August 12, 2025, at 5:28pm 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, and Director Bret Wager.

Absent: Director Laurel Brown, Paul Grant – Headways Consultants

Also present:

Kim Boyd, Town Administrator

Sasha Davidson, Town Clerk

Terry Howard, Mayor

CONSENT ITEMS

- A. **Approval of the Agenda** –President Gabehart entertained a motion to approve the agenda. Treasurer Parker made the motion to approve the agenda. Secretary Duvall seconded the motion, and the motion passed 4-0, with no discussion.

- B. **Approval of the minutes of July 8, 2025, Meeting** - President Gabehart entertained a motion to approve the minutes of July 8, 2025. Treasurer Parker made the motion to approve the minutes. Director Wager 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, noting a few corrections and adjustments. There were some clarifying questions asked by board members. It was noted that the UV bulbs will not be replaced this year but instead moved to next year’s budget as there needs to be a vendor change.

STAFF REPORTS

A. Paul Grant, ORC

- 1. Monthly Report – written report was submitted in the packet. No discussion.
- 2. Pump 1 is up and running and the lagoon is being emptied. There has been an extension on the deadline to get it done by September. A loaner pump has been installed while pump 2 is being repaired. A larger crane needs to be brought in for the one arm that can’t be reached.
- 3. 10 more meters have been replaced.

B. Kim Boyd, Town Administrator

1. Hickenlooper's Office sent a report that KWWA's redundancy well was chosen as one of the 15 water infrastructure projects. At this time, we are waiting for the funds to be released, noting that their fiscal year starts in October.
2. Colorado Rural Water – Rate Study and Capital Asset Study need to be completed so that grants can be pursued.
3. Safe water Protection Plan – Gabe Mata is no longer working on this project, and a new representative has been assigned. The grant for the tower fence is on hold until the plan is completed.

C. Sasha Davidson, Clerk

1. Systems Total Report – There was about 32% loss of water this month. Some losses were due to the water leak at the bar and some due to the leak at CDOT. Also, there was water used at the fairgrounds for the rodeo that is not accounted for in this report.
2. Delinquent accounts – all were paid last month minus the single continuing one.
3. There were five shut-off notices that were sent out along with seven warning letters.

NEW BUSINESS

- A. INTERGOVERNMENTAL AGREEMENT BETWEEN KIOWA WATER AND WASTEWATER AUTHORITY AND ELBERT COUNTY FOR PROVISION OF WATER SERVICES AND INFRASTRUCTURE IMPROVEMENTS BY KIOWA AUTHORITY FOR PROVISION AND USE OF THE ELBERT COUNTY PUBLIC WORKS FACILITY BUILDING** – The board noted that there needed to be corrections to the Kiowa Water and Wastewater Authority heading and that Commissioner Schroeder's name was misspelled. There was a discussion about the updated revisions to the IGA.

President Gabehart entertained a motion to approve the IGA between KWWA and Elbert County for water services and infrastructure improvements by KWWA for the provision and use of Elbert County Public Works Facility Building with the revisions and noted typo corrections. Treasurer Parker made the motion to approve the IGA with revisions and typo corrections. Secretary Duvall seconded the motion, and the motion passed 4-0, with no discussion.

OLD BUSINESS

- A. Fire Department Well** - Well report looks favorable, and it has good flow rate at 50 gallons per hour. It couldn't be used for more than 30 days. At this time, the \$1 million dollar DOLA grant expires soon, but KWWA can reapply for the grant. Another option is to request that they reduce the amount of grant to help fund the smaller one to help get it online as a temporary backup well. It was reiterated that the bigger redundancy well is a much better option for longevity and use. KWWA would receive \$ 4 million dollars towards the new well. The board requested a cost estimate be conducted by Wright Water for the smaller well at the fire department.

CORRESPONDENCE/DISCUSSION

None

ADJOURN

President Gabehart entertained a motion to adjourn. Director Wager made the motion to adjourn. Treasurer Parker seconded the motion, and the motion passed 4-0 with no discussion. The meeting adjourned at 5:50pm.

