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RECORD OF PROCEEDINGS

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

HELD: March 11, 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. 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.

CALL TO ORDER:

Director Tinkey called the meeting to order at 9:02 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 Tinkey indicated that the Agenda would need to be modified by moving Item #3 – Request for Approval of Waterbury Lift Station Improvement Project from the Consent Agenda to be discussed as a General Business Action Item. Director Baker moved to adopt the Agenda as modified. The motion was seconded by Director Wood and passed 6 to 0.

PUBLIC FORUM

No one came forward to address the Board.

RECOGNITION OF SERVICE OF KEN BEARD, FORMER ACWWA BOARD PRESIDENT

Mr. Witter reported that unfortunately Mr. Beard, who was scheduled to attend the meeting was unable to attend. Mr. Witter showed the Directors an engraved plaque that staff purchased to honor Mr. Beard and indicated it would be mailed to Mr. Beard's home.

## 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 February 12, 2020
2. Request for Approval of Payment Register
4. Request for Approval for Amendment to Standard Easement for the South Denver Islamic Center
5. Request for Approval of AECOM's Change Order #2 for Chambers Reservoir

## GENERAL BUSINESS ACTION ITEMS

### ITEM No. 3 – Request for Approval of Waterbury Lift Station Improvement Project

Mr. Rebec gave a brief explanation regarding the location of the lift station and the need for improvements as well as an explanation as to how the CIP approval process works. Mr. Rebec reported that the bids for work on the lift station came in higher than what had previously been approved in the last budget and that staff was seeking approval of a higher amount. After a brief discussion, Director Tinkey made a motion to approve the funding of \$225,000 for the Waterbury Lift Station Improvement Project and that authorization be granted to award the contract to Velocity Constructors, Inc.

### ITEM No. 6 – Discussion and Possible Action Regarding the State of the City Luncheon

Mr. Witter shared that Centennial's 16<sup>th</sup> Annual State of the City Luncheon is currently scheduled for Wednesday, April 15, 2020, 11:15 a.m., at Embassy Suites Hotel. Directors Santos-Rach, Wood and Tinkey all indicated they would come to the luncheon. The Board asked staff to send an Outlook Meeting Invitation.

### ITEM No. 7 – Discussion and Possible Action Regarding CIP Project – Facilities Review and Design for New Administration Building

Mr. Witter explained the status of the current facilities review, the investigation that has been done to date and how staff will bring the information back to the Board at the next regular meeting.

### ITEM No. 8 – Operation Department Update

Mr. Campbell gave a description of the various job duties that fall under the Operations Department how staff is evaluating the current processes and whether they can be improved upon or streamlined. Mr. Campbell explained how looking at each process with a critical eye will be beneficial and provide positive results for ACWWA. The Board expressed their thanks for the hard work.

ITEM No. 9 – General Manager’s Report to the Board of Directors

Director Baker reported that after reviewing the board packet, he forwarded ACWWA’s letter regarding ACWWA’s Public Comments on the Colorado Oil and Gas Conservation Commission’s (COGCC) Mission Change Rulemaking to Diane Kocis, Arapahoe County’s Energy Specialist as well as the County Attorney, Robert Hill, to be sure they are aware of what ACWWA has communicated to the COGCC. Director Baker recommended staff share all further communications/information regarding energy issues with them.

Director Sharpe asked for clarification regarding Item No. 4 – Request for Approval for Amendment to Standard Easement for the South Denver Islamic Center (SDIC) that was earlier approved under the Consent Agenda. Ms. Sharpe wanted to be sure that the easement includes a provision regarding parking enforcement being the sole responsibility of the South Denver Islamic Center so as not to unnecessarily burden the Arapahoe County Sheriff’s Department. Ms. Lowell stated that per the variance request letter, signage is required which will state the parking is limited to Fridays between 12:30 p.m. and 2:30 p.m. Staff will work with Attorney Ron Fano to ensure that the Amendment to Standard Easement will include a provision for parking enforcement, with the burden being solely on the South Denver Islamic Center and potential revocation of the easement if parking becomes a problem. Director Sharpe made a motion to approve the entering of an amended easement agreement with SDIC subject to staff and legal final approval. The motion was seconded by Director Wood and passed 6 to 0.

Mr. Witter reported that the Purchase and Sale Agreement with the Town of Castle Rock was executed earlier this month. There is a ninety-day due diligence period for Castle Rock and if they find the Agreement acceptable, the deal will be closed within ninety days of March 6, 2020.

Mr. McBrien gave a brief update on the biological treatment system at the Joint Water Purification Plant.

ITEM No. 5 – Committee Updates – No report necessary at this time.

ITEM No. 6 – Staff Updates

- A. Development Report – No report necessary at this time.
- B. Monthly Financial Statements – No report necessary at this time.
- C. Legal Report – No report necessary at this time.

ITEM No. 7 – 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 10:00 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: \_\_\_\_\_ April 8, \_\_\_\_\_ 2020.

ARAPAHOE COUNTY WATER AND  
WASTEWATER AUTHORITY

  
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Doyle Tinkley, President

ATTEST:

  
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Geri Santos-Rach, Secretary