

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

A regular meeting of the Board of Directors of the Denver Southeast Suburban Water and Sanitation District was held on Wednesday January 14, 2015 at the main office, the time and place of the meeting according to the posted notices. Present were District Board Members – Robert Greene, Robert Chapman, Heidi Tackett, and Stephan Tinnes, District Manager - Heather Beasley, General Counsel - Jim Folkestad, and District Accountant – Kevin Collins. Director Rod Bergholm was present by telephone. Also present were Steve Stephenson, Taylor Pearson and Ray Smith with Glacier Construction.

Chairman Greene called the meeting to order at 6:03 pm and established that a quorum of the Board was present. Minutes for the December 10, 2014 Regular Board Meeting were approved.

**PUBLIC RESPONSE**

Steve Stephenson addresses the Board to let them know that the District's Reservoir 2B project was going well.

**DIRECTOR'S BUSINESS**

Director Tackett discussed the process of the consent agenda approvals.

**CONSENT AGENDA**

- **Resolution 2015-01** Designating time and location of regular meetings and posting locations for notices of regular and special meetings for 2015
- **Resolution 2015-02** approving Professional Services Agreement with Golder Associates for On-Call Services
- **Resolution 2015-03** approving Task Order 2015-01 and 2015-02 with Golder Associates for SCADA support for the water and wastewater communications facilities
- **Resolution 2015-04** approving Task Order 2015-03 with Golder Associates for services related to the Well K Complex
- **Resolution 2015-05** approving an agreement with IREA for electrical service to the Well K Complex
- **Resolution 2015-06** approving an agreement with Environmental Resources Consultants for Environmental Assessment for the Pump Station #1 and Zone A Pipeline Project
- **Resolution 2015-07** approving a Task Order with CH2M Hill for final design of Pump Station #1 and Zone A Pipeline
- **Resolution 2015-08** approving the reimbursement of costs expended for Pump Station #1 and Zone A Pipeline to the District from a future borrowing.
- **Resolution 2015-09** approving a Memorandum of Agreement with the Colorado Horse Park Metropolitan District

Director Tackett asked about whether the District could sole source a contract to CH2M Hill for an amount over \$600,000. Jim Folkestad distinguished that for a construction contract, the District is required to perform a competitive bid process but for a professional services contract, there is no such requirement. A motion was entered to approve Resolutions 2015-01 through 2015-09.

Motion: Robert Chapman

Second: Heidi Tackett

Vote: All Directors present voted in favor.

## **ITEMS FOR BOARD ACTION AND DISCUSSION:**

### **FORMATION OF AN APPROVAL COMMITTEE FOR THE AWARD OF A CONSTRUCTION CONTRACT AT THE WELL K COMPLEX**

The Board formed an approval committee including Director Chapman, Director Bergholm and District Manager, Heather Beasley and delegated the authority to approve a construction contractor to this committee.

Motion: Steve Tinnes

Second: Heidi Tackett

Vote: All Directors present voted in favor.

### **RESOLUTION 2015-10 APPROVING THE REVISED EMPLOYEE HANDBOOK**

There was discussion about the proposed revisions to the Employee Handbook. Direction was given to Manager Beasley and Jim Folkestad to research the legalities of all proposed revisions. The final draft of the document will be sent to all directors prior to publication. A motion was made to approve Resolution 2015-10 approving only the revisions discussed and agreed upon by the Board to the Employee Handbook. The revisions accepted are – **1) Addition of 120-Day Probationary Period Policy, 2) Addition of Controlled Substance Policy, 3) Addition of District Vehicle Policy including a provision that prohibits smoking in all District vehicles, and 4) Addition of Health Savings Account Accrual Policy. The revisions to the Vacation Accrual Policy were not approved.**

Motion: Heidi Tackett

Second: Rod Bergholm

Vote: Four directors voted in favor, Director Chapman voted against.

### **RESOLUTION 2015-11 APPROVING THE REVISED DISTRICT RULES AND REGULATIONS**

During the discussion of the proposed changes to the Rules and Regulations (RR), Manager Beasley highlighted the most significant change to the RR was the addition of the water resources dedication policy. A motion was entered to approve Resolution 2015-11 approving the revised District Rules and Regulations included small technical changes that were decided on at the meeting.

Motion: Heidi Tackett

Second: Steve Tinnes

Vote: All Directors present voted in favor.

**CHANGE ORDER FOR DEWBERRY ASSOCIATES RELATED TO PROFESSIONAL SERVICES RELATED TO THE WELL H COMPLEX**

Manager Beasley discussed the requested Change Order in the amount of \$30,000. The extra services were necessitated by delays due to the current dispute with Hydro Resources involving Well A-16 located at the Well H complex site. A motion was entered to approve the change order request in the amount of \$30,000 and to authorize the District Manager to prepare and approve an amendment to their original Task Order.

Motion: Robert Greene

Second: Heidi Tackett

Vote: All Directors present voted in favor.

**ATTORNEY'S REPORT**

Mr. Folkestad then presented active matters of interest to the Board included in his report.

**ACCOUNTANT'S REPORT**

Accountant Kevin Collins presented the November 2014 financials.

**TREASURER'S REPORT**

Treasurer Rod Bergholm presented the Treasurer's Report for Board approval for the month of November 2014. A motion was entered to issue checks as written in the amount of \$991,025.93 for disbursements and \$ 8,491.71 for the interim report.

Motion: Rod Bergholm

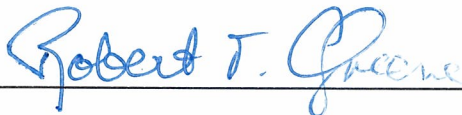
Second: Heidi Tackett

Vote: All Directors present voted in favor.

**DISTRICT MANAGER'S REPORT**

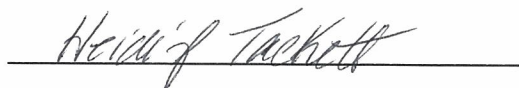
Manager Beasley updated the Board on items of importance to the District. She pointed out the status report regarding the 2014 District Goals is included in the Board Packet and asked for any feedback on the draft 2015 District Initiatives.

There being no additional business to come before the Board Chairman Greene adjourned the meeting at 8:44 PM



ROBERT GREENE, CHAIRMAN, DENVER SOUTHEAST SUBURBAN  
WATER & SANITATION DISTRICT

ATTEST:



HEIDI TACKETT, SECRETARY