

**RECORD OF PROCEEDINGS  
Minutes of a Regular Meeting  
of the Board of Directors for the  
PARKER WATER AND SANITATION DISTRICT**

Thursday, December 13, 2018  
at the PW&SD North Water Reclamation Facility  
18100 E. Woodman Drive, Parker, Colorado 80134

**CALL TO ORDER**

Director Wasserman called the meeting to order at 6:02 pm and confirmed that a quorum was present.

**ROLL CALL**

- Members of the Board present: Bill Wasserman, Dale Reiman, and Merlin Klotz. Darcy Beard and Kelly McCurry were excused.
- The District's Leadership Team was represented by Ron Redd, Lisa Scurlock, Steve Hellman, Rebecca Tejada, and Susan Saint Vincent. Staff also in attendance: Billie Owens and Debra Laschanky.
- General Counsel, Jeff Parker.

**PLEDGE OF ALLEGIANCE** – Stated.

**UNSCHEDULED ITEMS OF PUBLIC INTEREST** – *None*

**CHANGES AND ADDITIONS TO THE AGENDA** – *Item # 11 - The Executive Session to provide the District Manager with an Annual Performance Review was postponed to January. A request for approval was added and became Item # 7, shifting the remaining agenda items up in number. The 2018 Goals Review and the 2019 Goals Discussion were combined into one agenda item.*

**BOARD COMMENTS**

*Director Wasserman inquired about a District customer who emailed the Board regarding the AMI meter replacement process. Mr. Redd responded and informed the Board that the customer is on a list to have his meter replaced in the near future.*

**LEADERSHIP TEAM COMMENTS**

**District Manager**

**Rueter-Hess Reservoir**

Over the last 5 weeks, the reservoir volume decreased 323 AF for a total storage volume of 23,391 AF and the depth is 99.87 feet (down 7 inches). There is currently a call on the river. The decline in the reservoir is approximately 64 AF per week.

### **Castle Pines North Metro District**

Mr. Redd and Mr. Hellman met with the President and interim Manager of the CPN Metro District to ensure that PWSD staff understands what they are requesting with regard to securing a long-term water supply for their customers. Future meetings will determine the course of action, if any, that the District will take regarding this issue.

### **Director of Engineering**

#### **Water Purification Facility**

Ms. Tejada was pleased to inform the Board that staff was able to unclog and clean a ceramic filter using a new proprietary chemical. She is confident that the filter will perform well when put back into service.

### **Director of Enterprise Services**

#### **AMI Update**

Mr. Hellman informed the Board that Phase 2 of the meter replacement program is 20% complete, with 1,560 meters installed. Of all the households with the new Sensus meters, 13% are utilizing the Aqua Hawk software program. Once Phase 2 is complete, staff will conduct an outreach to all customers to encourage and assist them in using the Aqua Hawk technology.

#### **Personnel Update**

Mr. Hellman discussed the resignation of Jeff Wahl, District Controller. Jeff was with PWSD for 11 years and is relocating outside of Colorado. Mr. Hellman commented on some of the applications already received, and he is encouraged by their qualifications.

### **Director of Operations**

#### **New Hire Update**

Ms. Scurlock gave the Board an update on recent new hires. Rickie Schafer is the new Lab Tech I, and Abex Zula is the new Water Plant Operator.

### **Director of Business Solutions**

#### **PWSD North Plant Evacuation**

Ms. Saint Vincent informed the Board that the NWRP was evacuated today due to a threatening email received by a lab employee. The Parker Police Department responded very quickly and swept the Admin building before allowing re-entry. Ms. Saint Vincent was pleased to announce that the District's emergency procedures were effective and well-orchestrated. PWSD will follow up with the Parker Police Department to keep improving our emergency policies and procedures. The threat was part of a nationwide campaign that targeted multiple businesses, government buildings, and schools for extortion.

## **GENERAL LEGAL COUNSEL UPDATE**

Mr. Parker highlighted specific legal matters involving the Norton inclusion, an ongoing free river issue, a property owner's complaint regarding an easement, and protocols for variance requests on easement agreements.

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

### **1. APPROVAL OF MINUTES November 8, 2018**

*Director Klotz made a motion to approve the November 8, 2018 minutes as stated; Director Reiman seconded the motion.*

**Vote:**

YES	<i>Bill Wasserman</i>
YES	<i>Dale Reiman</i>
YES	<i>Merlin Klotz</i>

*Motion passed on a vote of 3-0*

### **2. ACCOUNTS PAYABLE - November 1-30, 2018**

Mr. Hellman presented the check register previously provided to the Directors, as well as the memo highlighting selected checks for discussion and consideration.

*Following review and discussion, Director Reiman made a motion to approve the November 1-30, 2018, disbursements; Director Klotz seconded the motion.*

**Vote:**

YES	<i>Bill Wasserman</i>
YES	<i>Dale Reiman</i>
YES	<i>Merlin Klotz</i>

*Motion passed on a vote of 3-0*

### **3. MONTHLY FINANCIAL REPORT – November 2018**

Financial reports were provided to the Directors for informational and discussion purposes. Mr. Hellman provided a presentation regarding the updated financials through November 2018. Additional information was provided regarding Capital Projects, Cash and Investments, Billed Water Revenue, Billed Consumption charts and graphs, and other associated reports. Highlights were provided including variances in the budget. The presentation and discussion were for informational purposes only; no action was requested or taken by the Board.

