



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

## Regular Meeting and Budget Hearing – November 15, 2017

### Board Members Present

Craig Johnston  
Judy LaCrosse  
Andy Morris  
Gary Peterson

### Visitors

Maggie Bierbaum  
Jim Maras

### Excused Absence

Jim Matchett

### Staff / Consultants in Attendance

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

### 1.0 Call To Order

The Regular Meeting and Budget Hearing were called to order at 16:30.

### 2.0 Audience Participation

Ms. Maggie Bierbaum a resident in the Perry Park Water and Sanitation District attended the Board Meeting to gain a broader understanding of the inner workings of the District.

### 3.0 New Business and Open Items

- 3.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 17-069) TO APPROVE THE MINUTES OF THE OCTOBER 18, 2017 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.
- 3.2 Disbursements – A motion was made and seconded; (RESOLUTION 17-070) TO RATIFY ELECTRONIC PAYMENTS DATED OCTOBER 23, 2017 IN THE AMOUNT OF \$14,083.63 AND ELECTRONIC PAYMENTS DATED NOVEMBER 7, 2017 IN THE AMOUNT OF \$335.00 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 17-071) TO APPROVE CHECKS 11745 THRU 11772 IN THE AMOUNT OF \$110,111.00 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 11750, issued to DRC Construction Services, Inc., Director Johnston requested clarification on the acronym CCTV. The District Manager advised that CCTV is Closed Circuit TeleVision, a component that is used for sewer line inspections. Basically, a remote operated camera, which is mounted on a self-propelled robotic crawler that is connected to a video monitor at the surface.

In reference to the same check, Director Peterson asked if any issues were uncovered during the sewer inspection. The District Manager and Mr. Monroe indicated that no issues were reported.

In reference to check 11766, issued to TST Infrastructure, LLC, Director Johnston requested additional information on the CIP Project Schedule. The District Manager offered that this is a consolidated project schedule that includes capital projects that the District is or will be working on in the next three years, and other projects that require collaboration between the District and the District's engineer.

A motion was made and seconded; (RESOLUTION 17-072) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 20, 2017 IN THE AMOUNT OF \$6,014.52 AND CONSENT AGENDA ITEMS DATED NOVEMBER 3, 2017 IN THE AMOUNT OF \$6,460.42 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 3.3 Introductions Semocor, Inc. Vice President – Mr. Monroe introduced Mr. Will Parker who is the Vice President of Semocor, Inc.. Mr. Monroe noted that the combined Semocor, Inc. water and sewer operations experience is one hundred and fifteen years. The Board thanked Mr. Parker for attending the Board meeting.
- 3.4 Schilling and Company Inc. Engagement Letter – 2017 Audit Preparation Services and 2017 Financial Statement Preparation Services – The Board reviewed an Engagement Letter from Schilling and Company, Inc. After discussion, a motion was made and seconded; (RESOLUTION 17-073) TO EXECUTE THE ENGAGEMENT LETTER WITH SCHILLING AND COMPANY, INC. The motion passed unanimously.
- 3.5 Engagement Letter – 2017 Audit Services – The Board reviewed an Audit Engagement letter from Barnes Griggs & Associates, PC to perform the 2017 audit. After discussion, a motion was made and seconded; (RESOLUTION 17-074) TO EXECUTE THE AUDIT ENGAGEMENT LETTER WITH BARNES GRIGGS & ASSOCIATES, PC. The motion passed unanimously.
- 3.6 Perry Park Water and Sanitation District Holiday Schedule – As a member of the Staffing and Compensation Committee, Director LaCrosse advised the Board that the Committee had evaluated the number of holiday and floating days that the District offers, eight days, as a benefit to employees, in comparison to other local governments in Douglas County, an average of twelve days. The Staffing and Compensation Committee recommended to the Board that the District add two days to their holiday schedule, Martin Luther King Day and President's Day.

A motion was made and seconded; (RESOLUTION 17-075) TO ADD MARTIN LUTHER KING DAY AND PRESIDENT'S DAY TO THE DISTRICT'S HOLIDAY

SCHEDULE AS PART OF THE DISTRICT EMPLOYEE'S COMPENSATION PACKAGE. The motion passed unanimously.

- 3.7 Adopt 2018 Budget – A motion was made and seconded; (RESOLUTION 17-076) TO OPEN THE 2018 BUDGET HEARING. The motion passed unanimously.

