



January 9, 2019

## SOUTH ADAMS COUNTY WATER AND SANITATION DISTRICT NOTICE OF PROCESS TO APPOINT NEW BOARD MEMBER

The South Adams County Water and Sanitation District (“District”) expects to have a vacancy on its Board of Directors commencing in April, 2019. As provided by Colorado law, the remaining Directors intend to make an appointment to fill the seat in April or May. Eligible electors of the District interested in applying for the open seat should read the following materials and submit an Application to the District by 5:00 p.m. on April 1. The successful candidate will serve until the regular special district election to be held in May, 2020.

### **About the District**

The District is a special district and political subdivision of the State of Colorado. It is the provider of water and sanitary sewer services to approximately 55,000 people and businesses. Its boundaries generally overlap with the City of Commerce City. The District cooperates with the City on many projects; however, the District is a separate and independent entity from the City. The District employs approximately 100 people, and its 2019 operating budget is approximately \$22 Million. The District is governed by an elected five person Board of Directors. The Board hires and oversees a District Manager and General Counsel, approves an annual budget, and sets major policy for the District. **In the interest of geographic diversity, the Board is interested in receiving Applications from candidates living throughout the District both in the southern and northern areas of the District.** More information is available about the District at its website: <http://www.sacwsd.org/>

### **Serving as a Board Member**

The Board generally meets the second Wednesday of each month at 6:00 p.m., with a few additional special meetings each year. Board meetings typically range from one and a half to three hours. Directors are public officials and are responsible for complying with the various open meetings, public records, ethics, conflict of interest, and other public trust laws. To be qualified to serve, a Director must:

- Be **registered to vote in the State of Colorado**; and
- Either:
  - **Be a resident of the District**, i.e., the Director must live within the boundaries of the District (Note: it is not enough that a person be served by the District – the property the candidate lives on must actually be on the District’s tax rolls); or

- **Own or be married to someone who owns directly in his or her name taxable property within the District** (Note - ownership of taxable property through a business entity such as a corporation, limited liability company, or partnership does not meet this requirement.)

An easy way to tell if your property or residence is included within the District is if there is a District line item on you're the property's property tax statement. The District will verify the eligibility of the finalists. The successful candidate will serve until the regular election to be held in May, 2020. At such time, the seat will be open for a shortened two-year term expiring in May, 2022. The candidate appointed by the Board pursuant to this appointment process may run in the 2020 election to fill the seat until May, 2022. As provided by the Special District Act, Directors receive compensation of \$100 per meeting attended, up to a maximum \$2,400 per year.

### **Application**

The District is receiving Applications until the close of business on April 1, 2019. The District's Application form is attached. Completed Applications must be submitted to:

Sandra Schrawder, Executive Assistant  
South Adams County Water and Sanitation District  
6595 E. 70<sup>th</sup> Avenue  
Commerce City, CO 80022

Submittals via email must be submitted to: [sschrawder@sacwsd.org](mailto:sschrawder@sacwsd.org)

Interested Applicants are encouraged to attend a District Board meeting at 6:00 P.M. on one or more of the following dates:

- February 13
- February 20 (special meeting)
- March 13

Questions regarding the Application process should be directed to Sandra Schrawder (720.206.0509; [sschrawder@sacwsd.org](mailto:sschrawder@sacwsd.org)). Questions about the District or being a Board member may be directed to any of the District's Board Members or the District Manager, Jim Jones (720.206.0511; [jjones@sacwsd.org](mailto:jjones@sacwsd.org)).

Note: Applications and other materials submitted to the Board are not kept confidential.

The District Board does not bind itself by this Notice and reserves the right to depart from the process, including without limitation the timeline, outlined in this Notice and to exercise its sole discretion in appointing a Director as provided by the Colorado Special District Act.