



Perry Park Water and Sanitation District
5676 West Red Rock Drive
Larkspur, Colorado 80118
www.ppwsd.org

Regular Meeting – June 19, 2019

Board Members Present

Visitors

Judy LaCrosse
Jim Matchett
Andy Morris
Gary Peterson

Excused Absence

Jim Maras

Staff / Consultants in Attendance

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

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 19-035) TO APPROVE THE MINUTES OF THE MAY 15, 2019 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 19-036) TO RATIFY ELECTRONIC PAYMENTS DATED JUNE 6, 2019 IN THE AMOUNT OF \$6,040.64 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 19-037) TO APPROVE CHECKS 12289 THRU 12313 IN THE AMOUNT OF \$126,562.34 TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check 12297, issued to Frontier Precision, Inc., Director LaCrosse requested clarification on the Description GPS. The District Manager advised that this was for the purchase of a Trimble R2 GPS (Global Positioning System), with accuracy within a centimeter.

A motion was made and seconded; (RESOLUTION 19-038) TO APPROVE CHECKS 12314 THRU 12318 IN THE AMOUNT OF \$11,018.85 TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 19-039) TO RATIFY CONSENT AGENDA ITEMS DATED MAY 17, 2019 IN THE AMOUNT OF \$6,649.97 AND CONSENT AGENDA ITEMS DATED MAY 31, 2019 IN THE AMOUNT OF \$7,095.87 AND CONSENT AGENDA ITEMS DATED JUNE 14, 2019 IN THE AMOUNT OF \$6,649.97 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 19-040) TO RATIFY WIRE TRANSFER ISSUED TO BB&T BANK FOR \$40,324.38, DATED MAY 22, 2019, FOR THE SEMI ANNUAL INTEREST PAYMENT, THAT WAS PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

- 2.3 2018 Audit – Mr. Eric Barnes with Fiscal Focus Partners LLC, attended the Board Meeting to present the 2018 Financial Statements and the results of the 2018 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 and unmodified opinion". Mr. Barnes noted that "all documentation requested was available and provided". 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.

A motion was made and seconded; (RESOLUTION 19-041) TO ACCEPT THE 2018 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.

- 2.4 Execute Broadband Easement Agreement with Thrive Broadband, LLC – As was discussed at the previous Board Meeting the District Manager offered that both the Broadband Easement Agreement and Crossing Easement Agreement had been reviewed by legal counsel. The District Manager offered that the new Complimentary Service Agreement had also been reviewed by legal counsel. After discussion a motion was made and seconded; (RESOLUTION 19-042) TO EXECUTE THE BROADBAND EASEMENT AGREEMENT WITH THRIVE BROADBAND, LLC. The motion passed unanimously.
- 2.5 Execute Crossing Agreement with Thrive Broadband, LLC – A motion was made and seconded; (RESOLUTION 19-043) TO EXECUTE THE CROSSING AGREEMENT WITH THRIVE BROADBAND, LLC. The motion passed unanimously.

- 2.6 Execute Complimentary Services Agreement with Thrive Broadband, LLC – Director Peterson inquired into the Complimentary Services of commercial broadband installation to the Sageport Water Treatment Plant and the Sageport Wastewater Treatment Plant to make sure that this was the understanding of the District. The District Manager advised that this is what has been discussed with Thrive Broadband, LLC. A motion was made and seconded; (RESOLUTION 19-044) TO EXECUTE THE COMPLIMENTARY SERVICES AGREEMENT WITH THRIVE BROADBAND, LLC. The motion passed unanimously.
- 2.7 Echo Valley Road Sewer Service Line vs. Sewer Main – The Board discussed the Non-Exclusive Utility Easement Agreement that was provided by Mr. Terry Draper for the purpose of creating a utility easement on property whose address is 5133 Echo Valley Road. The easement would include in the future, a sewer service line which would make the lot buildable by hooking up to centralized sewer on Echo Valley Road as opposed to Perry Park Boulevard. The District Manager advised that the document had been reviewed by the District's legal counsel. After discussion, a motion was made and seconded; (RESOLUTION 19-045) TO AMEND THE MASTER PLAN TO ALLOW THE SEWER SERVICE FOR THE KESLING SUBDIVISION LOT 2 TO BE INSTALLED IN THE NEW UTILITY EASEMENT AT KESLING SUBDIVISION LOT 1 AND CONNECT TO THE EXISTING SEWER MAIN ON ECHO VALLEY ROAD, CONTINGENT UPON THE DISTRICT RECEIVING AN EXECUTED COPY OF THE EASEMENT AGREEMENT BETWEEN JACKWAYS DEE KESLING AND MICHELLE MARIE KESLING AND EQUINE ASSISTED ACTIVITIES COALITION. The motion passed unanimously.
- 2.8 Noise Complaint Waucondah Wastewater Treatment Plant – The Board reviewed a proposal for 105 feet of sound barrier fencing in the amount of \$8,661.20 and for 15, 10 foot Ponderosa Pine Trees in the amount of \$15,000.00. The Board requested that a noise specialist be engaged to measure the decibels from the Waucondah Wastewater Treatment Plant and to make recommendations for the Board to evaluate.
- 2.9 Revisions to Perry Park Water and Sanitation District's Standards and Specifications – The Board reviewed the revised Standards and Specifications document that had been presented by the District Manager and Mr. Parker, the District's Operations Supervisor. The District Manager highlighted that the revised version contains information regarding the District's expectation of service line installers related to warranty period emergency repairs and other contractors as well as updated and current materials specifications.

Director Peterson suggested that the adopted date be included on each page of the Standards and Specifications.

A motion was made and seconded; (RESOLUTION 19-046) TO ADOPT THE STANDARDS AND SPECIFICATIONS WITH EACH PAGE DATED JUNE 19, 2019. 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 was prepared 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 advised that the A4 well improvements had been completed.

- 4.0 Old Business/Immediate Issues** – The District Manager noted that the Committee to Preserve Perry Park Water was now dissolved and that the excess funds had been donated to Larkspur Elementary School. The Board expressed gratitude for the years of volunteering that Mr. Anthony Lucas has contributed in support of the Perry Park Water and Sanitation District and the Community.

- 5.0 Audience Participation** – There was none.

- 6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 19-047) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:45.

Secretary, Judy LaCrosse