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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: May 13, 2020

13031 E. Caley Ave.  
Centennial, CO 80111

ATTENDANCE:

Present via Zoom Video Conferencing were Directors: Doyle Tinkey, Geri Santos-Rach, Nancy Sharpe, Jeff Baker, Tom Wood, and Brad Cromer. Also in attendance via Zoom Video Conferencing were Steve Witter, Emily Lowell, Tony Campbell, Kevin McBrien, Allison Linger, Patty Pratt, Sandor Rebek, and Legal Counsel Ron Fano. The guest in attendance via Zoom Video Conferencing was Alan Leak, of Respec.

CALL TO ORDER:

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

ADOPTION OF THE AGENDA:

Director Tinkey stated that the Agenda would need to be modified by adding two items as follows: Item No. 3.a – Variance Request for Lincoln Executive Center; and, Item 3.b – Discussion Regarding the Method Used for Conducting Upcoming Board Meetings. Director Tinkey then moved to adopt the Agenda as modified. The motion was seconded by Director Santos-Rach and passed 6 to 0, as follows:

Doyle Tinkey – Yes  
Tom Wood – Yes  
Nancy Sharpe – Yes  
Jeff Baker – Yes  
Geri Santos-Rach – Yes  
Brad Cromer – Yes

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 Cromer and passed 6 to 0, as follows:

Doyle Tinkey – Yes  
Tom Wood – Yes  
Nancy Sharpe – Yes  
Jeff Baker – Yes  
Geri Santos-Rach – Yes  
Brad Cromer – Yes

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 April 8, 2020
2. Request for Approval of Payment Register

## GENERAL BUSINESS ACTION ITEMS

### ITEM No. 3 – Discussion Regarding Impacts to ACWWA Related to COVID-19

Mr. Witter gave a report on how COVID-19 has impacted ACWWA's ability to meet its essential responsibilities as well as keeping the exposure/spreading risk to the employees as low as possible. Mr. Witter reported that to date, ACWWA has not seen any issues that have caused substantial concern. Staff, while taking all proper precautions, has been able to continue to service ACWWA customers. The Board directed staff to keep track of all COVID-19 related expenses as they may eventually be reimbursable by the County. Mr. Witter indicated that staff has already been instructed to do so.

### ITEM 3.a. – Discussion and Possible Action Regarding the Variance Request for Lincoln Executive Center

Ms. Lowell reported that the project team for Lincoln Executive Center has requested a variance from ACWWA's Rules and Regulations that would allow the irrigation tap for Phase 1 of the project to be off the building service rather than requiring taps and meters off the main line. The reasoning behind their request is that their planned landscaping will be only 25% and of that area a large portion will be non-irrigated native seed and xeriscape. They also feel that due to the location, this development is not and most likely will not be within ACWWA's non-potable water system, which they feel is the governing reason for separate irrigation taps to begin with. Ms. Lowell reported that ACWWA's consulting development engineer has spoken with the project team for Lincoln Executive Center explaining that their justification does not meet the criteria for a variance. To avoid setting a negative precedent that is in direct conflict with ACWWA's existing Rules and Regulations, staff recommends denying the variance request. After discussion, Director Santos-Rach made a motion to deny the variance request for Lincoln Executive

Center. The motion was seconded by Director Cromer and with no further discussion necessary, Director Tinkey call for a vote as follows:

Doyle Tinkey – Yes  
Tom Wood – Yes  
Nancy Sharpe – Yes  
Jeff Baker – Yes  
Geri Santos-Rach – Yes  
Brad Cromer – Yes

The Board directed staff to review this rule within ACWWA’s Rules and Regulations the next time a Cost of Service Study is undertaken.

ITEM No. 3.b. – Discussion Regarding the Method Used for Conducting Upcoming Board Meetings

Due to the ongoing COVID-19 pandemic, Mr. Witter asked the Board to consider how they would like to conduct the upcoming Board meetings either in person at the ACWWA administrative offices or via video conferencing. After a brief discussion and in the interest of safety for all concerned, the Board decided to meet via video conference for the June regular board meeting and to consider the meeting format for each upcoming meeting as it comes. Mr. Fano added that future meetings can also be held as a combination with some members attending in person and others via video conference.

ITEM No. 4 – General Manager’s Report to the Board of Directors

Mr. Witter gave a brief review of the various items mentioned in his General Manager’s Report, including Valley Country Club (VCC) Lift Station failure; the completed 2019 audit; work on ACWWA’s Master Plan; the conversion to Reg 84 water at Family Sports; a study regarding COVID-19 indicators in the wastewater stream; the network analysis being undertaken at the Lone Tree Creek Water Reuse Facility (LTCWRF); an update on the reconversion work being done at the Joint Water Purification Plant (JWPP); the upcoming work at the Chambers Reservoir site; the Purchase and Sale Agreement of water rights to the Town of Castle Rock; and the Operations Department Monthly Report. The Board thanked staff for all their hard work, specifically as it relates to the audit and the conversion to Reg 84 water at Family Sports.

The Board directed staff to ask the insurance company attorney involved with the VCC Lift Station failure, if the cause analysis has been completed, to either come to the next Board meeting to share the cause analysis or to provide a report.

Regarding the work at the JWPP, the Board directed staff to provide, at the next Board meeting, results from the WET tests and any other testing that are being conducted.

The Board also directed staff to investigate the possibility of reviewing the LTCWRF hydraulics to determine if it is justified to ask for a modification of the permitted treatment capacity at LTCWRF.

ITEM No. 9 – Committee Updates – No report necessary at this time.

ITEM No. 10 – 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 he had nothing to report.

ITEM No. 11 – 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.

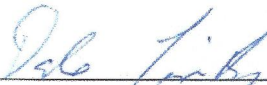
#### ADJOURNMENT

At 10:19 a.m. Director Santos-Rach made a motion to adjourn the meeting. The motion was seconded by Director Tinkey and passed 6 to 0, as follows:


Doyle Tinkey – Yes  
Tom Wood – Yes  
Nancy Sharpe – Yes  
Jeff Baker – Yes  
Geri Santos-Rach – Yes  
Brad Cromer – Yes

Approved: \_\_\_\_\_ 6-10-\_\_\_\_\_ 2020.

ARAPAHOE COUNTY WATER AND  
WASTEWATER AUTHORITY

  
\_\_\_\_\_  
Doyle Tinkey, President

ATTEST:

  
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Geri Santos-Rach, Secretary