



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

## Regular Meeting – June 20, 2018

### Board Members Present

Judy LaCrosse  
Jim Maras  
Jim Matchett  
Andy Morris  
Gary Peterson

### Visitors

Robin Maras

### Staff / Consultants in Attendance

Eric Barnes – Fiscal Focus Partners LLC  
Diana Miller – District Manager  
Will Parker – Semocor, Inc.

### 1.0 Call To Order

The Regular 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 18-047) TO APPROVE THE MINUTES OF THE MAY 16, 2018 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS AMENDED. The motion passed 4-0. As Director Maras was not in attendance at the May 16, 2018 Regular Board Meeting he abstained from the vote.

In reference to Section 2.4 paragraph 2, Director Morris requested that the text *Director Peterson objected* be changed to *Director Peterson and Director Morris objected*.

- 2.2 2017 Audit - Mr. Eric Barnes with Fiscal Focus Partners LLC, attended the Board Meeting to present the 2017 Financial Statements and the results of the 2017 Audit. Mr. Barnes noted that Schilling & Company, Inc. performs the audit preparation, as well as the financial statement preparation for the District. Mr. Barnes noted that there were no adjustments to the financial statements necessary. Mr. Barnes advised the Board that Fiscal Focus Partners LLC would be issuing an 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 offered that the auditor's opinion is a "clean opinion". Mr. Barnes noted that as is typical for the District, the audit went smoothly and that both Schilling & Company,

Inc. and District staff do a “great job” doing audit preparation, as well as daily and monthly financial transactions.

In reference to the Management’s Discussion and Analysis, Economic Factors Next Year’s Budget and Rates, Director Peterson noted that the text *For 2017 the District’s water and sewer rates* should be *For 2018 the District’s water and sewer rates*.

A motion was made and seconded; (RESOLUTION 18-048) TO ACCEPT THE 2017 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.

- 2.3 Request for Purchase of District Vehicle – The Board reviewed the information for a potential new vehicle for the District. The Board discussed the age and mileage of the current vehicle, which is a 1999 Jeep Cherokee with an excess of 145,000 miles. Director LaCrosse noted that the District had budgeted for a new District vehicle in 2018. At the conclusion of the discussion the Board authorized the District Manager to move forward with the purchase of a District vehicle.

- 2.4 Disbursements – A motion was made and seconded; (RESOLUTION 18-049 TO RATIFY A WIRE TRANSFER DATED MAY 30, 2018 IN THE AMOUNT OF \$12,201.04 WHICH WAS PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously. The District Manager clarified that the payment was the District’s first interest payment associated with the Lease Purchase Agreement with BB&T Company.

A motion was made and seconded; (RESOLUTION 18-050) TO RATIFY ELECTRONIC PAYMENTS DATED JUNE 6, 2018 IN THE AMOUNT OF \$7,630.56 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 18-051) TO APPROVE CHECKS 11943 THRU 11956 AND CHECKS 11958 THRU 11965 IN THE AMOUNT OF \$132,119.73 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 11946, issued to DC Frost Associates, Inc., Director Morris requested additional information on disbursement as the amount seemed high for light bulbs. The District Manager advised that bulbs purchased are UV bulbs that are used at the wastewater treatment plants for wastewater disinfection prior to discharge.

In reference to check 11950, issued to Fischer Enterprises, Inc., Director Matchett requested additional information on the item Water Main Repair – Torrey Pines. Mr. Will Parker advised the Board that the break occurred on Sunday, February 18, 2018 and was on the District’s side of the water service line. Mr. Parker added that some water had entered the crawl space of the residence.

In reference to check 11952, issued to Hughes & Stuart regarding the item June 2018 Newsletter, Director Morris requested confirmation that the disbursement

includes the printing, folding and postage for the District's newsletter. The District Manager confirmed Director Morris's assertion.

In reference to check 11962, issued to TST Infrastructure, LLC, Director Morris requested additional information on the item Updated District Boundary Map. The District Manager offered that since the Remuda Ranch exclusion and inclusion all of the boundary maps that the District uses are not accurate. The District Manager added that the District's legal filings associated with the Gove Ditch water court case required an updated boundary map as an exhibit.

