



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

## Regular Meeting – January 17, 2018

### Board Members Present

Craig Johnston  
Jim Matchett  
Andy Morris

### Visitors

Maggie Bierbaum  
Jim Maras

### Excused Absence

Judy LaCrosse  
Gary Peterson

### Staff / Consultants in Attendance

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

### 1.0 Call To Order

The Regular Meeting was called to order at 16:30.

### 2.0 Audience Participation

Both Ms. Bierbaum and Mr. Maras, residents of the Perry Park Water and Sanitation District, attended the Board Meeting to expand their knowledge of the District.

### 3.0 New Business and Open Items

- 3.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 18-001) TO APPROVE THE MINUTES OF THE DECEMBER 20, 2017 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS AMENDED. The motion passed unanimously.

In reference to section 5.0 Old Business/Immediate Issues, Director Morris requested that the District Manager amend the paragraph to reflect that in addition to Director Morris thanking *the District Manager and Mr. Monroe for their efforts throughout 2017*, that the other Board Members concurred with the sentiment.

- 3.2 Disbursements – A motion was made and seconded; (RESOLUTION 18-002) TO RATIFY ELECTRONIC PAYMENTS DATED JANUARY 8, 2018 IN THE AMOUNT OF \$3,707.71 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 18-003) TO APPROVE CHECKS 11805 THRU 11830 IN THE AMOUNT OF \$160,230.38 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 11812, issued to HF PPW&S Rebates, LLC, Director Matchett, requested additional information on the number of remaining lots that are subject to the HF PPW&S Rebates agreement. The District Manager advised that she will provide the number at the next Board Meeting.

In reference to check 11815, issued to Hydro Resources – Rocky Mountain, Inc., Director Matchett requested clarification on the description *Annual SCADA Monitoring - 2018*. The District Manager advised that the SCADA (Supervisory Control and Data Acquisition) system monitors security items like water tank hatches opening and closing, as well as, tank high and low water levels that could indicate a potential problem. The District Manager advised that security messages and water tank levels that are outside of the established limits are sent to both Mr. Monroe and the District Manager.

In reference to check 11824, issued to TST Infrastructure, LLC, Director Morris, inquired as to which of the items associated with the disbursement are associated with the District's capital improvement plan. The District Manager advised that the *Country Club Drive Loop-Design, Pike Cir. & E/W PRV Improvements-Const., Sageport WWTP Improvements-Final Design and PPWSD GIS – 2017* are capital improvement projects associated with the plan.

A motion was made and seconded; (RESOLUTION 18-004) TO RATIFY CONSENT AGENDA ITEMS DATED DECEMBER 29, 2017 IN THE AMOUNT OF \$6,460.42 AND CONSENT AGENDA ITEMS DATED JANUARY 12, 2018 IN THE AMOUNT OF \$6,394.02 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 3.3 Resolution Establishing the Date, Time and Location for Regular Meetings – The Board reviewed a resolution presented by the District Manager establishing the date, time and location for regular Board Meetings. After discussion, a motion was made and seconded; (RESOLUTION 18-005) TO PASS A RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT AND DESIGNATING THE LOCATION FOR POSTING NOTICE OF DISTRICT MEETINGS IN COMPLIANCE WITH OPEN MEETINGS LAW AND SPECIAL DISTRICT ACT. The motion passed unanimously. The complete text of the resolution is attached to these meeting minutes.

Director Morris highlighted that the first ten months of the year the Regular Board meetings are on the third Wednesday of the month and the final two months of the year are on the second Wednesday of the month. The final two dates of the year were changed to accommodate the Thanksgiving holiday and Douglas County Treasurer budget/mill levy reporting deadlines.

- 3.4 Resolution Calling for the 2018 Regular District Election and Appointing a Designated Election Official - The Board reviewed a resolution prepared by Collins, Cockrel & Cole calling for the 2018 Regular District Election and designating Ms.

Micki L. Mills as the Designated Election Official. After discussion, a motion was made and seconded; (RESOLUTION 18-006) TO PASS A RESOLUTION CALLING FOR THE 2018 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL. The motion passed unanimously.

The complete text of the resolution is attached to these meeting minutes.

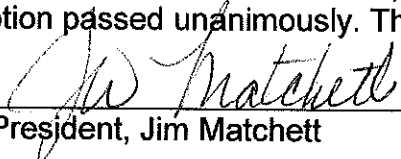
#### **4.0 Operational Status**

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

#### **5.0 Old Business/Immediate Issues**

There was none.

- 6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 18-007) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:03.

  
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Vice President, Jim Matchett

**RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE  
REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE PERRY PARK  
WATER AND SANITATION DISTRICT AND DESIGNATING THE LOCATION  
FOR POSTING NOTICE OF DISTRICT MEETINGS IN COMPLIANCE WITH THE  
OPEN MEETINGS LAW AND SPECIAL DISTRICT ACT**

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**WHEREAS**, pursuant to Section 32-1-903 C.R.S., the Board of Directors (“Board”) of the Perry Park Water and Sanitation District (“District”) is required to meet regularly at a time and in a place to be designated by the Board; and

**WHEREAS**, Section 24-6-402(2)(c) C.R.S., requires that the Board annually designate one or more places within the boundaries of the District as the place where notice of Board meetings, together with a meeting agenda, when available, shall be posted at least 24 hours prior to the convening of such meeting for the purpose of complying with the notice provisions of the Colorado Open Meetings Law; and

**WHEREAS**, pursuant to Section 32-1-903(2) C.R.S., the District is required to post in at least three public places within the limits of the District, and in addition, in the office of the County Clerk and Recorder of Douglas County, Colorado notice of the time, place and location of the District’s regular and special Board meetings; and

**WHEREAS**, pursuant to Section 32-1-903(1), C.R.S., all regular and special meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.

