
RECORD OF PROCEEDINGS

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

HELD: September 7, 2022

13031 E. Caley Ave.
Centennial, CO 80111

ATTENDANCE:

Present in person were Directors: Brad Cromer and Nancy Sharpe. Directors present via Zoom were Tom Wood, Geri Santos-Rach, and Derek Killebrew. Directors Doyle Tinkey and Jeff Baker were both absent and excused. Director Deeds was absent and not excused. Also in attendance were Steve Witter, Matt Vigil, Bill Veydovec, Kevin McBrien, Patty Pratt, Sandor Rebek, Sam Waxlax, Daniela Soare, and Legal Counsel Ron Fano. Guests in attendance were Alan Leak, of Respec; Todd Cristiano of Raftelis. Guests attending via Zoom were Justin Rasor and Lyndyn Harrelson of Raftelis.

CALL TO ORDER:

Director Wood called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited.

ADOPTION OF THE AGENDA:

Director Wood indicated that the Agenda would need to be modified by adding one item under General Business Action Items as follows (the remaining agenda items will be renumbered sequentially): Item No. 10 Discussion and Possible Action Regarding the JWPP Operations Contract. Director Sharpe made a motion to adopt the agenda as modified. Voting on this motion was postponed until a quorum was reached.

PUBLIC FORUM

No one came forward to address the Board.

GENERAL BUSINESS ACTION ITEMS

ITEM No. 8 – Introduction of ACWWA’s New Director of Engineering Services, Bill Veydovec

Mr. Witter introduced ACWWA’s New Director of Engineering Services, Bill Veydovec. Mr. Veydovec then spoke briefly regarding the background of his experience prior to joining ACWWA and indicated he was excited to be a member of ACWWA’s team.

Mr. Vigil then reported that ACWWA had purchased and implemented new billing software. He shared images of ACWWA's old bill as well as a copy of the new bill, indicating that these new bills were delivered to ACWWA's customers for the first time this month.

ITEM No. 9 – Discussion and Presentation Regarding the ACWWA 2022 Cost of Service Study

Mr. Vigil reported that ACWWA conducts a Cost of Service Study approximately every five years to evaluate current rates and make recommendations for adjustments based on future operating, capital and debt repayment needs. Raftelis was selected to conduct the current study. Mr. Vigil then introduced Todd Cristiano of Raftelis to give an overview of the most recent study. Mr Cristiano gave a presentation regarding his research and findings. Mr. Vigil stated that this was for informational purposes only and no decisions would need to be made today.

Director Cromer arrived to the meeting at 9:23 a.m.

ADOPTION OF THE AGENDA:

Director Wood reiterated that Director Sharpe had previously made a motion to adopt the Agenda as modified. The motion was now seconded by Director Wood and passed unanimously 5 to 0.

CONSENT AGENDA:

Director Wood made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Sharpe and passed unanimously 5 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 August 10, 2022
2. Request for Approval of Payment Register for August 2022
3. Request for Approval Regarding a Modification of ACWWA's Paid Holidays
4. Request for Approval of CEBT/Medical Insurance Program for Year 2023
5. Request for Approval Regarding General Manager's Sabbatical/Remote Work Hybrid Plan
6. Request for Approval Regarding the Peoria Lift Station Improvement Project
7. Request for Approval of the Lone Tree Creek Water Reuse Facility's Headworks Building Roof Repairs

ITEM No. 10 – Discussion and Possible Action Regarding the JWPP Operations Contract

Mr. Witter reported that at the Board's direction, staff has been working to draft and negotiate a contract dealing with the extension of and amended terms for the operations agreement with Jacobs to operate the Joint Water Purification Plant (JWPP). The

existing agreement expires on December 31, 2022. Mr. Witter reported that the discussions with Jacobs have been very productive, and the draft contract is close to finalization. After extensive discussion including clarification of some of the terms of the contract and certain suggested points to attempt to further negotiate, Director Cromer moved to approve the Amended and Restated Agreement for Operations, Maintenance and Management Services for the Joint Water Purification Plant, contingent on further negotiation, final review and approval by Legal Counsel and General Manager. The motion was seconded by Director Sharpe and passed 5 to 0.

