MINUTES
FOR THE BOARD OF DIRECTORS
OF THE SOUTH ADAMS COUNTY WATER AND SANITATION DISTRICT
JULY 26, 2022
SPECIAL MEETING AT 5:30 P.M.

Regular Board Meeting
A duly called Special Meeting of the Board of Directors of the South Adams County Water and Sanitation District (the “District”) was held on July 26, 2022, at 5:30 p.m. in the District’s Aragon Boardroom at 6595 E. 70th Avenue, Commerce City, Colorado, in accordance with the applicable statutes of the State of Colorado. All Board members received the Agenda and meeting packet in advance of or at the meeting, and the non-confidential portions of those materials were incorporated by reference into the public portion of the meeting and these meeting minutes.

Board Members Present (thereby constituting a quorum):
Heidi McNeely, Ph.D., President (virtual)
William Frew, Vice President (virtual at the start, then in-person)
Vicki Ennis, Secretary
Becky Toczykowski, Treasurer
René Bullock, Director

SACWSD Staff/Legal Present:
Abel Moreno, District Manager
Kipp Scott, Water Systems Manager
Byron Jefferson, Administrative Services Manager
Jeff Coufal, Distribution & Collections Manager
Gary Smith, Wastewater Systems Manager
James M. Mock, General Counsel
Dawn Fredette, District Clerk/Legal Assistant
Greg Chol, Project Supervisor

Consultants/Others Present:
Jim Ginley, Jim Ginley Consulting LLC

CALL TO ORDER
It was noted that a quorum was present with Directors Ennis and Toczykowski present in-person and with Directors McNeely and Frew present virtually. It was confirmed that everyone could hear and be heard. President McNeely called the meeting to order at 5:39 p.m.

Director Frew subsequently arrived to participate in-person. Director Bullock’s arrival was delayed due to traffic.
DISCLOSURES OF CONFLICTS OF INTEREST

Mr. Mock noted that the Board had received, and staff had filed with the Secretary of State’s office more than 72 hours prior to the meeting certain disclosures of potential conflicts of interest statements for the Directors indicating their conflicts or potential conflicts as shown below.

Director Frew has submitted a standing potential conflict of interest letter stating that he is an owner of Sunshine Plumbing Heating and Air. The company provides various plumbing, heating, and air conditioning services throughout the Metro Denver Area, including within the boundaries of the District. Director Frew is also a Board member of the Commerce City Chamber of Commerce.

Director Ennis is an employee of Brighton School District 27J and from time to time the School District has business before the District.

Director Bullock has submitted a conflict of interest form that states he is the Executive Director of the Chamber of Commerce of the City of Commerce City.

President McNeely asked if the Board members had any additional potential conflicts of interest to disclose. There were none.

AGENDA REVIEW

President McNeely asked if the Board would like to see any changes to the Agenda. There were no changes made to the Agenda.

ACTION ITEMS

ACTION ITEM 1 – Integrated Project Delivery contracting method for the Horizontal Collection Well pump station upgrades

Mr. Scott explained that staff is requesting the ability to use the Integrated Project Delivery (IPD) contracting method for this project due to the long lead time for procurement of the necessary equipment. He noted that this has come up in other instances regarding procurement of critical equipment, further noting that the Board approved pre-procurement for this project at the June meeting due to critical lead times.

Mr. Scott continued to discuss the timing issues and being ready for irrigation season next year, for which the normal contracting process wouldn’t allow enough lead time. The specific IPD method being proposed is the process of Construction Manager-General Contractor (CM/GC), which will allow for the Contractor to be brought in early in the process to assist in the design and construction of the project.

Lastly, Mr. Scott explained that state statutes require the District’s Board of Directors approve the IPD method of delivery. He noted that if the Board approves the IPD method for this project, the next steps will be to have an RFP available in August and have the Board consider awarding a contract to the preferred contractor at the September 7 meeting. Upon receiving the GMP from the Construction Manager at the end of the design process, staff would come back to
the Board at the October or November meeting to authorize an addendum to the Contract setting forth the GMP.

President McNeely called for a **MOTION** to approve the resolution finding that Integrated Project Delivery represents a timely and cost-effective method of procuring the pumps and motors for the HCW upgrade project and allowing staff to proceed using the IPD approach, more specifically the CM/GC process for completing the design of the project. Director Ennis moved and Director Frew seconded. The **MOTION** passed unanimously.

**DISCUSSION ITEMS**

**DISCUSSION ITEM 1 – Effective Utility Management (EUM) Strategic Planning session facilitated by Jim Ginley**

Mr. Moreno briefly explained the strategic plan development process going forward, noting that Mr. Ginley is going to give a presentation and obtain input from the Board regarding their priorities. That information will be compiled into a report, along with staff’s perspective, and the report will then be brought back to the Board.

Mr. Ginley began his presentation by providing an overview of strategic plan development and implementation. He also discussed the components of a pre-plan organizational assessment.

The Board then participated in an EUM assessment, followed by discussion on the assessment findings, next steps, and future Board involvement.

**EXECUTIVE SESSION**

The Board determined that an Executive Session was not needed.

In conclusion, the Board members did not have any additional comments on any matters.

**ADJOURNMENT**

President McNeely left the meeting early and in her absence Vice President Frew called for a **MOTION** to adjourn at 7:36 p.m. Director Ennis moved and Director Toczykowski seconded. The **MOTION** passed unanimously.

Respectfully submitted,

[Vicki Ennis]

Vicki Ennis
Secretary

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