

## Regular Meeting – March 17, 2009

### Board Members

Mike Hayes  
Tony Lucas  
Jim Matchett

### Visitors

Keith Worley

### Excused Absence

Craig Johnston  
Gary Peterson

### 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 09-029): TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2009 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. Passed unanimously.

A motion was made and seconded; (RESOLUTION 09-030): TO APPROVE THE MINUTES OF THE MARCH 3, 2009 REGULAR BOARD MEETING 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 09-031) TO APPROVE CHECKS 19509 THRU 19533 IN THE AMOUNT OF \$66,226.80 TO BE DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

Director Matchett requested clarification on check number 19510 issued to Accutest Mountain States, Inc. as he was not familiar with the vendor. Mr. Scott Monroe

explained that Accutest Mountain States, Inc. was formerly known as Evergreen Analytical Laboratory.

Director Hayes requested clarification on checks numbered 19518 and 19529 related to RBC repairs. The District Manager advised that check number 19529 issued to Siemens Water Technologies was for work performed in 2008 on the Waucondah RBC and check number 19518 issued to Excell Pump Services is for work performed in 2009 on the Sageport RBC.

A motion was made and seconded; (RESOLUTION 09-032): TO RATIFY CONSENT AGENDA ITEMS DATED MARCH 6, 2009 IN THE AMOUNT OF \$4,912.57 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. Monroe highlighted that due to operational efficiencies, changes in the operating processes at both the Waucondah and Sageport Wastewater Treatment Plants had been implemented, resulting in a reduction of 123,500 gallons or 19 truck loads of sludge in 2008. Director Hayes commended Mr. Monroe on his ongoing efforts to reduce the District's treatment costs.

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.

Director Matchett again expressed his concern over the lack of progress related to the East Plum Creek Water Well Easement project. The District Manager advised that she and Mr. Monroe had scoured the area for alternate locations but no viable alternatives were found. She also indicated that she, Mr. Monroe, Mr. Greg Sullivan with Spronk Water Engineers, Inc. and Mr. Alan Hill the District's legal counsel had met to discuss potential scenarios that would allow the District to benefit from the District's water on East Plum Creek without drilling wells.

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

The Board reviewed an article from the SDA October/November 2008 Newsletter that contains background information on new rules stemming from the Fair and Accurate Credit Transactions Act implemented with the intent of preventing and mitigating identity theft. The Board discussed the proposed FACT Act Identity Theft Prevention Policy which had been submitted by the District Manager and reviewed by the District's legal counsel. A motion was made and seconded; (RESOLUTION 09-033): TO ADOPT THE FACT ACT IDENTITY THEFT PREVENTION POLICY AND TO CHARGE THE DISTRICT MANAGER WITH IMPLEMENTING A FACT ACT IDENTITY THEFT PROGRAM FOR THE DISTRICT. Passed unanimously. A copy of the policy is attached to these meeting minutes.

The members of the Board reviewed a letter submitted to the District by Mr. Rob Morris a resident constructing a home in the District requesting permission to install a gray water system in his home. The Board discussed information that the District Manager had provided on gray water systems. Mr. Monroe provided insight into potential cross connection liabilities that the District could be exposed to with gray water systems. The District Manager advised the Board that she would invite Mr. Morris to attend the next Board meeting to provide the Board the opportunity to receive information from Mr. Morris to assist the Board in developing a District policy.

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

The Board reviewed a draft emergency egress request that had been submitted to the District by Mr. Andy Morris with the Perry Park Metropolitan District. The Board also reviewed a letter from the District's legal counsel Mr. Hill regarding the request. Mr. Hill suggested that the request should be coming from a more appropriate agency such as the local fire department or Douglas County Sheriff's Office. He also advised the Board that if they agreed to grant permission, specific parameters of use and liability resolution would need to be addressed. Director Hayes requested that the District Manager provide a draft response to the emergency egress request for review at the next Board Meeting.

#### **5.0 Audience Participation**

Mr. Keith Worley was in the audience and queried the District's ability to fund the day to day operations of the District with water and sewer fees as well as taxes collected and if the District anticipated the need to do cuts. The District Manager advised Mr. Worley that the District could pay for day to day operations with water and sewer fees and collected taxes. She clarified that all funds collected from tap fees and development fees were allocated to capital improvements only. She indicated that the District was on target to meet their 2009 capital improvement goals. She advised that the District had implemented numerous changes to reduce operating costs and that she and Mr. Monroe continue to monitor and evaluate operating expenses looking for efficiency opportunities.

**6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 09-034): TO ADJOURN THE REGULAR MEETING. Passed unanimously. The meeting adjourned at 18:17.

ATTEST:

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Secretary