



## BOARD OF DIRECTORS MEETING MINUTES

### Minutes of the combined regular Board Meeting of the Boards of Directors of the Southgate Water and Sanitation Districts Arapahoe and Douglas Counties, Colorado

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The Board of Directors of the Southgate Water District, and the Board of Directors of the Southgate Sanitation District located Arapahoe and Douglas Counties, Colorado, (hereinafter referred to as "Southgate" or "District") met in regular joint session on **Tuesday, January 10, 2017**, at 4:00 PM at the Southgate offices, 3722 East Orchard Road, Centennial, Colorado 80121.

Notice of this meeting was duly posted as required by law. The agenda for this meeting was posted at Southgate offices more than 72 hours before the meeting convened. The purpose of the meeting was stated to be for consideration of any and all business that may come before the Board of Directors of the Southgate Water and Sanitation Districts.

These minutes reflect the proceedings of the Boards of both the Southgate Water District and the Southgate Sanitation District.

- I. Call to Order** Action  
The meeting was called to order at 4:00 pm by Board President, Mitchell M. Chambers.
- II. Roll Call** Action  
*The following Directors were present:*  
Mitchell M. Chambers  
Mark Rosser (Arrival 4:35PM)  
Paul Wiethorn  
Rick Marsicek  
Chuck Silkman
- The following were also present:*  
John Simmons CPA, Simmons & Wheeler – District Accountant (Arrival 4:08 PM)  
Russ Dykstra, Spencer Fane, LLP – District Counsel  
David Irish, District Manager  
Christina Baca, PE, Engineering Manager  
Jodi Webb, Accounting/Administrative Manager  
Alfonso Nevarez, Operations Manager
- III. Approval of Agenda** Action  
Following a discussion Director Wiethorn MOVED to approve the agenda. Director Marsicek SECONDED the motion. Upon a call of the vote, all Directors present voted "AYE", and the motion was declared UNANIMOUSLY PASSED.
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**IV. Public Comment**

None

**V. Public Hearings**

None

**VI. Scheduled Visits/Presentations**

Mr. Hanan Levin of Bank of the West as well as BNP Paribas provided a presentation to the Board regarding investment consulting and the current environment of Public Fund Investing. Presentation

**VII. Consent Agenda**

Director Wiethorn MOVED to approve the Consent Agenda. Director Marsicek SECONDED the motion. Upon a call of the vote, all Directors present voted "AYE", and the motion was declared UNANIMOUSLY PASSED. The Consent Agenda consisted of the following items: Action

- i. W&S Minutes –December 2016
- ii. W Water Improvements Agreement- DD Lincoln Station, LLC
- iii. S Sewer Improvements Agreement- DD Lincoln Station, LLC
- iv. W Water Improvements Agreement- Greenbox VI, LLC
- v. W Water Improvements Agreement- The Retreat at Ridgeway, LLC
- vi. S Sewer Improvements Agreement- The Retreat at Ridgeway, LLC
- vii. S Underdrain Agreement- The Retreat at Ridgeway, LLC
- viii. W Water Improvements Agreement- Village Center Station II Owner, LLC
- ix. W Partial Release of Easement- Belleview Promenade

**VIII. Administration**

Tab 1 W&S Cash Receipts and Accounts Payable- December 2016 Action  
 Following a discussion Director Wiethorn MOVED to approve the Water District Cash Receipts and Expenditures for December 2016 in the amount of \$170,174.80 and the Sanitation District Cash Receipts and Expenditures for December 2016 in the amount of \$103,814.73. Director Silkman SECONDED the motion. Upon a call of the vote, all Directors present voted "AYE", and the motion was declared UNANIMOUSLY PASSED.

Tab 2 W&S Financial Statements & Investment Reports Action  
 The November financial statements and investment reports were presented by John Simmons, CPA to the Board. Following the presentation and discussion Director Wiethorn MOVED to accept the financial statements and investment reports. Director Marsicek SECONDED the motion. Upon a call of the vote, all Directors present voted "AYE", and the motion was declared UNANIMOUSLY PASSED.

