

**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 July 20, 2016 at the District's Wastewater Treatment Plant, the time and place of the meeting according to the posted notices. Present were District Board Members, Walt Partridge, Heidi Tackett, Stephan Tinnes, and Russ Hokanson. Also present were District Manager, Heather Beasley, James Folkestad, General Counsel, and District staff members Rod Bergholm, Shannon Wirtjes and Kevin Clark. Board member Chapman's absence was excused.

Chairman Partridge called the meeting to order at 6:30 pm and established that a quorum of the Board was present.

Minutes for the June 8, 2016 Special Board Meeting, and Minutes for the June 15, 2016 Regular Board meeting were approved as written.

**PUBLIC RESPONSE**

None

**DIRECTOR BUSINESS**

None

**ITEMS FOR CONSENT AGENDA:**

**APPOINTMENT OF BUDGET OFFICER FOR THE PREPARATION OF THE 2017 DISTRICT BUDGET**

Colorado statute requires that a Budget Officer be appointed to prepare a budget for the District and submit it to the Board prior to October 15, 2016.

**RESOLUTION 2016-21 CONSENTING TO THE ORGANIZATION OF THE TIMBERS METROPOLITAN DISTRICT**

District Staff recommends the Board approval of this Resolution which shows that the District gives consent to the organization of the Timbers Metropolitan District which will fund infrastructure improvements on the property.

**RESOLUTION 2016-22 APPROVING A TASK ORDER WITH GOLDER AND ASSOCIATES FOR ASSISTANCE RELATED TO THE SCADA CONTROLS FOR THE CHLORAMINE CONVERSION PROJECT**

District Staff recommends that the Board approve Resolution 2016-22 approving Task Order 2016-2 with Golder Associates, Inc. and authorize the District Manager to execute the task order in the amount of \$126,619.00 with an additional \$6,400 (5%) staff managed contingency for a total authorization of \$133,019.00.

A motion was entered to approve the three Consent Agenda items.

Motion: Heidi Tackett

Second: Steve Tinnes

Vote: All Board members present voted in favor.

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

##### **CALL A PUBLIC HEARING FOR AUGUST 17, 2016 REGARDING AMENDED PRELIMINARY ENGINEERING REPORT FOR PUMP STATION #1 AND THE ZONE A PIPELINE TO INCLUDE ADDITIONAL PROJECT SCOPE**

District staff recommends the Board call for a Public Hearing on August 17, 2016 at 6:30PM during the regular August District Board meeting to discuss the Supplement to the Preliminary Engineering Report for the Pump Station #1 and Zone A Pipeline projects. A motion was entered to call a Public Hearing

Motion: Heidi Tackett

Second: Steve Tinnes

Vote: All Directors present voted in favor.

##### **DISCUSSION REGARDING ASSET MANAGEMENT IMPLEMENTATION PLAN**

Rod Bergholm presented the latest updated analysis of the Asset Management Implementation Plan. A phase implementation is recommended by District staff. Phase 1 will be to establish an in-house maintenance crew that will focus on the valve exercising program that consists of the District's 1,270 valves. Phase 2 will add a second staff member, and the new crew will also take on the sewer pipeline TV monitoring and cleaning activities which right now is being contracted out. The final phase of the plan will add the third additional staff member and incorporate the remaining targeted maintenance work into the District in-house operations. Manager Beasley pointed out that this exercise has shown staff where the top priorities are for maintenance within the District. The Board was very pleased with the outcome of the analysis for the plan and agreed to direct staff to proceed with phase 1 of the Implementation Plan and requested quarterly progress reports and review of any major equipment purchases.

##### **DISCUSSION REGARDING FIRST DRAFT OF 2017 DISTRICT BUDGET**

District staff presented to the Board the first Draft of the 2017 District Budget. After discussing the draft, the Board scheduled a Special Board meeting slated for August 10, 2016 at 6:31 pm to review the 2017 budget in greater detail and to discuss employee benefits.

##### **ATTORNEY'S REPORT**

Attorney Jim Folkestad provided the Board with an update on issues concerning the District.

*The Board took a break at 8:00pm to tour the Wastewater Treatment Plant.*

##### **ACCOUNTANT'S REPORT**

Manager Beasley led the discussion of the June 30, 2016 Financial Report the Directors received in the monthly board packet for review.

##### **TREASURER'S REPORT**

Treasurer Steve Tinnes presented the Treasurer's Report for Board approval for the month of June 2016. A motion was entered to approve the expenses and checks issued as written in the amount of \$1,300,450.14 for disbursements and \$442,936.99 for the interim report. The disbursements total includes three bond payments.

Motion: Steve Tinnes

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.

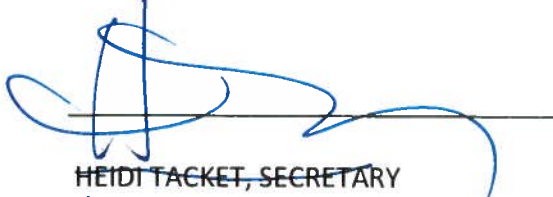
- The District's Wastewater Treatment Plant and its staff have been awarded the Gold Safety Award given by the Water Environment Federation and the Rocky Mountain Section of the Water Environment Association for their commitment to safety of their employees and the environment.
- Manager Beasley updated the Board on the upcoming Well A-16 Mediation in preparation for trial and the upcoming Water Court Trial for the Pinery Augmentation Plan starting August 22<sup>nd</sup>.
- SDA Conference information was discussed and who will be attending from the District's Board. The Board decided to move the September Board meeting to September 28, 2016 to accommodate schedules of board members.
- Manager Beasley announced that she will be taking vacation time during the second week in October.

There being no additional business to come before the Board Chairman Partridge adjourned the meeting at 9:11 PM.



WALTER PARTRIDGE, CHAIRMAN DENVER SOUTHEAST SUBURBAN  
WATER & SANITATION DISTRICT

ATTEST:



HEIDI TACKETT, SECRETARY

Heather Beasley, Asst. Secretary