Representing the Staffing and Compensation Committee, Director LaCrosse advised the Board that the Committee had reached out to a number of Douglas County resources to gain insight into what other Douglas County local governments were considering for 2018 salary increases. Director LaCrosse found that the polled local governments anticipated increases that are in the 3.5% to 4.5% range.

Director LaCrosse noted that the District staff had not received an increase in the previous year. Director LaCrosse highlighted the accomplishments of the staff in 2017. Director LaCrosse then recommended that the District Staff receive a 6% salary increase, effective January 1, 2018.

Director LaCrosse also recommended that the District Manager receive a yearend bonus of \$1,500 and that the District's Administrative Assistant receive a yearend bonus of \$1,800.

After discussion, a motion was made and seconded; (RESOLUTION 17-077) TO ACCEPT THE STAFFING AND COMPENSATION COMMITTEE'S RECOMMENDATION OF A 6% SALARY INCREASE FOR DISTRICT STAFF EFFECTIVE JANUARY 1, 2018 AND TO GRANT THE DISTRICT MANAGER A YEAREND BONUS OF \$1,500 AND TO GRANT THE DISTRICT'S ADMINISTRATIVE ASSISTANT A YEAREND BONUS OF \$1,800 IN RECOGNITION OF THEIR EFFORTS AND COMMITMENT TO THE DISTRICT. The motion passed unanimously.

The District Manager thanked the Board for the opportunity to work in the District.

The Board reviewed the proposed 2018 Budget. No changes to budgeted amounts were identified.

After discussion, the following resolutions were made: THE RESOLUTION TO SET MILL LEVIES (RESOLUTION 17-078), THE RESOLUTION TO ADOPT BUDGET (RESOLUTION 17-079) AND THE RESOLUTION TO APPROPRIATE SUMS OF MONEY FOR THE PERRY PARK WATER AND SANITATION DISTRICT (RESOLUTION 17-080) were made and seconded. The full text is attached. The motions passed unanimously. The Budget Hearing was adjourned and the regular meeting resumed.

- 3.8 Apache Court Update – The Board reviewed the Meeting Minutes from the August 17, 2004 Regular Board Meeting during which two resolutions (Resolution 04-075 and 04-076) were passed related to the expired 2004 Apache Court Feasibility Study, and a tentative amendment to the then Master Plan if the main line extensions identified in the 2004 Apache Court Feasibility Study were constructed.

The Board reviewed a recent package of information prepared and/or compiled by Mr. Kevin Archer the engineer acting on behalf of his client Mr. Phil Hayward,

requesting utility Will Serve letters for the five lots previously included on Apache Court feasibility study as well as an additional lot not previously studied.

The Board reviewed a memorandum prepared by the District's engineering firm, TST Infrastructure, LLC, which notes the expiration of the 2004 Apache Court Feasibility Study and highlights that the newly proposed lot configuration is not the same as previously studied. The memorandum also noted that water pressure items identified in the August 23, 2017 memorandum to Mr. Hayward had not been addressed. The memorandum recommended that a feasibility study be completed for the development of the 6 lots and associated water line extension.

The Board concurred with the District engineer's recommendation.

#### **4.0 Operational Status**

- 4.1 **Perry Park Water and Sanitation District Systems Report** – The members of the Board reviewed the monthly operations report which was presented by Mr. Monroe.

Director Johnston noted the difference between the ammonia result for the Sageport Wastewater Treatment Plant 6.55 mg/l, versus the Waucondah Wastewater Treatment Plant 0.12 mg/l. Mr. Monroe noted the difference in the treatment capabilities of the different plants and added that he expects to see improvements at the Sageport plant after the identified capital improvements have been made.

- 4.2 **Monthly Staff Report** – The members of the Board reviewed the Monthly Staff Report that was presented by the District Manager.

The District Manager advised the Board that eight Statements of Opposition had been filed in association with the District's Gove Ditch Water Court case. The District Manager noted that one of the Opposers is the State of Colorado.

In response to an e-mail the District received from a Customer regarding the District's recent tap and development fee increase, the District Manager presented the Board with the Tap & Development Fee Comparison document prepared by Ehlers Inc. and information on how impact fees of which the District's Tap and Development Fees qualify, are identified, i.e. based on the size of service needed, one time collection, only collected from new development, and their purpose is to defray costs to the District of capital infrastructure. The District Manager added that the District's impact fees were determined after the extensive process of developing and the Board adopting a comprehensive master plan, and then based on the comprehensive master plan, the development of a financial management plan by an independent expert, which recommended the increases that were adopted via resolution, by the Board of Directors of the Perry Park Water and Sanitation, at the August 16, 2017 Regular Board Meeting.

