

MINUTES OF THE SPECIAL BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
DENVER SOUTHEAST SUBURBAN WATER
AND SANITATION DISTRICT

A special meeting of the Board of Directors of the Denver Southeast Suburban Water and Sanitation District was held on Tuesday June 25, 2013 at the main office, the time and place of the meeting according to the posted notices. Present were District Board Members – Robert Chapman, Walter Partridge, Heidi Tackett and Robert Greene, District Manager - Charles Krogh, General Counsel - Jim Folkestad, and District staff –Kevin Clark.

Chairman Chapman called the meeting to order at 4:05 p.m. and established the presence of a quorum.

Motion to excuse Director Bergholm from the meeting.

Motion: Bob Greene

Second: Walt Partridge

All directors present voted in favor.

PUBLIC RESPONSE

None

ITEMS FOR BOARD ACTION AND DISCUSSION:

DISTRICT MANAGER SEARCH

Attorney Folkestad informed the Board of the statutory requirements that must be followed in the search for a new District Manager. The Board is the search committee and in particular the Board, in public session is to establish job search goals, including the writing of a job description determine deadlines for the submittal of applications, establish requirements for applicants, establish selection procedures, and establish the time frame for employing a District Manager. The list of finalists must be made public no later than fourteen days prior to the Board making a final decision on the new Manager.

In preparation for the meeting, Manager Krogh prepared a draft job posting, job description, and selection process, and schedule for the Board to review and consider. The Board held a general discussion about the information provided and provided changes to the draft documents. In discussing the selection process the Board would like to include the two superintendents as part of the interview process. A suggestion was to have them give a tour of District facilities to the candidates and conduct their interview of the candidates at that time. Depending on the number and quality of applicants the Board may consider having other advisors as necessary assist with screening and interviewing candidates.

The Board asked the Manager to begin to prepare a list of potential interview questions as well as a summary of the District benefit programs to share with applicants at the appropriate time.

Following this discussion and making changes to the draft information provided at the meeting the Board made a motion to approve the job description which lists the minimum job requirements, established selection procedures as set forth above and set August 2, 2013 at 4:00 pm as the deadline for submitting resumes and August 16, 2013 at 4:00 pm as the deadline for completed applications, and established a time frame which provided for having the new manager hired prior to the end of this year.

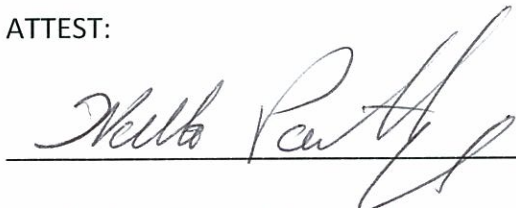
Motion: Bob Greene
Second: Bob Chapman
All Directors present voted in favor.

There being no further business to come before the Board, Chairman Robert Chapman closed the special meeting at 5:45 pm.



ROBERT CHAPMAN, CHAIRMAN OF THE BOARD
OF DIRECTORS, DENVER SOUTHEAST SUBURBAN
WATER & SANITATION DISTRICT

ATTEST:



WALTER PARTRIDGE, SECRETARY