The next regular meeting will be on Tuesday, September 9, 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-September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4010 Water & Sewer - Income	0
4015 Transfer Fees	1,400.00
4020 Water & Sewer Fees Collected	451,433.55
Total for 4010 Water & Sewer - Income	\$452,833.55
4021 Meter Deposit Refund	-545.10
Total for Income	\$452,288.45
Cost of Goods Sold	
Gross Profit	\$452,288.45
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	1,479.16
6730 Repairs & Maintenance	0
6731 Infrastructure Repairs & Maint. - Sewer	48,937.31
6732 Infrastructure Repairs & Maint. - Water	36,220.63
6733 Trash - HBS (95 Ute Ave)	336.79
Total for 6730 Repairs & Maintenance	\$85,494.73
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)	6,949.98
6907 Utilities- Power - CORE (Water)	11,141.50
6940 Utilities - Century Link	558.52
6941 Utilities - Comcast Business	817.49
Total for 6900 Utilities	\$19,467.49
7000 All Professional Services	0
7010 Professional Services - Legal	22,327.20
7020 Professional Services - IT	17.94
7030 Financial Services	0
7032 Auditor	16,500.00
Total for 7030 Financial Services	\$16,500.00

Profit and Loss

Kiowa Water and Wasterwater Authority

January 1-September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
7040 Professional Services - Consulting	2,113.00
7050 Professional Services - ORC	0
7051 ORC - Monthly Contract Fee	30,650.00
7052 ORC - Monthly Meter Reads	2,400.00
7053 ORC Outside Contract Fees/Emergency Call Fees	3,230.00
Total for 7050 Professional Services - ORC	\$36,280.00
7060 Professional Services - Lab Services	0
7061 Sewer - Labs	1,366.00
7062 Water - Labs	684.20
Total for 7060 Professional Services - Lab Services	\$2,050.20
7090 Professional Services- Other	145.00
Total for 7000 All Professional Services	\$79,433.34
7070 TOK Operating contract	57,262.45
7095 Utility Notifications & Locates	192.48
7100 Bank Charges & Fees	89.48
7140 Taxes & Licenses	2,984.00
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	\$404,850.81
Net Operating Income	\$47,437.64
Other Income	
8000 Interest Earned	9,838.38
Total for Other Income	\$9,838.38
Other Expenses	
Net Other Income	\$9,838.38
Net Income	\$57,276.02

Balance Sheet

Kiowa Water and Wasterwater Authority

As of September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1010 KWWA Primary Checking (522)	175,583.30
1020 KWWA Money Market (514)	0
1310 Water Reserve Acct	181,252.60
1320 Wastewater Reserve Acct	181,252.66
Total for 1020 KWWA Money Market (514)	\$362,505.26
1050 Cash on hand	137.87
Total for Bank Accounts	\$538,226.43
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	0
Total for Other Current Assets	0
Total for Current Assets	\$613,599.43
Fixed Assets	
1540 Equipment and Furniture	
1541 Equipment and Furnitur	13,333.00
1542 Equipment wastewater	13,333.00
Total for 1540 Equipment and Furniture	\$26,666.00
1550 Buildings	
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	
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	
1601 Accumulated Depreciation	-\$798,657.00
1602 Accum Deprec wastewater	-71,794.84
Total for 1600 Accumulated Depreciation	-\$925,395.40
Total for Fixed Assets	\$4,962,896.00

Balance Sheet

Kiowa Water and Wasterwater Authority

As of September 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Assets	
Total for Assets	\$5,576,495.43
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)	-535.24
Total for Credit Cards	-\$535.24
Other Current Liabilities	
Total for Current Liabilities	\$11,826.75
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	\$4,851,582.68
Equity	
3150 Opening Balance Equity	
3300 Retained Earnings	667,636.73
Net Income	57,276.02
Total for Equity	\$724,912.75
Total for Liabilities and Equity	\$5,576,495.43

