

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

Thursday, April 25, 2019
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 6:00 pm and confirmed that a quorum was present.

ROLL CALL

- Members of the Board present: Bill Wasserman, Kelly McCurry, Dale Reiman, and Merlin Klotz.
Excused: Darcy Beard.
- The District's Leadership Team was represented by Ron Redd, James Roche, Steve Hellman, Susan Saint Vincent, and Stephanie Sansom. Staff also in attendance: Debra Laschanky.
- General Counsel, Jeff Parker.

PLEDGE OF ALLEGIANCE – Stated.

UNSCHEDULED ITEMS OF PUBLIC INTEREST – None

CHANGES AND ADDITIONS TO THE AGENDA – None

BOARD COMMENTS

Director Wasserman thanked Councilmember Poage for the Town's quick response in making street repairs in a Bradbury Hills subdivision. He also inquired about several resumes sent to Ms. Tejada. Mr. Redd responded that she did receive them.

Director McCurry informed Mr. Redd that he would not be able to attend the joint meeting with the Town of Parker on April 29.

LEADERSHIP TEAM COMMENTS

District Manager

Rueter-Hess Reservoir

Over the past two weeks, the reservoir volume increased approximately 380 AF, for a total storage volume of 23,800 AF and the depth is currently 100.62 feet. The call is off the river.

Town of Bennett Conference Call

Mr. Redd recapped a conference call he and Ms. Tejada had with the leadership of the Town of Bennett. In order to secure their long-term, renewable water supply, the Town expressed an interest in future collaboration. While no specifics were discussed, it was conveyed to them that PWSD is always looking for partners.

WISE Authority

As the newly elected president of the South Metro WISE Authority, Mr. Redd has been meeting individually with the Board as well as other members. One of the common themes of these discussions is the need for a workshop to determine how to better leverage each members assets. This is a great opportunity to paint a future vision of the region, where water providers work together to meet customer needs.

Strategic Plan Objective Update

Goal 4 Commitment to Communicate

Objective 4A. Encourage Open dialogue and respectful challenging of ideas in a non-judgmental manner.

Action Item 1 Establish a practice of bringing operating rules for each department to meetings.

Update: Meetings are being held with the individual departments, discussing the purpose behind the action item to establish meeting operating rules, answering questions, and defining expectations. The goal is to have operating rules for each department by mid-summer.

Director of Enterprise Services

AMI Update

The AMI Project is nearing completion (98% as of April 23), with all but a handful of meters in the District being converted to AMI technology by April 30. About 170 meters need replacing, with 36 of those customers yet to make an appointment. After the installer leaves, Field Services staff anticipates having to install approximately 30 meters.

Strategic Plan Update

- Goal 3 – Customer and Stakeholder Engagement: A Public Information firm will be at PWSD on May 2 & 3 to begin assisting staff with an outreach program to implement a customer feedback survey and to help promote the use of Aquahawk among customers.
- Goal 5 – CPNMD Update: The study is continuing. Last week staff met with an engineering firm for high-level opportunities if CPNMD became part of the District. They will be submitting a price and scope of services shortly. The PWSD bond attorney and financial advisor were contacted to review CPNMD existing debt and to offer suggestions. On May 2 & 3, the Public Information firm will scope the project and determine pricing. Legal/water rights update is expected May 7, and a financial update is expected May 6.

Director of Engineering

Water Purification Facility

Ms. Sansom reported that the plant was tested and able to operate at 7 MGD last week. Testing at 10 MGD will occur over the next 2 weeks. There was an increase in PAC (carb Actiflo powder) carry-over to the filters at higher flow rates. Kruger will provide an on-site representative to optimize the Actiflo system at high flows (10 MGD).

North Plant Expansion

The Primary Effluent Limits (PEL), an essential part of the CDPHE Site application for permitting of the North Plant expansion, were received from the Water Quality Control Division. Parker Water staff and the Jacobs design team will review the limits to determine if they are reasonable and that the expansion, as designed, meets the proposed limits. The GMP for the expansion is expected this Friday. Staff anticipates construction to commence on or around June 1.

