



Perry Park Water and Sanitation District  
5676 West Red Rock Drive  
Larkspur, Colorado 80118  
[www.ppwsd.org](http://www.ppwsd.org)

## Regular Meeting – July 16, 2014

### Board Members

Tim Johnson  
Craig Johnston  
Judy LaCrosse  
Andy Morris  
Gary Peterson

### Visitors

Eric Barnes – Wagner Barnes & Griggs, PC  
James Matchett

### Staff / Consultants

Diana Miller – District Manager  
Scott Monroe – Semocor, Inc.

### 1.0 Call To Order

The meeting was called to order at 16:30.

### 2.0 New Business and Open Items

2.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 14-044) TO APPROVE THE MINUTES OF THE JUNE 18, 2014 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

2.2 Disbursements – A motion was made and seconded; (RESOLUTION 14-045) TO RATIFY ELECTRONIC PAYMENTS DATED JULY 7, 2014 IN THE AMOUNT OF \$6,977.57 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 14-046) TO APPROVE CHECKS 10682 THRU 10703 IN THE AMOUNT OF \$74,056.25 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 10684 issued to Dana Kepner Company, Inc., Director Johnson requested further detail on the 3” meters description. The District Manager advised that two three inch replacement meters for raw water coming into the Glen Grove Water Treatment Plant were purchased.

In reference to check 10689 issued to Kubwater Resources, Inc., Director Peterson requested additional detail on the purchase. The District Manager offered that Magnafloc is a chemical that is used to help settle suspended solids in liquid.

In reference to check 10697 issued to The Rock Parts Company, Director Peterson requested additional information about the vendor. The District Manager advised that The

Rock Parts Company is a Napa Auto Parts store. She offered that the District purchases oil for the District's RBCs (Rotating Biological Contactors) as well as replacement belts.

A motion was made and seconded; (RESOLUTION 14-047) TO RATIFY CONSENT AGENDA ITEMS DATED JUNE 20, 2014 IN THE AMOUNT OF \$5,711.62 AND ITEMS DATED JULY 4, 2014 IN THE AMOUNT OF \$6,065.17 AND ITEMS DATED JULY 18, 2014 IN THE AMOUNT OF \$5,711.62 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

- 2.3 Echo Hills Tank Access and Water and Sewer Line Easement Agreement – The Board discussed the proposed Access Easement Agreement that will formalize the District's access to their Echo Hills tank property and the Water and Sewer Lines Easement Agreement that will replace the related existing easements with the correct locations of the District's water and sewer lines.

A motion was made and seconded; (RESOLUTION 14-048) TO EXECUTE THE ACCESS EASEMENT AGREEMENT WITH THE GREGORY AND MIGNON STETMAN REVOCABLE TRUST DATED AUGUST 21, 2009. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 14-049) TO EXECUTE THE WATER AND SEWER LINES EASEMENT AGREEMENT WITH THE GREGORY AND MIGNON STETMAN REVOCABLE TRUST DATED AUGUST 21, 2009. The motion passed unanimously.

- 2.4 2013 Audit – Mr. Eric Barnes with Wagner Barnes & Griggs, PC, attended the Board Meeting to present the 2013 Financial Statements and the results of the 2013 Audit. He noted that Schilling & Company, Inc. performs the audit preparation, as well as the financial statement preparation for the District. He advised the Board that Wagner, Barnes & Griggs, PC would be issuing an unqualified Independent Auditors' Report, signifying that the financial statements are free of material misstatements and in accordance with GAAP (GENERALLY ACCEPTED ACCOUNTING PRINCIPLES). Mr. Barnes highlighted the key components of the financial statements. Mr. Barnes observed that the District's current ratio is 22:1 (current assets to current liabilities), noting that the District has \$20.0 million in capital assets, a slight reduction from the previous year. Mr. Barnes added that the District did not exceed its budget and that the District staff does a good job of maintaining records. Mr. Barnes noted that the control procedures for the District are as good as a small district can implement.

A motion was made and seconded; (RESOLUTION 14-050) TO ACCEPT THE 2013 AUDIT AS PRESENTED AND TO AUTHORIZE THE DISTRICT MANAGER TO FACILITATE THE FINAL VERSION OF THE AUDIT AND SUBMIT IT TO THE STATE. The motion passed unanimously.

### **3.0 Operational Status**

- 3.1 Perry Park Water and Sanitation District Systems Report – The members of the Board reviewed the monthly operations report which had been submitted by Semocor, Inc.

Director LaCrosse requested clarification on why the Glen Grove well was being utilized less in June 2014, as compared to June 2013. Mr. Monroe advised that while the Glen Grove well was being used less, the Grant Ditch well and West Plum Creek #2 well were being used more in June 2014. Mr. Monroe noted that the gallons pumped from the renewable wells in June 2013 and June 2014 was very close.

Director Peterson requested additional information on the damage to the UV sleeves referred to in the Sewage Treatments, Waucondah Plant, Operation, section of the report. Mr. Monroe advised that the damage was caused by regular usage, adding and removing UV bulbs.

3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report.

The District Manager advised the Board that RN Civil Construction would begin construction on the Glen Gove Water Treatment Plant clear well in the next few weeks. She added that once complete the treatment capacity of the water plant would double.

The District Manager noted that the District had received a proposal from TST Infrastructure, LLC for a five year Rate Study in the amount of \$19,500. She added that the District had not yet discussed the proposal amount with TST, but would do so to come to an agreement on the amount. The Board concurred that the rate study should move forward.

Director LaCrosse highlighted that the permits issued by the District for water and sewer service were picking up.

**4.0 Old Business/Immediate Issues**

Director LaCrosse and Director Morris thanked Mr. Monroe and Ms. Miller for the time that they spent on the system tour in late June.

**5.0 Audience Participation** – There was none.

**6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 14-051) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:54.

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Director Judy LaCrosse - Secretary