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

**Section 1. Regular Meetings.** That the Board shall meet regularly during calendar year 2018 on the second or third Wednesday of each month at 4:30 p.m. at the Perry Park Water and Sanitation District Office, 5676 Red Rock Drive, Larkspur, CO, County of Douglas, State of Colorado, or at such other location as may from time to time be designated by the Board.

**Section 2. Special Meetings.** Special meeting may be called by any director by informing the other directors of the date, time and place of such special meeting, and the purpose for which it is called, and by posting notice as provided herein at least 72 hours prior to said meeting.

**Section 3. Change of Meeting Dates.** That until circumstances change and a future resolution of the Board so designates, the location of all special and regular meetings

of the Board shall appear on the agenda of said special and regular meetings.

**Section 4. Location for Open Meeting Law Postings.** Perry Park Water and Sanitation District Office, 5676 Red Rock Drive, Larkspur, Douglas County, Colorado is hereby designated as the location for posting notices of Board meetings for purposes of complying with the notice provisions of the Open Meetings Law, Section 24-6-401, et seq., C.R.S.

**Section 5. Posting Locations for Regular Meetings.** Notices of the Board's regular meetings for 2018 shall be posted in the Douglas County Clerk and Recorder's Office pursuant to Section 32-1-903, C.R.S. and at the following three locations within the District's boundaries:

- a. 5676 Red Rock Drive, Douglas County, Colorado;
- b. Red Rock Drive and Highway 105, Douglas County, Colorado;
- c. 1103 West Perry Park Avenue, Douglas County, Colorado;

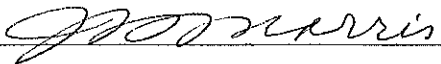
**Section 6. Representative Authorized to Post.** District Manager, Diana Miller or any other member of the Board or its designee is hereby authorized to post notice of the District's meetings as required by statute.

APPROVED AND ADOPTED this 17th day of January, 2018.

PERRY PARK WATER AND SANITATION  
DISTRICT

By:   
Craig Johnston, Chairman

Attest:





Perry Park Water and Sanitation District  
5676 West Red Rock Drive  
Larkspur, Colorado 80118  
303-681-2050  
[www.ppwsd.org](http://www.ppwsd.org)

**Notice of Regular Meetings  
Effective January 1, 2018**

To Whom It May Concern:

Notice is hereby given that the Board of Directors of the Perry Park Water and Sanitation District will be holding the following meetings during 2018 at the Perry Park Water and Sanitation District Office located at 5676 W. Red Rock Drive, Larkspur, Colorado, at 4:30 P.M.

January 17, 2018  
February 21, 2018  
March 21, 2018  
April 18, 2018  
May 16, 2018  
June 20, 2018  
July 18, 2018  
August 15, 2018  
September 19, 2018  
October 17, 2018  
November 14, 2018  
December 12, 2018

These meetings are for the purpose of conducting the regular business of the Board. A copy of the agenda of each meeting will be posted at the District office located at 5676 W. Red Rock Drive Larkspur, Colorado. For questions regarding the District meetings, please call 303-681-2050. All meetings are open to the public.

Judith LaCrosse, Secretary  
Board of Directors

**A RESOLUTION CALLING FOR THE 2018 REGULAR DISTRICT ELECTION  
AND APPOINTING A DESIGNATED ELECTION OFFICIAL**

**WHEREAS**, the Perry Park Water and Sanitation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

**WHEREAS**, the terms of office of Directors Craig R. Johnston, Andrew Morris and Gary Peterson shall expire after their successors are elected at the regular special district election to be held on May 8, 2018 (“Election”) and have taken office; and

**WHEREAS**, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”) (the Act and the Code being referred to jointly as the “Election Laws”), the Election must be conducted to elect two (2) Directors to serve for a term of four (4) years and one (1) Director to serve for a term of two (2) years.

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Perry Park Water and Sanitation District in the County of Douglas, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 8, 2018, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, two (2) Directors will be elected to serve a four-year term and one (1) Director will be elected to serve a two-year term.

2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one (1) polling place at the following location:

5676 West Red Rock Drive  
Larkspur, Colorado

This polling place shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which

agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

2. The Board of Directors hereby designates Micki L. Mills as the Designated Election Official for the conduct of the Election on behalf of the District, and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

3. Applications for absentee ballots may be filed with the Designated Election Official at 390 Union Boulevard, Suite 400, Lakewood, Colorado, 80228, mmills@cccfirm.com, no later than the close of business on the Tuesday immediately preceding the election (Tuesday, May 1, 2018).

4. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2018, nor later than the close of business on Friday, March 2, 2018.

5. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

6. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

7. Any and all actions previously taken by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

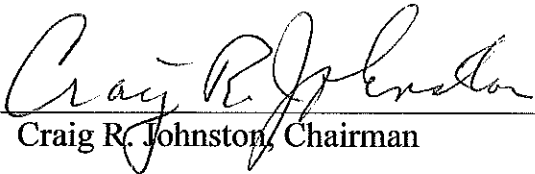
8. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.



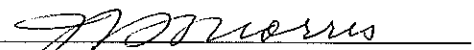
9. The provisions of this Resolution shall take effect immediately.

ADOPTED this 17<sup>th</sup> day of January, 2018.

PERRY PARK WATER AND SANITATION  
DISTRICT

By   
Craig R. Johnston, Chairman

ATTEST:

By   
Judith E. LaCrosse, Secretary  
John A. Morris, Treasurer