



## Board of Directors Meeting Minutes

**December 9, 2025, 6:00 p.m.**

62 Plaza Drive Highlands Ranch, CO 80129

[Zoom Link](#)

Telephone: 346-248-7799

Webinar ID: 998 2277 5457

### **Call to Order**

Regular Meeting

Highlands Ranch Water and Sanitation District Board of Directors convened a regular meeting in person and via Zoom on December 9, 2025, at 6:00 p.m.

### **Roll Call**

Upon the call of the roll, the following were present.

Board Members: Tammy Essmeier (via Zoom), Terry Nolan, Frank Johns, and Julie Faller (via Zoom)

Excused Absence: SJ Light

A quorum was declared.

Staff present:

Sam Calkins  
Ryan Edwards  
Peter Bong  
Nic George  
Kari Larese  
Lauren Appleby  
Kristi Robinson

Rick McLoud  
Austin Long (via Zoom)  
Stacy Smith  
Julie Tinetti (via Zoom)  
Amy Dublin (via Zoom)  
Jon Klassen  
Tiffany Hooten

Others present:

Tim Flynn – Ireland Stapleton Pryor & Pascoe, PC  
Members of the Public – Bob Schadl

### **Reaffirmation of Disclosures**

- No changes

**Introductory Comments**

- Board Members
  - No comments from the Board.
- General Manager
  - No comments from the General Manager.

**Public Comments/Questions**

- Bob Schadl indicated that his comments were already sent in via email.

**Presentations**

- No Items

**Discussion Items**

- No Items

**Approval of Minutes**

- No Items

**Approval of Business Agenda**

Board member Johns moved that the board approve the business agenda. Board member Nolan seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

**General Business**

25-137

Adopt Resolution 25-137 with the following actions:

- Approval of an appropriation of \$87,000 for the Groundwater System Evaluation Project.
- Approval of Amendment #1 to the Consulting Services Agreement with BBA Water Consultants, Inc., in the amount of \$87,000 for the Groundwater System Evaluation Project.

Board Member Nolan moved that the board approve general business item 25-137, inclusive. Board member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-138

Adopt Resolution 25-138 with the following actions:

- Ratification of Change Order #3 for the Well SP-14 Equipment and Site Work Project to Brannan Companies in the amount of \$2,365 for scope modifications.
- Ratification of Change Order #4 for the Well SP-14 Equipment and Site Work Project to Brannan Companies for an extension in the contract time.
- Ratification of Change Order #5 for the Well SP-14 Equipment and Site Work Project to Brannan Companies in the amount of \$13,721.11 for scope modifications.
- Authorization for release of retainage held pursuant to the terms of the original contract with Brannan Companies for the Well SP-14 Equipment and Site Work Project.

Board Member Johns moved that the board approve general business item 25-138, inclusive. Board member Nolan seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-139

Adopt Resolution 25-139 with the following actions:

- Authorizing the Director of Finance and Administration to enter into an engagement letter with Forvis Mazars, LLP to perform and audit of the District's financial statements for the fiscal year ending December 31, 2025.

Board Member Nolan moved that the board approve general business item 25-139, inclusive. Board member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-140

Adopt Resolution 25-140 with the following actions:

- Adopting the 2026 budget.
- Appropriating funds for the 2026 budget.
- Approve transfer parameters between internal established funds.
- Approve rates and fees for Extended Service Area (Northern Douglas County Water and Sanitation District, and Castle Pines North).

Board Member Johns moved that the board approve general business item 25-140. Board member Nolan seconded the motion.

The board then opened this item up for discussion. Board member Johns addressed public member Bob Schadl, stating that the board had received his written comments and that most of the items he commented on were addressed during various other board sessions.

Mr. Schadl commented that he was concerned about the line-by-line expenses, staffing, and the additional money added to the 2026 budget. Board member Johns explained that the budget workshop is where the details of the budget are reviewed by the board and that Mr. Schadl's comments were not timely. Mr. Schadl commented that he intended on coming to the budget meetings but ended up getting sick and could not make it.