ITEM No. 11 – Discussion and Possible Action Regarding ACWWA’s Water Conservation Program

Mr. Rebek reported that ACWWA’s current water conservation budget is \$1,000, which provides rebates to ACWWA customers for the purchase of high-efficient clothes washing machines and rain sensors. Mr. Rebek explained that an analysis of neighboring water utilities shows that ACWWA’s current rebate program is lacking in the variety of rebate opportunities as well as the monies allocated for similar programs. Staff and the Planning, Water Resources, and Capital Projects Committee recommend ACWWA increase the 2023 budget for the water conservation program to \$10,000. After discussion, Director Sharpe moved to increase ACWWA’s 2023 water conservation budget to \$10,000. The motion was seconded by Director Cromer and passed 5 to 0.

ITEM No. 12 – Discussion and Presentation Regarding ACWWA’s 2023 Draft Budget

Mr. Vigil gave an overview of the 2023 Draft Budget, stating that it was being presented to the Board at this time simply to meet the annual statutory requirement; that approval was not necessary at this time. Mr. Vigil explained that uncertainties surrounding the CIP budget are being resolved and the final Draft 2023 Budget will be presented for approval at the December board meeting.

ITEM No. 13 – Discussion and Possible Action Regarding the ACWWA Office Building Project

Director Wood initiated the discussion stating that he is in favor of the proposed sight and size of a new administration building as presented by staff. Mr. Wood further commented that in his opinion, staff had fully exhausted the various other options and that the board should give approval to move forward. Mr. Witter then reported that staff had investigated the idea of alternative, less expensive building materials, but after analysis, it was determined that the initial construction savings would soon be absorbed by the overall lifespan of the building as well as increased heating and cooling costs. After extensive discussion, Director Cromer moved to approve the Scope of Work and fee for Intergroup Architects in the authorized amount of \$349,305, while staff continues via the commercial realtor to pursue, in parallel, the option of purchasing an existing building. The motion was seconded by Director Sharpe and passed 5 to 0.

ITEM No. 15 – General Manager’s Report to the Board of Directors

Mr. Witter reported that legal counsel and staff have been working together to draft a letter to ACWWA customers regarding the new EPA health guidelines related to PFAS.

ITEM No. 16 – Financial and Administration Report

Mr. Vigil responded to and clarified a few questions regarding ongoing maintenance.

ITEM No. 17 – Legal Report

Mr. Fano reported that the mediation regarding the JWPP design build dispute has been scheduled for December 12-13, 2022, and that ACWWA will need to appoint two representatives to attend the mediation. The appointment was deferred to the October meeting, when more ACWWA board members are present.

ITEM No. 18 – Updates – No further report needed at this time.

ITEM No. 14 – Discussion and Possible Action Regarding Employee Matters

EXECUTIVE SESSION

At 11:15 a.m., Director Cromer made a motion to enter into the First Executive Session, pursuant to §24-6-402(4)(f) to discuss personnel matters related to employee compensation. The motion was seconded by Director Sharpe and passed 5 to 0. The following Board Members were present either in person or via Zoom in the Executive Session: Brad Cromer, Nancy Sharpe, Tom Wood, Geri Santos-Rach, and Derek Killebrew. Also in attendance were Steve Witter, Matt Vigil, Bill Veydovec, Daniela Soare, and Legal Counsel Ron Fano. (Executive Session recordings are retained for 90 days.)

At 1:23 a.m., a motion to adjourn the Executive Session was made by Director Sharpe. The motion was seconded by Director Cromer and passed unanimously 5 to 0.

Director Cromer opened the meeting to the public.

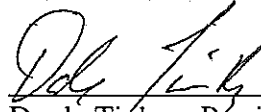
In Open Session Director Cromer made a motion to approve the compensation adjustments as discussed in Executive Session. The motion was seconded by Director Sharpe and passed 5 to 0.

ADJOURNMENT

At 11:24 a.m., the meeting was adjourned.

Approved: _____ 2022.

ARAPAHOE COUNTY WATER AND
WASTEWATER AUTHORITY



Doyle Tinkey, President

ATTEST:



Geri Santos-Rach, Secretary