Well House Design and Construction

The design effort kick-off meeting on Wednesday was well thought-out, organized, and very successful. A schedule was laid out for design and construction that meets the 2020 peak demand season.

Regional Parallel Pipeline

Construction of the parallel pipeline will begin next week with the Tie-In to the Regional discharge and mobilization of the tunneling equipment. Tunneling will start shortly thereafter and is scheduled to take approximately 6 weeks.

Director of Operations

April Water Information

Between April 1 and April 21, PWSD average water production has been 5.1 million gallons (MG), maximum day was 6.39 MG and minimum production day was 3.38 MG. Annual distribution system flushing began April 22.

Department Updates

The laboratory has hired their temporary laboratory technician for the summer. The District will begin RHR sampling this month. Eric Amorena has won the 2019 Rocky Mountain Analyst of the Year award from RMQAA. This award is for analyst from Colorado, New Mexico and Wyoming.

Operations Strategic Plan Update

2D Investigate, evaluate, and implement new approaches and emerging technology in District Operations:

- 8 District staff members from operations and engineering are going to attend the ACE Conference Innovation Pavilion
 - Training funds were confirmed, and registrations have been completed
- 2C Reduce vulnerabilities, improve redundancy, and optimize processes in all areas of our operations:
- PWSD is enrolling in Distribution System Partnership for Safe Water this week.

- PWSD is working on a draft report for Phase III of Partnership (Surface Water), plant data compilation requires Partnership specific software.
- Jacobs Engineering has completed condition assessment for SWRF AWT, and the District received cost estimates from contractors for rehabilitation or replacement. Fatal flaw analysis will be scheduled for mid-May.

Director of Business Solutions

Strategic Plan Update – 4) Commitment to Communicate

Objective: Communication Styles and Personality Types

In an effort to leverage the communication tools that the District currently supports (DISC, Strength Finders, Insights, etc.), the team is pulling together this data into a common file that supervisors/managers can easily access for reference. Additionally, a one-page summary of each employee will be compiled to utilize during meetings, primarily 1/1's – but also disciplinary and coaching sessions.

Legislative Update

Ms. Saint Vincent gave the Board an update on the following bills that are of interest to the District:

- SB19-188 FMLA Insurance Program
- HB 19-1039 Identity Documents for Transgender Persons
- SB 19-085 Equal Pay/Equal Work
- HB 19-1278 Modifications to Uniform Election Code

The 2019 Legislative Session ends on May 3.

GENERAL LEGAL COUNSEL UPDATE

Mr. Parker highlighted specific legal matters involving the CPNMD inclusion study, the Dewberry tolling agreement, the State Engineer complaint, Castle Park Ranch property owner's agreement, WISE water purchase from Stonegate Metro District, and a professional photography/videography agreement.

ITEMS FOR DISCUSSION AND ACTION BY THE BOARD

1. APPROVAL OF MINUTES April 11, 2019

Director McCurry made a motion to approve the April 11, 2019 minutes as stated; Director Klotz seconded the motion.

Vote:

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

Motion passed on a vote of 4-0

2. ACCOUNTS PAYABLE - April 1 – 15, 2019

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 April 1 - 15, 2019, disbursements; Director Klotz seconded the motion.

Vote:

YES	Bill Wasserman
YES	Kelly McCurry
YES	Dale Reiman
YES	Merlin Klotz

Motion passed on a vote of 4-0

3. MONTHLY FINANCIAL REPORT – March 2019

Financial reports were provided to the Directors for informational and discussion purposes. Mr. Hellman provided a presentation regarding the updated financials through March 2019. 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.

MEETING ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 6:55 pm.

The next Regular meeting of the Parker Water & Sanitation District Board is scheduled for Thursday, May 9, 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.



PWSD Board of Directors