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	\$1,400	3%	
4200	Grants & Contracts	\$1,000,000	\$0		
4020	Water and Sewer fees collected	\$734,390	\$451,434	61%	
4013	Collected Tap Fees	\$0	\$0		
4800	CORA fees collected	\$100	\$0		
	TOTAL REVENUE	\$1,789,490	\$452,834	25%	
	CURRENT ASSETS	2025 Budget	YTD	%	
8100	Sale of Assets	\$0	\$0		
1310	Water Reserve Account	\$150,000	\$181,253	121%	
1320	Wastewater Reserve Account	\$150,000	\$181,253	121%	
	TOTAL CURRENT ASSETS	\$312,500	\$362,505	116%	
GL ACCT	EXPENDITURES	2025 Budget	YTD	%	
7100	Bank CC & EFT Fees	\$125	\$90	72%	
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	\$1,479	49%	
4202	EIAF 9647 - Well Redundancy Project Grant	\$1,000,000	\$0		
6731	Infrastructure Repairs & Maintenance - Sewer	\$50,000	\$48,937	98%	Excell Pump Services invoice for rebuilding pump \$16,773.82
6730	Infrastructure Repairs & Maintenance - Water	\$50,000	\$36,221	72%	KB Repairs \$6458, well testing at KFPD \$19,338, meter pit at library \$818, and CDOT service line repair \$4502
6501	Insurance (Property & Liability)	\$18,750	\$10,104	54%	
7060	Lab Fees	\$7,000	\$2,050	29%	
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	\$22,327	112%	
7050	Professional - ORC (includes emergency call outs & meter reads)	\$62,000	\$36,280	59%	
7070	Professional - TOK Operating Agreement	\$66,000	\$57,262	87%	
7090	Professional - Other	\$450	\$145	32%	
6301	Public Notices & Advertising	\$725	\$27	4%	
6740	Specific Use Supplies	\$54,000	\$43,699	81%	

7140	Taxes & Licenses	\$500	\$2984	597%	CDPHE permitting costs
6733	Trash & Janitorial	\$500	\$337	67%	
7990	Uncategorized Expenses	\$1,500	\$0		
6902	Utilities - Heat - pump house	\$0	\$0		
6940 & 6941	Utilities - Telephone & Internet	\$2,475	\$1,376	56%	
7095	Utility Notifications & Locates	\$725	\$192	27%	
6906	Utilities - Power (Sewer)	\$25,000	\$6,950	28%	
6907	Utilities - Power (Water)	\$28,800	\$11,142	39%	
	TOTAL EXPENDITURES	\$1,712,600	\$439,441	26%	

Kiowa Water & Sanitation District Systems Report August 2025

Presented By:

Headways Consultant LLC

4255 S. Buckley Road, Suite 256

Aurora, CO. 80013

Water System

Well (DS001)	3,923,244 Gallons
System Average Flow-	135,284 Gallons/Day
1 MG Tank Level-	146 FT - 151 FT
CT Tank Level-	9 FT – 12 FT
PH Range-	7.2 - 7.3
Chlorine Range-	0.70 – 1.20 mg/L
Chlorine used-	64 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 248 new radio read water meters.

