

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
SOUTH METRO WATER SUPPLY AUTHORITY**

**HELD:** Monday, April 18, 2016 at 1:00 p.m. at the South Metro Water Supply Authority, 2<sup>nd</sup> Floor Conference Room, 8400 East Prentice Avenue, Greenwood Village, Colorado 80111.

**ATTENDANCE:**

The regular meeting of the Board of Directors of South Metro Water Supply Authority ("Authority"), Douglas and Arapahoe Counties, Colorado, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Dave Kaunisto, East Cherry Creek Valley  
Mark Marlowe, Town of Castle Rock  
Ron Redd, Parker Water & Sanitation District  
Heather Beasley, Pinery Water & Wastewater District  
John Kaufman, Centennial Water & Sanitation District

Also present were: Eric Hecox, SMWSA, Executive Director  
Rick Marsicek, SMWSA, Director of Engineering  
Logan Burba, SMWSA, Water Resources Engineer  
Mikal Martinez, SMWSA, Admin/Acct Assistant  
Angie Ellenwood, SMWSA intern  
Russ Dykstra, Spencer Fane Britt & Browne LLP  
Pat Ratliff, Ratliff Associates  
Mark Harding, Rangeview Metro District  
Mary Kay Provaznik, Dominion Water & Sanitation  
Doug Scott, Meridian Metro District  
Jason Curl, CH2M  
Sarah Stone, CH2M  
Steve Coffin, GBSM Inc.  
Catherine Kornbrust, BT Construction

**CALL TO ORDER:**

Director Kaunisto noted that a quorum was present for the purpose of conducting a meeting of the Board of Directors and called the meeting of the South Metro Water Supply Authority to order at 1:02 p.m.

**APPROVE/REVISE AGENDA:**

The Board reviewed the Agenda. Upon motion duly made, seconded, and unanimously carried, the Board approved the Agenda.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Minutes from March 21, 2015 Board Meeting were reviewed. Upon motion duly made and seconded, the Minutes were approved.

**CLAIMS:**

Eric Hecox presented the current payables and February and March financials. The Board reviewed the claims presented for payments, represented by check numbers 4281 through 4288 for interim payables and check numbers 4289 through 4302 for this month's regular payables. The February and March 2016 financial statements were reviewed and discussed. Upon motion duly made and seconded, the Board approved the interim payments, the present claims in the amount of \$23,033.56, and the two monthly financial statements.

**COMMITTEE REPORTS:**

**Legislative Report** – Along with the updated legislative summary handout emailed out on April 18<sup>th</sup>, Pat Ratliff updated the members on current and recently P.I.'d bills in legislation, and she provided details on the water congress activities. Upon motion duly made and seconded, the board voted to support SB16-174 CWCB Projects bill and to support HB16-1442 Updates/revisions to special district elections.

**Attorney's Report** – Russ Dykstra had nothing to report at this time.

**ACTION ITEMS:**

**Resolution to Amend and Restate ICMA Retirement Corp. Governmental Money Purchase Plan & Trust:** Mikal Martinez described a new IRS requirement with regard to plan documents on file with ICMA, and she explained that staff has reviewed and restated the retirement plan documents as needed. No substantive changes have been made to the Government Money Purchase Plan & Trust Adoption Agreement from the original filed in 2013. Upon motion duly made and seconded, the board voted to approve the necessary resolution as prepared by ICMA. Members requested information related to trustee designation with this plan; Russ Dykstra will follow up and provide direction at the next meeting.

**PRESENTATIONS/DISCUSSION ITEMS:**

None.

**UPDATES:** A written report was provided to the Board and Members. The following items were highlighted during the meeting:

**ASR:** Eric Hecox updated members on ASR. CWCB has approved the Scope of Work from CDM. The Groundwater Subcommittee will meet soon to move forward with efforts outlined in the scope.

**Regional Messaging:** Eric Hecox updated members on the regional messaging program and the efforts to refine the program to integrate key aspects of the Master Plan update.

**Conservation Initiatives:** Eric Hecox updated the members on current ongoing efforts of the conservation subcommittee with the help of Element Consulting.

**Accounting Activities:** Eric Hecox updated the members on the progress of transitioning all accounting activities in-house. Payroll has been transitioned to SMWSA staff with a new ADP account, staff has researched two of three potential accounting software programs under consideration, and draft charts of accounts for both authorities are under development. Eric Hecox directed members to a draft time tracker developed by Logan Burba that staff will begin using as a tool to better assess splits between South Metro and WISE time spent. Eric Hecox also presented a memo drafted by staff which provides definition regarding signing and approval authority for each staff member and the board of directors.

**2015 Annual Report:** Eric Hecox explained that in order to use time and resources most efficiently, staff has been considering replacing the Annual Report for 2015 with a document that communicates outcomes from the regional master plan. The members were in general agreement on this approach.

**UPCOMING EVENTS:**

- 4/20/16 – Eric to speak at the Highlands Ranch Chamber Monthly Luncheon
- 4/25/16 – CO/WY Coalition conference call
- 5/3/16 – Eric to update Douglas County Commissioners
- 5/10/16 – CFWE Executive Committee Meeting
- 5/12/16 – Metro Basin Roundtable Meeting
- 5/17/16 – Conservation Subcommittee Meeting

**OTHER BUSINESS:**

None.

**EXECUTIVE SESSION:** Upon motion duly made, seconded, and unanimously carried, the Board entered into an executive session at 1:37 p.m. pursuant to CRS 24-6-402 (4) (b) and (e) to receive specific legal advice related to negotiations on the following:

- a. Master Plan Update and Next Steps

At 2:55 p.m., the Board adjourned the executive session and confirmed that no action was taken in executive session and that no matters were discussed beyond the scope for which it was called.

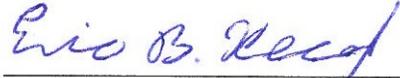
**ADJOURNMENT:** There being no further business to come before the Board, upon a motion duly made, seconded and unanimously carried, the meeting was adjourned at 2:55

RECORD OF PROCEEDING

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p.m. The next regularly scheduled board meeting will be held on May 16, 2016 at 1:00pm at 8400 East Prentice Avenue, Greenwood Village, CO 80111.

The foregoing minutes constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the South Metro Water Supply Authority.



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Eric Hecox, Executive Director