



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

## Regular Meeting – March 18, 2020

### Board Members Present

Jim Matchett  
Andy Morris  
Gary Peterson

### Visitors

Brian Arthurs

### Excused Absence

Judy LaCrosse  
Jim Maras

### Staff / Consultants in Attendance

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 20-017) TO APPROVE THE MINUTES OF THE MARCH 4, 2020 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

In reference to RESOLUTION 20-014, Director Matchett requested an update from Director Peterson regarding the letter he is sending to I.R.E.A. with the letter previously sent to I.R.E.A. by the District Manager, regarding power surges and outages in the District. Director Peterson advised that he is still working on his letter; he added that he has found the appropriate person to direct his letter to. Director Peterson then requested that the District Manager provide him with 2019 payment information that the District had made to I.R.E.A.

In reference to Section 3.1, Mr. Parker advised the Board that he had included corrected January values on the February Systems Report.

- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 20-018) TO RATIFY ELECTRONIC PAYMENTS DATED FEBRUARY 28, 2020 IN THE AMOUNT OF \$8,237.43 AND ELECTRONIC PAYMENTS DATED MARCH 10, 2020 IN THE AMOUNT OF \$511.40 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 20-019) TO APPROVE CHECKS 12560 THRU 12579 IN THE AMOUNT OF \$224,249.28 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 20-020) TO APPROVE CHECKS 12580 THRU 12583 IN THE AMOUNT OF \$36,397.23 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 20-021) TO RATIFY CONSENT AGENDA ITEMS DATED FEBRUARY 21, 2020 IN THE AMOUNT OF \$7,120.86 AND CONSENT AGENDA ITEMS DATED MARCH 6, 2020 IN THE AMOUNT OF \$6,782.43 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

2.3 Public Hearing Regarding Customer Rate and Fee Increases – The Board discussed continuing the Public Hearing until the next Board meeting because Customers had not had enough time to review the Newsletter which contains information about the proposed rate and fee increases and because of the uncertainty around recent COVID-19 events. After discussion, a motion was made and seconded; (RESOLUTION 20-022) TO CONTINUE THE PUBLIC HEARING REGARDING CUSTOMER RATE AND FEE INCREASES UNTIL THE APRIL 15, 2020 REGULAR BOARD MEETING.

2.4 District Metering Goals – The District Manager advised the Board that they had replaced ten of the older manual-read meters that are in meter pits. The District Manager added that all ten of the replaced meters were tested by Operations and both the low flow and high flow, with a five gallon of water test, were functioning at 100%. Director Morris requested that the District Manager determine what it costs the District to replace a meter on average, including both labor and materials.

Mr. Parker provided the Board with an analysis of non-revenue water for a two-month period. The non-revenue water was approximately 22%. The Board broadened recent discussions related to potential Customer meter inaccuracies to include the metering equipment used in operations, wells, treatment facilities, etc. Mr. Parker highlighted that part of the Sageport Water Treatment Plant Improvements project includes meter replacements.

Additionally, the Board thought it would help the District metering goals dialogue to understand what it costs the District to produce a gallon of water.

Director Peterson suggested that quarterly work sessions would be more productive for the metering goals discussion and it would give the Board, staff and operations a more interactive format to discuss operational issues and priorities that arise within the District. Director Peterson suggested June 2020 be the target for the first quarterly work session.

### **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.

Director Matchett requested clarification on the size of the water line that was installed at the Sageport Water Treatment Plant. The District Manager advised that it was a twelve-inch water line, not a 12' water line that was noted on the report.

Director Peterson appreciated the level of detail included on the report regarding the District's rationale for selecting the WesTech filter as part of the Sageport Water Treatment Plant.

Regarding the YTD Revenue and Expense reports, the District Manager highlighted that year end adjusting entries have not yet been made. The District Manager advised that audit preparation would begin in April, the audit field work would begin in May and a representative from Fiscal Focus Partners, LLC, the District's auditing firm, would attend the June Board Meeting to present the audit results.

The District Manager advised the Board that on advice from the District's legal counsel Collins Cockrel & Cole, she had prepared the following Disaster Declaration resolution:

## **Disaster Declaration**

**WHEREAS**, the Perry Park Water and Sanitation District ("District") is a quasi-municipal corporation and political subdivision of the state of Colorado and;

**WHEREAS**, pursuant to C.R.S. § 24-33.5-709(1) "A local disaster may be declared by the principal executive officer of a political subdivision for up to seven days, and then must have consent by the Board of Directors; and

**WHEREAS**, the effect of a declaration of local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster and emergency plans and to authorize the furnishing of aid and assistance under such plans, pursuant to C.R.S. § 24-33.5-709(2); and

**WHEREAS**, the Coronavirus, a/k/a COVID-19, constitutes a public health emergency of International concern and has been determined to be present in Douglas County and can be anticipated to spread significantly, requiring emergency preparation and execution of procedures to minimize its impact and protect the health safety and welfare of District Constituents; and

**WHEREAS**, the Board of Directors of the District have determined that pursuant to the above a Local Disaster Emergency should be declared and funds made available to prepare for and deal with its consequences.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Perry Park Water and Sanitation District that the presence of the Coronavirus within Douglas County constitutes a local disaster emergency that warrants preparation for and execution of procedures to deal with the emergency and that \$21,300 is allocated from District reserves toward preparation and execution of a response plan.

After discussion, a motion was made and seconded; RESOLUTION (20-023) TO ADOPT THE RESOLUTION AS PRESENTED. The motion passed unanimously.

Consistent with guidelines issued by the White House and Colorado Governor Jared Polis, the Board discussed temporarily closing the District Office in an effort to keep the staff and Customers safe and to keep the water and sewer systems safe and flowing. The Board requested an update from the District Manager on how the District would function if the District Office is temporarily closed. The District Manager advised that the District Office has a solid plan for working remotely, as the District Office is closed periodically during the winter because of inclement weather. The District Manager advised that she has access to the District's systems and documents from her home office. The District Manager added that Ms. Byrnes would be posting deposits as she normally does from the District Office, while keeping the office closed.

Mr. Parker advised the Board that his team is already practicing social distancing in the workplace and using personal protective equipment as necessary.

The Board discussed the term of the temporary closure and agreed to a two-week period. The Board discussed the necessity of extending the two-week temporary closure, if after reviewing the current situation at the end of the two-week period dictates it. The Board agreed that President Peterson and the District Manager would make the decision at that time and inform the other Board Members.

A motion was made and seconded; RESOLUTION (20-024) TO TEMPORARILY CLOSE THE DISTRICT OFFICE DUE TO COVID-19 AS IS CONSISTENT WITH THE WHITE HOUSE AND GOVERNOR POLIS'S GUIDELINES, WITH THE STAFF WORKING REMOTELY OR UTILIZING SOCIAL DISTANCING TECHNIQUES FOR MINIMALLY A TWO WEEK PERIOD, WITH THE ABILITY TO EXTEND THE TEMPORARY CLOSURE WITH AGREEMENT OF PRESIDENT PETERSON AND THE DISTRICT MANAGER. The motion passed unanimously.

**4.0 Board Member Discussion** – There was none.

**5.0 Audience Participation** – Mr. Arthurs advised the Board that the Perry Park Sentinel, possibly under a different name, will continue to be published and that he will be columnist on behalf of the District going forward. The Board thanked Director Matchett for his many years of writing the news article on behalf of the District.

**6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 20-025) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 18:14.

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Vice President, Jim Matchett