
RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE ARAPAHOE COUNTY WATER AND WASTEWATER AUTHORITY**

HELD: January 15, 2020

13031 E. Caley Ave.
Centennial, CO 80111

ATTENDANCE:

Present were Directors: Doyle Tinkey, Geri Santos-Rach, Nancy Sharpe, Jeff Baker, Tom Wood, and Brad Cromer. Director Beard was absent and excused. Also in attendance were Steve Witter, Emily Lowell, Tony Campbell, Kevin McBrien, Allison Linger, Patty Pratt, Sandor Rebek, Savana Dumler, and Legal Counsel Ron Fano. The guest in attendance was Alan Leak, of Respec and Randy Warren, Cottonwood Water and Sanitation District and Inverness Water and Sanitation District.

CALL TO ORDER:

Director Tinkey called the meeting to order at 9:00 a.m. in the Arapahoe Conference Room of the Arapahoe County Water and Wastewater Authority (ACWWA) office at 13031 E. Caley Ave., Centennial, CO 80111. The Pledge of Allegiance was recited.

ADOPTION OF THE AGENDA:

Director Sharpe moved to adopt the Agenda as presented. The motion was seconded by Director Santos-Rach and passed 6 to 0.

PUBLIC FORUM

No one came forward to address the Board.

CONSENT AGENDA:

Director Santos-Rach made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Wood and passed 6 to 0. The Consent Agenda consisted of the following:

1. Request for Approval of Minutes of the Board of Directors of the Arapahoe County Water and Wastewater Authority - from December 11, 2019
2. Request for Approval of Payment Register
3. Request for Approval of Variance Request and Memorandum of Understanding Regarding Centennial Medical Plaza Expansion

4. Request for Approval of Brown and Caldwell Work Orders for Q1/Q2
5. Request for Approval of Funds to Award Family Sports Reclaimed Water Connection Contract
6. Request for Approval of Submission of Application for CWCB Loan for Chambers Reservoir

GENERAL BUSINESS ACTION ITEMS

ITEM No. 7 – Discussion and Possible Action Regarding the Selection of 2020 Board Officers

Director Wood reported on behalf of the ad hoc Nominating Committee the following slate of officers as presented:

President – Doyle Tinkey
Vice President – Tom Wood
Treasurer – Brad Cromer
Secretary – Geri Santos-Rach

Director Wood moved to accept the proposed slate of officers. The motion was seconded by Director Sharpe and passed 6 to 0.

On behalf of the Board, Director Wood expressed sincere thanks to Director Beard for his work as President of the Board for the last three years.

ITEM No. 8 – Introduction of New Director of Operations and Facilities

Mr. Witter introduced Tony Campbell, ACWWA's new Director of Operations and Facilities. Mr. Campbell then addressed the Board giving a brief biography. The Board welcomed Mr. Campbell.

ITEM No. 9 – Discussion and Possible Action Regarding Amendment No. 1 to the Independent Contractor Agreement for Operation and Maintenance of the JWPP

Ms. Lowell gave a brief history of the work on the reconversion of the JWPP as well as the original Agreement. Legal counsel for both ACWWA and Cottonwood Water and Sanitation District (CWSD) have negotiated with Jacobs Engineering, formerly CH2M Hill Engineers, Inc. regarding Amendment No. 1 to the Independent Contractor Agreement for Operation and Maintenance of the JWPP. Ms. Lowell explained that the Amendment modifies the contract term to accommodate the delay with the start-up of the system; the base fee payroll adjustment for the ACWWA employees working for Jacobs; and the updated compliance schedules for reporting water quality at the JWPP to Colorado Department of Public Health and Environment (CDPHE) and National Pollutant Discharge Elimination System (NPDES). After a brief discussion, Director Baker moved to approve Amendment No. 1 for the Independent Contractor Agreement for Operation and Maintenance of the JWPP. The motion was seconded by Director Wood and passed 6 to 0.

ITEM No. 10 – General Manager’s Report to the Board of Directors

Mr. Witter reported that the audit in on schedule to begin February 24, 2020. Mr. Witter introduced Allison Linger, ACWWA’s interim Accounting Manager

Mr. Witter and staff also clarified information regarding the update on the JWPP and at the direction of the Board agreed to hire a consultant to review the progress to date.

ITEM No. 8 – Committee Updates – No report necessary at this time.

ITEM No. 9 – Staff Updates

- A. Development Report – No report necessary at this time.
- B. Monthly Financial Statements – No report necessary at this time.
- C. Legal Report – Mr. Fano reported that in late December 2019, both General Manager, Steve Witter and Board President, Ken Beard received Notice of Claim letters from a homeowner who was affected by the Valley County Club Lift Station Failure and subsequent flooding. Mr. Fano reported that these letters were sent to comply with statutory requirements and do not necessarily mean that a lawsuit will be filed. The Board will be kept up-to-date with any changes. The Board asked staff to confirm that the Notice of Claim through the insurance agency includes ACWWA’s out-of-pocket expenses as well as those expenses covered by insurance.

ITEM No. 10 – Informational Updates

- A. Water Informational Dashboard – No report necessary at this time.
- B. Customer Service and Website Activity – No report necessary at this time.
- C. Investments – No report necessary at this time.
- D. Billing Activities – No report necessary at this time.

ADJOURNMENT

At 9:44 a.m. Director Santos-Rach made a motion to adjourn the meeting. The motion was seconded by Director Wood and passed 6 to 0.

Approved: _____ 2-12-2020.

ARAPAHOE COUNTY WATER AND
WASTEWATER AUTHORITY



Doyle Tinkey, President

ATTEST:



Geri Santos-Rach, Secretary

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