



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

Regular Meeting – October 21, 2020

Board Members Present

Brian Arthurs
Judy LaCrosse
Jim Maras
Andy Morris
Gary Peterson

Visitors

Tony Lucas
Robin Maras

Staff / Consultants in Attendance

Diana Miller – District Manager
Will Parker – Semocor, Inc.
Alan Hill – Hill & Pollock, LLC
Ashley Pollock – Hill & Pollock, LLC

1.0 Call To Order

The Regular Board 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 20-077) TO APPROVE THE MINUTES OF THE SEPTEMBER 16, 2020 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS AMENDED. The motion passed unanimously.

In reference to Section 2.4, the fifth paragraph, Director Morris advised that the letter “a” was duplicated.

In reference to Section 4.3, Director Maras requested that the language “*alleged that there was a conflict of interest*” be changed to “*asked that the Board discuss the appearance of a conflict of interest*”.

- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 20-078) TO RATIFY ELECTRONIC PAYMENTS DATED SEPTEMBER 24, 2020 IN THE AMOUNT OF \$18,695.31 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 20-079) TO APPROVE CHECKS 12784 THRU 12814 IN THE AMOUNT OF \$195,728.31, TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check 12789, issued to DPC Industries, Inc., Director LaCrosse requested clarification on the Chlorine Cylinder Rental Description. The District Manager advised that the cylinders contain the chlorine gas that is used for disinfection at the Glen Grove Water Treatment Plant.

In reference to check 12790, issued to DRC Construction Services Inc., Director Peterson asked if any items during the sewer and cleaning effort required immediate attention by the District. Mr. Parker offered that he had completed the review of the video and that no items needing immediate attention were discovered.

In reference to check 12795, issued to Fischer Enterprises, Inc., Director Peterson expressed his dismay at the cost of asphalt repairs. Director Peterson asked for additional information on the size of the repair and why Fischer was contracting with an asphalt company as opposed to the District contracting for the repair. Mr. Parker advised that the asphalt repair was approximately eight feet by eight feet. The District Manager added that the contractor doing the emergency repair pulls the road permit from Douglas County; they are responsible for the road repair.

In reference to check 12796, issued to GEN-TECH of Colorado, LLC, Director Peterson asked about the frequency of generator maintenance. The District Manager advised that generator maintenance is performed semiannually.

In reference to check 12804, issued to Principle Electric, LLC, Director LaCrosse asked why the District was installing aluminum wire at the Waucondah Wastewater Treatment Plant. The District Manager advised that Principle Electric was removing the aluminum wire and installing new wire, in a new conduit, that meets current standards.

In reference to check 12809, issued to TST Infrastructure, LLC., Director Arthurs inquired as to how the Bannock Drive Feasibility Study was being reimbursed. The District Manager advised that one of the lot owners had contacted the other forty lot owners, to request that they participate in the study and contribute their equitable share to the effort. The District Manager added that all of the funds had been collected and that the District Staff tracks them by owner name and legal description.

In reference to check 12810, issued to USA Blue Book, Director Peterson asked if we would stop using OdorGone at the Waucondah Wastewater Treatment Plant as the weather is much cooler. Mr. Parker advised that we would use less and on as needed basis.

A motion was made and seconded; (RESOLUTION 20-080) TO RATIFY CONSENT AGENDA ITEMS DATED SEPTEMBER 18, 2020 IN THE AMOUNT OF \$6,782.43 AND CONSENT AGENDA ITEMS DATED OCTOBER 2, 2020 IN THE AMOUNT OF \$7,228.33 AND CONSENT AGENDA ITEMS DATED OCTOBER 16, 2020 IN THE AMOUNT OF \$6,782.43 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.3 Proposed 2021 Budget – The Board reviewed the proposed 2021 Budget presented by the District Manager. The Board will discuss the Budget at the November Board

Meeting. The Budget Hearing is scheduled for the December 9, 2020 Board Meeting.

Director Peterson offered that the 2021 projection for Interest Earned should be significantly reduced to better reflect the District's interest earning capability.

2.4 Waucondah Wastewater Treatment Plant (WWWTP) Power and Odor Updates –

As this topic will be discussed at length at the Monday, October 26, 2020 work session, this item was deferred.

2.5 Gove Ditch Water Court Case – The District's legal counsel Alan Hill and Ashley Pollock attended the Board Meeting to advise the Board on the results Gove Ditch Water Court Case as well as to provide an update on current legal matters.

The water court entered a final decree authorizing the District's application to change the use of the portion of the Gove Ditch water right dedicated to the District in the Sandstone inclusion process after settlement was reached with all eight opposing parties in the case. The final decree allows the District to choose on or before March 1 of each year whether the District will incorporate its portion of the Gove Ditch water right into the system, or if the District will lease the water to Douglas County for the continued irrigation of the Sandstone Ranch.