After discussion, the Board requested that the District Manager send the Tap & Development Fee Comparison to the Customer in the e-mail.

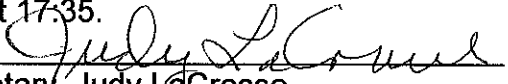
The District Manager advised the Board that funding for the District's capital improvements was moving forward. The District Manager noted that two of the

District's properties, the Sageport Water Treatment Plant and Sageport Wastewater Treatment Plant had been identified as potential collateral candidates and that title work for the properties is underway.

**5.0 Old Business/Immediate Issues**

There was none.

**6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 17-079) TO ADJOURN THE REGULAR MEETING AND BUDGET HEARING. The motion passed unanimously. The meeting adjourned at 17:35.

  
Secretary, Judy LaCrosse



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**RESOLUTION TO SET MILL LEVIES**  
(Pursuant to 39-5-128, C.R.S. and 39-1-111, C.R.S.)

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2018, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE PERRY PARK WATER AND SANITATION DISTRICT, DOUGLAS COUNTY, COLORADO, FOR THE 2018 BUDGET YEAR.

**WHEREAS**, the Board of Directors of the Perry Park Water and Sanitation District, has adopted the annual budget in accordance with the Local Government Budget Law, on November 15, 2017 and;

**WHEREAS**, the amount of money necessary to balance the budget for **general operating** purposes from property tax revenue is \$380,147 and;

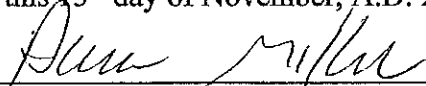
**WHEREAS**, the 2017, valuation for assessment for the Perry Park Water and Sanitation District as certified by the County Assessor is \$67,714,110.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, COLORADO:

Section 1. That for the purpose of meeting all **general operating** expenses of the Perry Park Water and Sanitation District during the 2018 budget year, there is hereby levied a tax of 5.614 mills upon each dollar of the total valuation for assessment of all taxable property within the Perry Park Water and Sanitation District for the year 2018.

Section 2. That the Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of Douglas County, Colorado, the mill levies for the Perry Park Water and Sanitation District as hereinabove determined and set.

ADOPTED this 15<sup>th</sup> day of November, A.D. 2017.

Attest: 

  
John A. Morris, Treasurer



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## RESOLUTION TO ADOPT BUDGET

(Pursuant to 29-1-108, C.R.S.)

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE PERRY PARK WATER AND SANITATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2018, AND ENDING ON THE LAST DAY OF DECEMBER, 2018.

WHEREAS, the Board of Directors of the Perry Park Water and Sanitation District has appointed Diana Miller, District Manager, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Diana Miller, District Manager, has submitted a proposed budget to this governing body on September 20, 2017, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 15, 2017, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

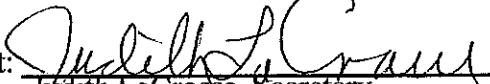
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Perry Park Water and Sanitation District, Colorado:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Perry Park Water and Sanitation District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by John A. Morris, Treasurer and made a part of the public records of the Perry Park Water and Sanitation District.

ADOPTED, this 15<sup>th</sup> day of November, A.D., 2017.

Attest:

  
Judith LaCrosse, Secretary

  
John A. Morris, Treasurer



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## RESOLUTION/ORDINANCE TO APPROPRIATE SUMS OF MONEY

(Pursuant to Section 29-1-108, C.R.S.)

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE PERRY PARK WATER AND SANITATION DISTRICT, COLORADO, FOR THE 2018 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on November 15, 2017, and;

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Perry Park Water and Sanitation District.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, COLORADO:

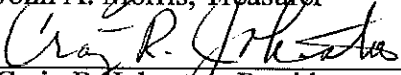
Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

**GENERAL FUND:**

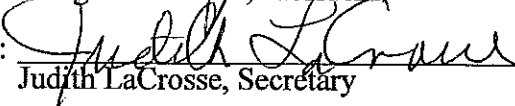
Current Operating Expenses	\$1,615,610
Capital Outlay	\$2,913,000
Debt Service	\$ 299,750
<b>TOTAL GENERAL FUND</b>	<b><u>\$4,828,360</u></b>

ADOPTED THIS 15th day of November, A.D. 2017.

  
\_\_\_\_\_  
John A. Morris, Treasurer

  
\_\_\_\_\_  
Craig R. Johnston, President

Attest:

  
\_\_\_\_\_  
Judith LaCrosse, Secretary