



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

## Regular Meeting – March 21, 2018

### Board Members Present

Craig Johnston  
Jim Matchett  
Andy Morris

### Visitors

Maggie Bierbaum  
Terry Brownfield

### Excused Absences

Judy LaCrosse  
Gary Peterson

### Staff / Consultants in Attendance

Diana Miller – District Manager  
Scott Monroe – 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 18-020) TO APPROVE THE MINUTES OF THE FEBRUARY 21, 2018 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS AMENDED. The motion passed 3-0.

Director Morris suggested that the Board Meeting Electronic Recordings discussion at the February 21, 2018 Regular Board Meeting did not include deleting existing recordings of previous Board Meetings. The other Board Members did not agree.

Director Morris requested clarification on how long recordings of Board Meetings were retained previously. The District Manager advised that the recordings were previously retained for 90 days, and then deleted.

Director Morris noted that in Resolution (18-010) passed at the February 21, 2018 Regular Board meeting should be updated in the last sentence to *90 DAY DESTRUCTION THRESHOLD* as opposed to *90 DESTRUCTION THRESHOLD*. The other Board Members concurred.

- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 18-021) TO RATIFY ELECTRONIC PAYMENTS DATED MARCH 8, 2018 IN THE AMOUNT OF

\$6,672.27 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 18-022) TO APPROVE CHECKS 11859 THRU 11881 IN THE AMOUNT OF \$101,700.34 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 11861, issued to Collins Cockrel & Cole, Director Matchett requested clarification on the Description Lease Purchase Agreement/Apache Court. The District Manager offered that these items were under General Legal Services and included reviewing documents on behalf of the District for the Lease Purchase Agreement, the District's upcoming funding agreement with BB&T Bank and correspondence on behalf of the District with Mr. Phil Hayward's legal counsel. The District Manager added that this was two months of billing as the previous invoice had missed the Board Meeting cutoff date for disbursements.

In reference to check 11870, issued to Hydro Resources – Rocky Mountain, Inc., Director Johnston requested the meaning of the acronym VFD. The District Manager advised that VFD is the acronym for Variable Frequency Drive. The District Manager added that the VFD was back online and the issue was probably related to a power surge.

In reference to check 11878, issued to TST Infrastructure, LLC, Director Matchett asked if there was a possibility of eliminating the Bannock Drive Lift Station. Mr. Scott Monroe with Semocor, Inc., advised that the elimination of the lift station is not possible due to the existing terrain.

In reference to the same check, Director Matchett, requested clarification on the Description Willingham Agreement Property Map. The District Manager advised that the Willingham Agreement is from the 1990's and that she had requested that TST map the parcel that was described in Exhibit B in the agreement.

A motion was made and seconded; (RESOLUTION 18-023) TO RATIFY CONSENT AGENDA ITEMS DATED FEBRUARY 23, 2018 IN THE AMOUNT OF \$6,732.27 AND CONSENT AGENDA ITEMS DATED MARCH 9, 2018 IN THE AMOUNT OF \$6,839.92 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

2.3 Poncho Road Feasibility Study - The Board reviewed the water and sewer feasibility study prepared by the District's engineering firm. After discussion, a motion was made and seconded; (RESOLUTION 18-024) TO ACCEPT THE WATER AND SEWER SERVICE FEASIBILITY STUDY FOR PONCHO ROAD. The motion passed unanimously.

2.4 Tenderfoot Gulch Acceptance – The Board reviewed the Tenderfoot Gulch Acceptance letter prepared by the District's engineering firm. The District Manager highlighted that this was a conditional acceptance letter as there were a number of non-critical items that had not yet been completed. The District Manager offered that in anticipating that the project could finish up prior to the April Board Meeting, the conditional acceptance provided her the ability to not hinder the Developer's efforts. After discussion, a motion was made and seconded; (RESOLUTION 18-

025) TO ACCEPT THE TENDERFOOT GULCH DEVELOPMENT PROJECT WITH THE CAVEAT THAT THE ITEMS 8 THRU 10 ON THE MARCH 19, 2018 MEMORANDUM FROM TST INFRASTRUCTURE, LLC BE COMPLETED. The motion passed unanimously.

- 2.5 Request for Easement at Sageport Water/Wastewater Plant for Fiber Optic Cable - The Board reviewed the unsolicited proposal and the proposed easement agreement that was supplied on March 22, 2018 submitted by Thrive Broadband, LLC. The Board discussed that the compensation offered by Thrive Broadband, LLC was inadequate for the easement being requested. The Board expressed concern that the easement could interfere with the District's future infrastructure expansion plans. The Board discussed the number of capital improvement projects underway in the District and concluded that the District's resources should stay focused on the projects associated with providing water and sanitary service to the District's Customers. The Board decision was not unanimous.

### **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 presented by Mr. Monroe.
- 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 reported that the Lease Purchase Agreement closing would be on April, 10, 2018.

The District Manager reported that the District had received four qualified bids for the Sageport Wastewater Treatment Plant Improvements project and that Velocity Constructors is the low bid at \$495,080.

The District Manager provided the Board with a project summary report of the Sageport Wastewater Treatment Plant Improvements project.

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

There was none.

- 5.0 Audience Participation** – Ms. Terry Brownfield attended the Board Meeting for an update on the District's endeavors.

Ms. Maggie Bierbaum attended the Board Meeting to gain further understanding in areas ranging from automation in the District to election results.

- 6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 18-026) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:20.

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President, Craig Johnston