

## Regular Meeting – December 15, 2009

### Board Members

Mike Hayes  
Craig Johnston  
Tony Lucas  
Jim Matchett  
Gary Peterson

### Visitors

Judy LaCrosse

### Staff / Consultants

Sue Byrnes – District Staff  
Diana Miller – District Manager  
Scott Monroe – Semocor, Inc.

### 1.0 Call To Order

The meeting was called to order at 16:32.

### 2.0 New Business and Open Items

2.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 09-131) TO APPROVE THE MINUTES OF THE DECEMBER 1, 2009 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

2.2 Water/Sewer Permits – No new permits were approved.

Three (3) permits have been issued year to date.

2.3 Disbursements – A motion was made and seconded; (RESOLUTION 09-132) TO APPROVE CHECKS 19880 THRU 19894 IN THE AMOUNT OF \$55,115.20 TO BE DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

Director Hayes requested clarification on check number 19892 issued to Tienken & Hill LLP with the description of Right of First Refusal – Wiens. The District Manager advised Director Hayes that the tasks included on the invoice were associated with the purchase of the Pleasant Park Ditch water rights from Wiens Ranch Company, Inc. Director Hayes suggested that for clarity, better project descriptions should be utilized.

Director Johnston suggested that better ice and snow removal be done in the District's parking lot.

A motion was made and seconded; (RESOLUTION 09-133) TO RATIFY CONSENT AGENDA ITEMS DATED DECEMBER 11, 2009 IN THE AMOUNT OF \$4,942.39 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

It was noted that the Check Summary report dated November 27, 2009 was included in the Board Packet.

- 2.4 2009 Budget Amendment – The Board reviewed the proposed 2009 Amended Budget presented by the District Manager. She advised the Board that the purpose of amendment was to transfer the funds remaining in the Debt Service Fund to the Operations Fund, as the District had fulfilled their bond obligations. A motion was made and seconded; (RESOLUTION 09-134) TO AMEND THE 2009 BUDGET AND TO APPROPRIATE SUMS OF MONEY. The motion passed unanimously. The amended budget and resolutions are attached to these meeting minutes.

### **3.0 Staff and Consultant Reports**

- 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. The Board requested clarification on the emergency call out. The District Manager advised the Board that a Customer had called the District Office after hours reporting that he was experiencing air in his water lines and that he was concerned that he had a water leak. After investigation it was determined to be a leaking toilet. She advised the Board that all water quality calls and water leak calls are responded to immediately.
- 3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report which had been submitted by the District Manager.

The members of the Board reviewed the monthly Project Status Report which had been submitted by the District Manager.

The District Manager highlighted that the Town of Larkspur had requested a status update from the District regarding a potential intergovernmental agreement for wastewater treatment before the Mayor would submit the District's East Plum creek well easement request to the Town Council. The District Manager advised the Board that she would craft a response in the upcoming week.

### **4.0 Old Business/Immediate Issues**

- 4.1 Invocation Discussion – Director Johnston provided his thoughts on the importance and purpose of beginning each Board Meeting with an invocation. The Board discussed the pledge of allegiance, a moment of silence, reviewing oaths of office and prayer. Director Johnston suggested that the discussion be postponed until the March or April 2010 Board Meeting.

- 4.2 The members of the Staffing Committee suggested to the remainder of the Board that the District purchase \$100.00 gift cards for the District Manager and Administrative Assistant. They noted that due to economic conditions the staff would not receive any additional compensation in 2010. The Board concurred with the recommendation from the Staffing Committee.

**5.0 Audience Participation**

Ms. Judy LaCrosse commented that it had been a very good year for the Perry Park Water and Sanitation District. She added that the Board, Staff and Operations had worked very hard and showed a great deal of thoughtfulness, deliberateness, flexibility and resourcefulness in their actions.

- 7.0 Adjournment** - A motion was made and seconded; (RESOLUTION 09-135): TO ADJOURN THE REGULAR MEETING. Passed unanimously. The meeting adjourned at 17:47.

ATTEST:

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Secretary