A motion was made and seconded; (RESOLUTION 18-052) TO APPROVE CHECK 11957 IN THE AMOUNT OF \$23,000.00 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 18-053) TO RATIFY CONSENT AGENDA ITEMS DATED MAY 18, 2018 IN THE AMOUNT OF \$6,394.02 AND CONSENT AGENDA ITEMS DATED JUNE 1, 2018 IN THE AMOUNT OF \$6,732.27 AND CONSENT AGENDA ITEMS DATED JUNE 15, 2018 IN THE AMOUNT OF \$6,394.02 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.5 HDPE Pipe for Water Service Line Standards – The Board reviewed the HDPE Water Service Lines standard prepared by TST Infrastructure, LLC in collaboration with the District and Operations. Director Peterson highlighted that allowing HDPE water service line pipe in addition to K Copper, is a significant change for the District. The District Manager reiterated that the District's engineering firm had prepared the K Copper, HDPE pipe pro's and con's analysis previously and that the Board had reviewed the analysis and authorized HDPE pipe instead of K Copper for one instance. Director Peterson queried Mr. Parker on the potential impacts to Operations staff from the change. Mr. Parker advised that his previous concerns regarding operations staff's ability to inspect the product had been addressed during the collaborative process with the District and TST. At the conclusion of discussion a motion was made and seconded; (RESOLUTION 18-054) TO ADOPT THE HDPE WATER SERVICE LINE STANDARD AS PREPARED BY THE DISTRICT'S ENGINEER, TST INFRASTRUCTURE, LLC. The motion passed unanimously.
- 2.6 Ratify Easement Agreement and Deed – The Board reviewed an Easement Agreement and Deed presented by the District Manager. The District Manager offered that the survey that the District had completed for the Sageport Wastewater Treatment Plant improvements project had found that the District had a manhole and section of sewer main that is not located on the District's property. The District Manager advised the Board that Sun Jelly-Larkspur CO RV LLC was the property owner and had granted the District an easement for the infrastructure. The District Manager added that they had been very helpful in resolving the situation. A motion was made and seconded; (RESOLUTION 18-055) TO RATIFY THE EASEMENT AGREEMENT AND DEED WITH SUN JELLY-LARKSPUR CO RV LLC FOR THE DISTRICT'S MANHOLE AND SEWER MAIN THAT HAD PREVIOUSLY BEEN CONSTRUCTED ON THEIR PROPERTY. The motion passed unanimously.
- 2.7 Letter from Customer Re: Shared Sewer Tap – The Board reviewed a letter from a Customer in the District whose sewer tap is shared with a neighboring property,

requesting that the Board consider separating the shared sewer tap at the District's expense. The District Manager provided copies of the original permits and sketches of the properties that share the tap. The construction took place in 1986 and was done by the same owner and builder. The District Manager did not find any additional records associated with the shared tap. Mr. Parker advised the Board that he had the line videoed for the District and upon reviewing the images had found root damage in the shared six inch portion of the sewer pipe. Mr. Parker also provided the Board with an estimate of \$6,154.00 to have the root damage in the six inch section of pipe repaired/replaced. The Board agreed that the District would pay for the repair/replacement of the six inch shared sewer line caused by the root damage. The Board also agreed that if the property owners decided to separate the taps that they would contribute the \$6,154.00 to that effort as opposed to the six inch shared sewer repair/replacement. The Board suggested that the Customer implement a root cleaning program for the roots in her service line. The Board directed the District Manager to advise the Customer of their decision.

### **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 was presented by Mr. Parker.
- 3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report that was presented by the District Manager.

The District Manager highlighted that HPM, Inc. had received the low bid, \$336,433.00 for the Bannock Lift Station Improvements project, and that all four bids that the District had received had been much higher than the engineer's estimate.

The Board reviewed the Capital Improvement reports prepared by the District Manager for the four capital improvement projects that are underway. While the Board felt that the level of detail was fine, going forward it might be helpful to summarize the information.

Director Maras requested an additional report that would include the proceeds from the lease purchase agreement and the capital improvement funds that have been allocated for the construction of the capital improvements.

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

Director Peterson stated that members of the Board have received numerous telephone calls and e-mails from Mr. Phil Hayward regarding Apache Court and his request for a will-serve letter from the District for service.

Director Peterson advised that the District has been consistent with their response to Mr. Hayward and all other service requests for undeveloped lots, which is to have the applicant complete a feasibility study to insure that service can be provided by the District to the undeveloped lots that meets the District's standards. Director Peterson offered that Mr. Hayward has been advised of such by District staff on numerous occasions.

Director Peterson noted that the feasibility study for Apache Court was accepted by the Board in 2004 and expired in 2010 did not reflect the lot configuration that is currently proposed by Mr. Hayward.

Director Peterson noted that Mr. Hayward's contention that the proposed water main line on Apache Drive is a dead end line is inaccurate.

Director Peterson advised the Board that the District would schedule an Executive Session with legal counsel at an upcoming Board Meeting to determine formal actions that the Board should undertake.

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

**6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 18-056) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 18:10.

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Secretary, Judy LaCrosse