**4. REQUEST FOR APPROVAL – 2019 Sewer Line Cleaning**

Ms. Scurlock presented this agenda item for Board consideration of a contract to provide manhole inspections, routine cleaning, and digital video inspection services for sanitary sewer mains and laterals. For 2019, staff anticipates the visual inspection of 2,075 manholes. The inspections will be conducted in accordance with the National Association of Sewer Service Companies (NASSCO) Manhole Assessment and Certification Program (MACP) protocol. The District requested bids from C&L Pipeline Maintenance, Industrial Pipeline Solutions (IPS) and Quality Pipeline Services (QPS). The following is a summary of the bid costs:

Task	C&L	QPS	IPS
Typical Cleaning & Televising	No reply	\$0.90/LF	\$0.86/LF
Manhole Inspections	No reply	\$5/Manhole	\$24/Manhole

The District allocated \$290,000 for line cleaning/televising and \$41,500 for manhole inspections in the 2019 budget. The proposal from IPS totals \$317,585.86. The proposal from QPS totals \$300,540.90. Staff is recommending QPS for the 2019 Collection System Maintenance Program.

*Following review and discussion, Director Reiman made a motion to approve the QPS contract for \$300,540.90; Director Klotz seconded the motion.*

**Vote:**  
 YES Bill Wasserman  
 YES Dale Reiman  
 YES Merlin Klotz  
*Motion passed on a vote of 3-0*

**5. REQUEST FOR APPROVAL – Castle Park Ranch HOA Easement Vacation**

Mr. Parker and Mr. Redd presented this agenda item for Board consideration of the settlement offer and agreement between PWSD and Castle Park Ranch HOA regarding the equestrian trail easement vacation. The deadline for ratification by the HOA is December 31, 2018. Mr. Redd is confident that the HOA will receive the necessary votes by the deadline date.

*Following review and discussion, and pending two-thirds approval by the Castle Pines North HOA, Director Klotz made a motion to approve the easement vacation; Director Reiman seconded the motion.*

**Vote:**  
 YES Bill Wasserman  
 YES Dale Reiman  
 YES Merlin Klotz  
*Motion passed on a vote of 3-0*

**6. REQUEST FOR APPROVAL – Pinery-Cielo Wastewater Treatment Intergovernmental Agreement**

Ms. Tejada presented this agenda item for Board consideration of a three-party Intergovernmental Agreement (IGA) between Parker Water and Sanitation District (PWSD), Denver Southeast Suburban Water and Sanitation District (Pinery), and Cielo Metropolitan District to establish the terms and conditions under which the Pinery will provide wastewater treatment services on behalf of PWSD for the Cielo development.

*Following review and discussion, Director Klotz made a motion to approve the IGA; Director Reiman seconded the motion.*

**Vote:**

YES Bill Wasserman

YES Dale Reiman

YES Merlin Klotz

*Motion passed on a vote of 3-0*

**7. REQUEST FOR APPROVAL – Rueter-Hess Recreation Authority Alternate Board Member**

Ms. Saint Vincent presented this agenda item for Board consideration of changing the District's alternate Board member on the RHRA Board. Currently Chris D. White serves in this capacity, his job responsibilities have changed, and he is no longer involved in the recreation activities at the reservoir. The proposed alternate Board member is Ron Redd.

*Following review and discussion, Director Klotz made a motion to approve Mr. Redd as the alternate Board member of the RHRA; Director Reiman seconded the motion.*

**Vote:**

YES Bill Wasserman

YES Dale Reiman

YES Merlin Klotz

*Motion passed on a vote of 3-0*

**8. INFORMATIONAL DISCUSSION – Parker North Community Garden**

Mr. Hellman and Ms. Owens facilitated a discussion regarding the status of a metered, unbilled service connection serving irrigation for a community garden in Parker North. The property where the garden is located is split into two parcels, one owned by the Town of Parker, and the other owned by Douglas County. The physical water service connection is located on County property. The County consistently performs the annual backflow testing on the irrigation cross-connection assembly to keep it in compliance with District and State testing parameters. Neither the County nor the Town are interested in accepting responsibility for the cost and/or management of the service connection. Discussion included potential alternatives for managing the associated costs of maintaining the garden. The consensus was to continue the service as is, unless the use of the property changes, or there is a leak. PWSD will work with the Town and the County if either of those occur. As this agenda item was for informational purposes only, no action was requested or taken by the Board.

**9. INFORMATIONAL DISCUSSION – Strategic Plan Update**

Mr. Redd gave the Board an update on the progress of the District's Strategic Plan. Through a series of half-day workshops, the Leadership Team has identified six goals, with multiple objectives, and action items. Last month the Leadership Team independently ranked the goals and objectives by priority. Those priorities are being reviewed and adjusted, if necessary, to fit within the Board's priorities, the team's availability and workload. The next workshop is scheduled for December 17, with a goal of defining what a successful completion would look like for the Goal/Objective/Action Item. In early January, the team will finalize the priorities and draft an implementation plan for the Board's review. As this agenda item was for informational purposes only, no action was requested or taken by the Board.

**10. INFORMATIONAL DISCUSSION - 2018 Goals Review/2019 Goals Discussion**

Mr. Redd gave the Board an update on the District's 2018 goals established earlier in the year. He highlighted several successes, and discussed some challenges and ongoing opportunities. A majority of the 2019 goals are based on the District's Strategic Plan, which will be presented to the Board in January 2019. A more detailed discussion of the 2019 goals will be conducted at that meeting. As this agenda item was for informational purposes only, no action was requested or taken by the Board.

**MEETING ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 7:36 PM.

The next Regular meeting of the Parker Water & Sanitation District Board is scheduled for Thursday, January 10, 2019 at 6:00PM.

The foregoing minutes constitute a true and correct copy of the minutes of the above referenced meeting and were approved by the Board of Directors of the Parker Water and Sanitation District.

  
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PWSD Board of Directors