

**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 August 17, 2022, the time and place of the meeting according to the posted notices. Present were District Board Chairman Walt Partridge, and Board Members Jim McGannon, Terry Franklin, Joshua Connors, and Lisa Neal-Graves. Chairman Partridge opened the meeting at 6:00PM established that there was a quorum. Also, present was Heather Beasley, District Manager, Thuy Dam, District Accountant, and Joe Kinlaw, District Counsel.

DIRECTOR BUSINESS

Chairman Partridge asked to amend the agenda to include Resolution 2022-26 Amending Resolution 2022-24.

Chairman Partridge discuss the meeting conflict in December 2022 and asked for others' opinions on how to resolve. Chairman Partridge prefers to move the meeting so that Manager Beasley can attend. Director McGannon prefers to have another staff manager run attend the meeting in Manager Beasley's absence. The other Board members did not have strong opinions either way. A motion was made by Chairman Partridge to move the meeting up one week to Wednesday December 14, same time, and place. The motion was seconded by Director McGannon. Directors Franklin and Connors voted for the motion. Director Neal-Graves abstained.

Director Connors will handle the article in the newsletter this month.

Chairman Partridge let the other members know that he is opposed to having other members join the meetings via telephone and would like to make in-person attendance the only option. He then opened the discussion to the other members. Director McGannon said that his preference is in-person meetings but is in favor of offering other options to join. Director Franklin also prefers to attend in person but does not believe that should be the only option. Director Connors believes that there should be a remote option to join the meeting if it does not detract from or diminish participation. He questioned whether routinely offering remote participation to Board members would obligate the District to offer remote participation to the public. Director Neal-Graves is opposed to only having one option to participate. She said that when she started as a Board member, the meetings were remote. Remote meetings continued for several months so she could not have expected that in person participation would be the only option. Director Neal-Graves has a regular conflict with meetings on the third Wednesday of every month.

The Board members agreed to move the meeting to the third Thursday of each month in the future to avoid the conflict that Director Neal-Graves has with the Pinery Water Board meeting. Chairman Partridge made a motion to change the dates of the remaining 2022 meetings to the third Thursday of each month, to start at 6:00PM at the District Office. Phone in option will be offered in emergency situations. Director Franklin seconded the motion and all directors voted in favor.

Mr. Kinlaw will take care of issuing the new notices.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Michael Schildt, Pinery resident, had several questions for the Board. First, he asked if the Pinery Water District was interested in the Douglas County COVID relief funds for water supply projects. Chairman Partridge explained that the Pinery is complete in its Water Resources projects, so we'll not be requesting any funds. Mr. Shultz asked how the District will maintain its target of providing 75% renewable and 25% non-renewable water to its residents. Manager Beasley explained that the Cherry Creek Project Water Authority water rights and the Walker Reservoir (in construction now) will help keep us on track.

MINUTES OF THE JULY 20, 2022 REGULAR BOARD MEETING

The minutes for the July 20, 2022 Regular Board meeting were approved as presented.

Motion: Walt Partridge

Seconded: Jim McGannon

Vote: All Directors present voted in favor.

ITEMS FOR BOARD ACTION AND/OR DISCUSSION

RESOLUTION 2022-25 APPROVING AN AGREEMENT WITH GLACIER CONSTRUCTION CO. INC, FOR THE WELL L SITE IMPROVEMENTS

Director Neal-Graves asked if there were more than two bidders Manager Beasley confirmed there were only two. She also asked if the Pradera Golf course would ultimately pay for this well. Manager Beasley explained that it would not because it is a benefit to the District to be able to provide raw water (instead of treated water) to the golf courses. A motion was made to approve the Resolution 2022-22 revising the District Schedule of Water and Sewer Rates and Other Fees effective July 25, 2022.

Motion: Terry Franklin

Seconded: Lisa Neal-Graves

Vote: All Directors present voted in favor.

RESOLUTION 2022-26 AMENDING RESOLUTION 2022-24

This item revises a formatting error in the new and approved version of the rules and regulations Part I.

