

Regular Meeting – January 20, 2009

Board Members

Mike Hayes
Craig Johnston
Tony Lucas
Jim Matchett
Gary Peterson

Visitors

Nancy Aitken
John Aitken

Staff / Consultants

Sue Byrnes – District Staff
Diana Miller – District Manager
Scott Monroe – Semocor, Inc.

1.0 Call To Order

The 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 09-001): TO APPROVE THE MINUTES OF THE DECEMBER 16, 2008 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. Passed unanimously.

A motion was made and seconded; (RESOLUTION 09-002): TO APPROVE THE MINUTES OF THE DECEMBER 16, 2008 EXECUTIVE SESSION OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. Passed unanimously.

- 2.2 Water/Sewer Permits – No new permits were issued.

Zero (0) permits have been issued year to date.

- 2.3 Disbursements – A motion was made and seconded; (RESOLUTION 09-003): TO APPROVE CHECK 19377 IN THE AMOUNT OF \$25,000.00 WHICH WAS PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

A motion was made and seconded; (RESOLUTION 09-004): TO APPROVE CHECKS 19378 THRU 19407 IN THE AMOUNT OF \$67,200.24 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST,

WITH CHECKS 19378, 19379, 19380 AND 19381 BEING VOIDED. Passed unanimously.

Director Matchett requested clarification on check number 19402 issued to The Better Shredder, Inc. He suggested that the District might consider purchasing a shredder as opposed to utilizing a shredding company. The District Manager advised that due to the volume of documents that the District shreds that the confidential shredding service is a more secure and economical option for the District.

Director Hayes requested clarification on check number 19403 issued to The Engineering Company for Sandstone CM/CA. The District Manager explained that the CM/CA abbreviation was for Construction Management/Construction Administration and in this case the work performed was for review of material specifications and shop drawings submitted by Sandstone Ranch.

A motion was made and seconded; (RESOLUTION 09-005): TO APPROVE CHECKS 19408 THRU 19410 IN THE AMOUNT OF \$375.00 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

A motion was made and seconded; (RESOLUTION 09-006): TO APPROVE CHECK 19411, WHICH HAD BEEN VOIDED, IN THE AMOUNT OF \$475,245.15 WHICH WAS NOT DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

Director Matchett noted that he had reviewed abovementioned voided checks during the Board Meeting.

A motion was made and seconded; (RESOLUTION 09-007): TO APPROVE CHECK 19412, IN THE AMOUNT OF \$475,244.90 WHICH WAS PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

A motion was made and seconded; (RESOLUTION 09-008): TO APPROVE CHECKS 19413 THRU 19425 IN THE AMOUNT OF \$42,816.15 FROM WELLS FARGO BANK WEST. Passed unanimously.

Director Matchett requested clarification on check number 19419 issued to H. C. Peck & Associates, Inc. for a title commitment for 6221 Perry Park Blvd. The District Manager explained that the title commitment is a preliminary commitment for a title company to issue title insurance after the close of escrow.

A motion was made and seconded; (RESOLUTION 09-009): TO RATIFY CONSENT AGENDA ITEMS DATED DECEMBER 26, 2008 IN THE AMOUNT OF \$4,623.08 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

A motion was made and seconded; (RESOLUTION 09-010): TO RATIFY CONSENT AGENDA ITEMS DATED JANUARY 9, 2009 IN THE AMOUNT OF \$4,766.34 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

3.0 Staff and Consultant Reports

- 3.1 Perry Park Water and Sanitation District Systems Report – The members of the Board reviewed the monthly operations report which had been submitted by Semocor, Inc.

Mr. Scott Monroe the President of Semocor, Inc. provided details to the Board regarding January 9th and January 10th service disruption on the east side of the District which was caused by a water line break near the Larkspur elementary school. The District Manager added that the existing phone service had proved inadequate during the disruption and that an upgrade to the phone service and other measures had been implemented to insure better communication with the District's customers if a similar event occurred in the future. She also let the Board know that a valve would be installed on that water line after the close of the elementary school year.

- 3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report which had been submitted by the District Manager.

The members of the Board reviewed the monthly Project Status Report which had been submitted by the District Manager.

The members of the Board reviewed the monthly Service Improvement Project Status Report which had been submitted by the District Manager.

As per §24-6-402(2)(c) C.R.S. a motion was made and seconded; (RESOLUTION 09-011): TO DESIGNATE THE POSTING LOCATIONS FOR 24-HOUR NOTICE AGENDAS TO BE THE DISTRICT OFFICE, THE LARKSPUR FIRE DEPARTMENT #2 AND THE LARKSPUR ELEMENTARY SCHOOL. Passed unanimously.

The Board reviewed a draft Feasibility Study Guidelines document which had been submitted by the District Manager. The Board made significant contribution to the document. The District Manager will submit a revised draft to the Board at the next Board Meeting.

Each member of the Board submitted a completed Conflict of Interest Questionnaire to the District Manager. No conflicts of interest were noted.

After a review of the debt service funds collected by the District, the Board of Directors were in agreement that the District had collected adequate funds to make the final bond payment. They directed the District Manager to discontinue availability fee billing.

4.0 Old Business/Immediate Issues

The District Manager advised the Board that two new meetings for the Remuda Ranch Rural Site Plan and Exemption had been scheduled by Douglas County.

The District Manager provided the Board with a letter that had been received by Mr. David Lindholm regarding extraterritorial water and sewer service.

Director Matchett suggested that the Board consider a contribution to the Perry Park Sentinel. The Board agreed that the ability to publish articles and notices in the paper allowed the District to better communicate with their customers. The Board agreed to make a \$350.00 contribution. On behalf of the Sentinel's Business Manager, Ms. Nancy Aitken thanked the Board for their consideration.

5.0 Audience Participation

None.

6.0 Adjournment - A motion was made and seconded; (RESOLUTION 09-012): TO ADJOURN THE REGULAR MEETING. Passed unanimously. The meeting adjourned at 19:16.

ATTEST:

Secretary