Tab 3 W&S District Managers Report Report  
 Mr. Irish presented his monthly report to the Board

Tab 4 W&S Resolution Regarding District Manger's Signature Authority Action  
 District Manager Irish and Mr. Dykstra presented the proposed resolution regarding spending and signature authorization for the District Manager. Following a discussion direction was provided from the Board to provide a clean finalized Resolution at the next meeting of the Board of Directors.

Tab 5 W&S Legal Counsel Report Report

Mr. Russ Dykstra provided his monthly report to the Board.

**IX. Operations and Maintenance**

Tab 6 W Equipment Purchase

Action

Operations Manager Alfonso Nevarez provided information to the Board regarding the purchase of a Wachs Maintenance Trailer. This expense is included in the approved 2017 Budget. This trailer will be used by existing field employees as a second valve maintenance operation on the water distribution system which will allow the District to meet maintenance goals. The cost of the trailer with accessories is \$62,302.50. Following a discussion Director Wiethorn MOVED to approve the purchase of the maintenance trailer. Director Marsicek SECONDED the motion. Upon a call of the vote, all Directors present voted "AYE", and the motion was declared UNANIMOUSLY PASSED.

**X. Engineering and Capital Projects**

Tab 7 W&S Engineering Manager's Report

Report

Ms. Christina Baca PE provided her monthly report to the Board.

Tab 8 W Variance Request- Galloway Engineering for Panera Bread, Lone Tree

Direction

Ms. Baca provided information regarding a request from Galloway Engineering on behalf of Panera Bread. This request consists of allowing Panera to construct and operate a drive-thru within the Districts easement. Following a discussion, direction was provided to the staff to discuss possible options with Galloway Engineering and to bring the variance request to the Board at the next meeting.

**XI. Board of Directors**

Tab 12 W&S District Goals and Additional Board Discussions

Report

District Manager Irish provided information regarding upcoming conferences and training opportunities. There was a Board discussion regarding the annual review of the District Manager in April 2017. Board President Chambers will work with Mr. Irish to prepare information for the Board to review in April.

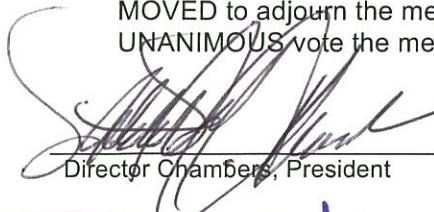
**XII. Executive Session**

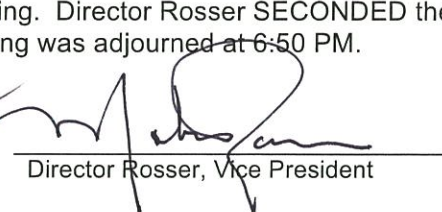
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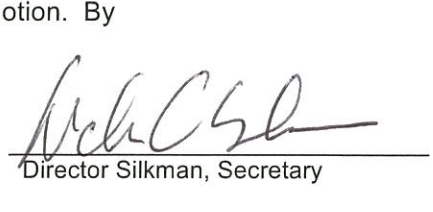
**XIII. Adjournment**

Action

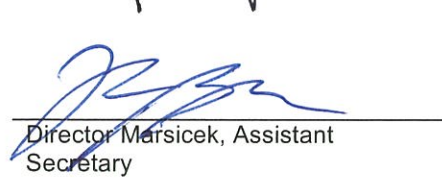
There being no further business to come before the board of Directors, Director Silkman MOVED to adjourn the meeting. Director Rosser SECONDED the motion. By UNANIMOUS vote the meeting was adjourned at 6:50 PM.

  
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Director Chambers, President

  
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Director Rosser, Vice President

  
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Director Silkman, Secretary

  
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Director Wiethorn, Treasurer

  
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Director Marsicek, Assistant Secretary