Motion: Jim McGannon

Seconded: Terry Franklin

Vote: All Directors present voted in favor.

DISCUSSION REGARDING THE FIRST DRAFT OF THE DISTRICT 2023 DISTRICT BUDGET

There was some discussion about the memo and table included in the Board packet. Secretary McGannon asked if \$20,000 for conservation in 2023 will be enough. Manager Beasley confirmed that with what is currently planned, \$20k should be enough. Of course, it is up to the Board to increase or decrease the conservation efforts. There was a typo on the Non-Operating Expenses – Miscellaneous line item. The Board also discussed the timing of the Rates and Fees Study. The Board agreed that the District is in good shape and will not prepare a Study in 2023. It will consider one in 2024 at the time when the Budget is presented next year for 2024. Director Franklin asked about the CCPWA line item and if that was everything including wells, reservoir, and pipeline. Manager Beasley confirmed that the \$300,000 budget for next year should be all inclusive of this first phase of the project. Manager Beasley committed to providing a detailed explanation of the proposed 2023 District Budget in the September board packet.

DISCUSSION OF THE FIRST DRAFT OF THE REVISED EMPLOYEE HANDBOOK

There was discussion about the first draft of the revised Employee Handbook. Several changes were made to incorporate employment laws that had been passed in recent years, some revisions were based on benefits enhancements from before COVID hit. There was discussion about Section IX C. Personal Use of the Internet and the ability of employees to use company equipment. Some Board members wanted that option removed completely, at the end though, the Board voted 4-1 to leave this section as is written. Manager Beasley will present the final draft of the Handbook next month.

ATTORNEY REPORT

Mr. Kinlaw presented the Attorney Report and mentioned that his update on the Rules and Regulations was a bit premature because of a formatting error that was being corrected that night with Resolution 2022-26.

ACCOUNTANT REPORT

Thuy Dam of CliftonLarsonAllen was present to discuss the July 2022 Financial Statements and there were no questions about either the Variance Report of the Financial Statements. Thuy Dam of CLA will be present again in October for the discussion regarding the final draft of the 2023 District Budget.

TREASURER REPORT

Treasurer Franklin presented the District's July 2022 Disbursement and Interim reports for approval. There was a motion to approve the interim payments of \$933,369.44 and the current disbursements in the amount of \$255,757.07 for a total authorization of payments in the amount of \$1,189,126.51.

Motion: Terry Franklin

Second: Jim McGannon

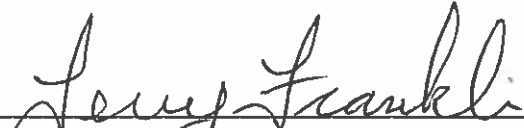
Vote: All Directors present voted in favor.

MANAGER REPORT

Manager Beasley discussed some pressing topics that could not wait until her Quarterly Manager update. First, she discussed the Special District Associate Annual Conference in September and whether any of the Board members were interested in attending. Only Director Neal-Graves was interested but said if she does attend it will be virtually. She also discussed the Colorado Family and Medical Leave Insurance Program briefly. There is an informational flyer included in the Board packet for details on the program. She told the Board that most of her staff that she has talked to about this are not interested in participating and that she anticipates a discussion and future Resolution to opt-out of the program prior to January 1, 2023.

Manager Beasley requested the ability to increase her staff's wages by \$3.00 per hour for every employee. She discussed the difficulty in hiring and keeping good staff and that the surrounding water districts/county/governments had recently taken similar action for their staff. There was a motion by Director Connors to increase pay to all employees by \$3.00 per hour. The motion was seconded by Secretary McGannon and all Board members voted in favor. Manager Beasley clarified that the increase does not extend to her since her pay is contractual.

There being no additional business to come before the Board, Chairman Partridge adjourned the meeting at 7:48 PM.



TERRY FRANKLIN, TREASURER
DENVER SOUTHEAST SUBURBAN WATER & SANITATION DISTRICT

ATTEST: 

HEATHER BEASLEY, ASSISTANT SECRETARY