Douglas County Easements – Negotiations with Douglas County have begun to create an easement for the District's augmentation station needed for the District to incorporate its portion of the Gove Ditch water right into the system. In addition, some of the easements conveyed to the District by Sandstone Ranch at the time of inclusion for service lines to individual lots may be vacated, which may necessitate an agreement with Douglas County.

CWCB (Colorado Water Conservation Board) Instream Flow – CWCB staff members advised that West Plum Creek will not be included on the 2021 list of instream flow stream segments. The CWCB indicated that the earliest West Plum Creek would be considered would be January, 2022. The CWCB may decide to consider adding West Plum Creek on future instream flow lists, which will require review of the preliminary lists published in January-March each year.

2.6 Water and Sewer Service Feasibility Study for a portion of Bannock Drive, Quivas Road, and a portion of Delaware Drive – The Board reviewed the Water and Sewer Feasibility Study presented by the District Manager. The District Manager clarified that pressure zone 5 will be supplied by the future Indian Head tank, and that this feasibility study does not require the construction of that tank to provide service.

With regard to Section II, Director Peterson requested clarification on if a 10 inch water main was going to connect to an 8 inch water main, then connect to a 10 inch water main. Additionally, Director Peterson requested clarification on where the Remuda Ranch SFE's (Single Family Equivalent) were included in the feasibility study.

With regard to Section IV, Director Maras requested information related to the boring the main versus open cutting it.

At the conclusion of the discussion, a motion was made and seconded; (RESOLUTION 20-081) TO ACCEPT THE WATER AND SEWER FEASIBILITY STUDY FOR A PORTION OF BANNOCK DRIVE, QUIVAS ROAD, AND A PORTION OF DELAWARE DRIVE. The motion passed unanimously.

- 2.7 Agreement for Services – Semocor, Inc. – The Board reviewed the 2021 Agreement for Services with Semocor, Inc. The Board requested confirmation that the District's legal counsel and the President of Semocor, Inc. had reviewed the proposed agreement. The District Manager confirmed that both entities had reviewed the proposed 2021 agreement, and there were no changes requested. Director Arthurs advised the Board that he had confirmed that there were no changes in the Agreement from the previous year.

A motion was then made and seconded; (RESOLUTION 20-082) TO EXECUTE THE AGREEMENT FOR SERVICES CONTRACT WITH SEMOCOR, INC. FOR THE YEAR 2021. The motion passed unanimously.

Mr. Parker thanked the Board of Directors for the opportunity to work in the District.

Director Maras advised the Board that in review of the SDA (Special District Association of Colorado) Board Member Handbook, it had advised that whereas there are no statutory requirements to put professional service contracts through a bidding process, some comparative review is advised. Director Peterson noted the value of institutional knowledge.

Director Maras requested that going forward the Agreement for Services contract for operational services include some language about the annual valve exercise program. Director Maras requested that Mr. Parker do some research on valve exercise equipment.

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 provided the Board with a Cost of Service Analysis update, with audited 2019 financial information, from Ehlers, the District's financial advisor. The Cost of Service Analysis, advised that there was 57.7 million gallons of unaccounted for water in 2019. The District Manager highlighted that this does not include operating water, flushing water and water loss due to water main breaks. The District Manager added that it did not take into consideration bimonthly billing.

Director Maras suggested that the unaccounted for water is as high a priority as the operating issues at the Waucondah Wastewater Treatment plant.

The Board reviewed the Budgetary Posting Journal for the year 2020 for the Petty Cash and Hand Check General Ledger accounts presented by the District Manager.

Director Peterson offered that a previous Board had indicated that they did not want them included in the Board packet, and wanted to give the new Board the opportunity to include. At the conclusion of discussion, a motion was made and seconded; (RESOLUTION 20-083) THAT THE BOARD DID NOT WANT THE BUDGETARY POSTING JOURNALS INCLUDED IN THE BOARD PACKET. The motion passed unanimously.

The Board reviewed the Job Descriptions for the District Manager and Administrative Assistant presented by the District Manager. Director Maras requested the job descriptions in word format to provide feedback.

4.0 Old Business/Immediate Issues

- 4.1 Board Member Discussion Items – Director Morris advised the Board that his property in the District was under contract and that his last meeting would be the November Board Meeting.

The Board expressed their appreciation for his years of service as a Board Member with the Perry Park Water and Sanitation District, with the Perry Park Metropolitan District, and the Perry Park Country Club.

A reception celebrating Director Morris is scheduled at the conclusion of the November regular Board meeting.

- 4.2 Conflict of Interest Statements – The Board submitted their Conflict of Interest Questionnaire to the District.

5.0 Audience Participation – There was none.

- 6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 20-084) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 18:19.

Secretary, James Maras