Wastewater System

Total Flow 1,195,484 Gallons

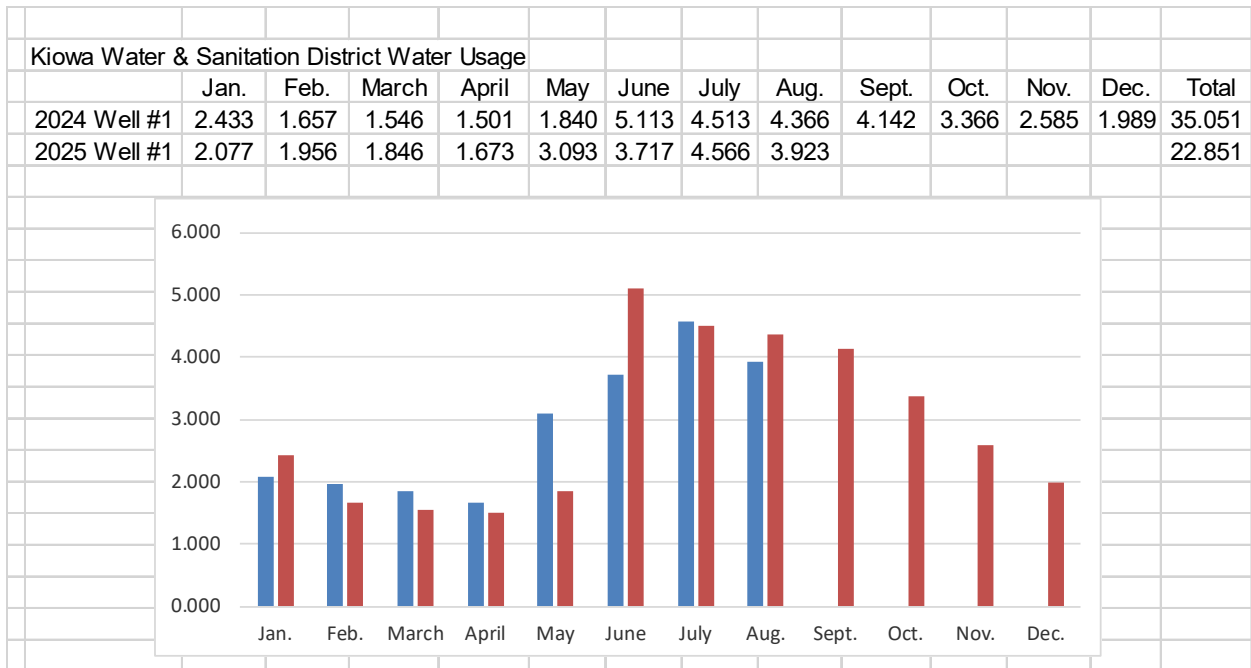
Sewage Treatment	Results	Effluent Limits
Flow Average	38,564 gallons/day	270,000 gallons/day
BOD	2 mg/l	30 mg/l
TSS	5 mg/l	30 mg/l
pH	7.3 – 7.5	6.5-9.0
Ammonia	3.9 mg/l	4.4 mg/l
E-coli	1/100 ml	126 /100 ml
Phosphorus	1.45 mg/l	
Sludge Hauled	0 Gallons	N/A

Operation – SBR #2 will need a bigger crane to lift the decant arm, in order to make the repair. We are pumping down the lagoon.

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, July = 14.01 AF, August = 12.04

Total Acre Feet = 70.1 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 installed a loaner pump that is functioning correctly. He will talk with the machine company about the original pump repairs.
4. SBR #1 is operational, draining SBR #2 for repairs..
5. Pumping out old lagoons back through the wastewater treatment facility.

System Totals Report

Kiowa Water & Wastewater Authority

Water Pumped This Month	4,749,000 Gallons
Water Sold This Month	3,494,365 Gallons
Water Used for Fire and Flushing Line	23,400 Gallons
Water Loss	1,231,235 Gallons
Water Loss (%)	25.93 %

	Amount (\$)	# Of Accounts
Total Water	32,696.99	367
Total Sewer	30,972.55	359
Total Late Fee	548.35	33
Total Adjustments	(336.87)	14
Total Prepayment	1,092.00	364
Total Current Charges	64,973.02	367
<hr/>		
Amount Past Due 1-30 Days	6,988.34	47
Amount Past Due 31-60 Days	1,618.33	13
Amount Past Due Over 60 Days	3,315.65	6
Amount Of Overpayments/Prepayments	(2,933.90)	35
Total Receivables	73,961.44	364

Total Receipts On Account	61,529.98	331
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	10
Collection Accounts (Amount Owed)	0.00	10
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	9,521	367
Average Water Charge For Active Meters	89.09	367

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		9	810,499		23.19	15.68
40,001-50,000		6	266,836		7.64	4.16
30,001-40,000		3	95,064		2.72	1.45
20,001-30,000		27	650,555		18.62	10.60
10,001-20,000		54	775,872		22.20	15.57
8,001-10,000		20	186,224		5.33	4.82
6,001-8,000		34	241,866		6.92	7.55
4,001-6,000		46	232,112		6.64	9.28
2,001-4,000		53	164,263		4.70	9.78
1-2,000		61	71,075		2.03	11.31
Zero Usage		54	0		0.00	9.81
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Total Meters		367	3,494,366		100.00	100.00

Date Read	Amount Produced	Amount Read at Meters	% Loss	Comments
8/15/2025	4,749,000	3,494,365	-0.25	23,400 Gallons used at Fairgounrds
7/15/2025	4,739,000	3,221,053	-0.32	Several Leaks on main lines
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	