Board member Essmeier thanked the board and staff for all the work they did to find opportunities to cut costs and delay spending. She also stated that we are seeing higher costs, have aging infrastructure, and face regulatory changes. She thanked the staff and the board for making difficult budget and rate decisions. The board always takes public comments seriously and took them under advisement this year. Every board member is a Highlands Ranch resident, and rate increases impact the board as well. The board takes their financial responsibility seriously and is doing the best they can to limit rate increases. Highlands Ranch Water relies on rates because there is no additional tax revenue or tap fees, and she supports what the staff have presented for the board's consideration.

Mr. Schadl asked if the board had considered charging customers with low water use less than those with high water use and noted that as a new resident, he is unfamiliar with water budgets. Board member Johns explained some of the details about how Highlands Ranch Water's water budgets work.

Following discussion, the vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-141

Adopt Resolution 25-141 with the following actions:

- Approving changes to rates and fees as identified below to Exhibit A of Highlands Ranch Water and Wastewater Agreement (the "Agreement") for billing periods commencing after December 31, 2025.

Board Member Johns moved that the board approve general business item 25-141, inclusive. Board member Nolan seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-142

Adopt Resolution 25-142 with the following actions:

- Authorize the General Manager to continue a Letter of Engagement with Bushong & Holleman, P.C.
- Authorize the General Manager to continue a Letter of Engagement with Alperstein & Covell, P.C.
- Authorize the General Manager to enter into a consulting contract with Spronk Water Engineers, Inc.
- Authorize the General Manager to enter into a consulting contract with Bishop Brogden and Associates.

Board Member Johns moved that the board approve general business item 25-142, inclusive. Board member Faller seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-143

Adopt Resolution 25-143 with the following actions:

- Annual approval of Compensation Plan Guide.

Board Member Nolan moved that the board approve general business item 25-143, inclusive. Board member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

25-144

Ratify November 2025 cash and investment transactions (including expenditures).

Board Member Nolan moved that the board approve general business item 25-144, inclusive. Board member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

**Executive Session**

At approximately 6:36 p.m., board member Johns moved that the board go into executive session pursuant to Section 24-6-402(4)(b), C.R.S. for the purpose of receiving legal advice regarding the Flatiron Dragados wastewater treatment plant contract dispute.

Board member Nolan seconded the motion.

The motion carried and the Board went into Executive Session at approximately 6:38 p.m. The Executive Session regarding the Flatiron Dragados wastewater treatment plant contract dispute was not recorded because it constituted a privileged attorney client communication, and legal counsel's signed statement is attached to the original of these minutes.

Those persons present during this Executive Session were Board Members Nolan, Johns, and Faller, General Legal Counsel, Timothy J. Flynn, General Manager, Sam Calkins, Director of Public Works, Ryan Edwards, Director of Finance, Tiffany Hooten, Director of Water and Wastewater Operations, Peter Bong, Water and Wastewater Superintendent, Nic George, Project Manager, Austin Long (via Zoom), and Executive Assistant, Stacy Smith.

The Executive Session was adjourned at approximately 6:49 p.m., at which time the Board returned to open public meeting.

**Adjourn**

Board Member Johns moved to adjourn the meeting. Board Member Nolan seconded the motion. The vote was as follows:

Ayes: Board Members Nolan, Johns, and Faller

Nays: None

The motion carried and the Board Meeting adjourned at 6:50 p.m.



Executive Session Attorney Statement

December 9, 2025

6:36 p.m. Executive Session

At the above referenced date and time, the Highlands Ranch Water and Sanitation District Board of Directors went into Executive Session for the purpose of receiving legal advice pursuant to Section 24-6-402(4)(b) C.R.S. regarding the Flatiron Dragados wastewater treatment plant contract dispute.

By signing this statement, I attest that I was present during the Executive Session, and the Executive Session constituted a privileged attorney client communication and for that reason the session was not electronically recorded.

/s/ Timothy J. Flynn

Legal Counsel