



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

Regular Meeting – July 20, 2022

Board Members Present

Brian Arthurs
Tony Lucas
James Maras
Jim Matchett
Gary Peterson

Visitors

Kevin Archer
Jill Arthurs
Robert Dinsmore
Garry Lawrenz
Julia McCusker
Kamil Tazi
Chris Warren – Perry Park Metropolitan District

Staff / Consultants in Attendance

Eric Barnes – Fiscal Focus Partners, LLC
Diana Miller – District Manager
Will Parker – Semocor, Inc.

1.0 Call To Order

The Regular Board Meeting was called to order at 14:00.

2.0 New Business and Open Items and Operational Status

2.1 Request for Board Attention – Mr. Lawrenz and Mr. Tazi attended the Board Meeting to advise the Board that their original proposed design for water service to their properties was not possible due to their inability to obtain a necessary easement from a local property owner. With that in mind, Mr. Lawrenz and Mr. Tazi proposed an alternate design which includes an extended private water line connected at Senecio Drive and accommodation of eleven water taps. The Board discussed the extra-territorial service proposal and agreed that the proposed design as presented was workable for the District. A brief discussion regarding extra-territorial rates and fees ensued.

2.2 Meeting Minutes – The approval of the June 15, 2022 Regular Board meeting minutes was rescheduled.

A motion was made and seconded; (RESOLUTION 22-051) TO APPROVE THE MINUTES OF THE JUNE 27, 2022 WORK SESSION OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

2.3 Disbursements - A motion was made and seconded; (RESOLUTION 22-052) TO APPROVE ELECTRONIC PAYMENTS DATED JUNE 20, 2022 IN THE AMOUNT OF \$9,390.11 AND ELECTRONIC PAYMENTS DATED JULY 7, 2022 IN THE

AMOUNT OF \$12,356.52 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 22-053) TO APPROVE CHECKS 13482 THRU 13504 IN THE AMOUNT OF \$112,543.96 TO BE DISBURSED FROM 1ST BANK. To avoid any appearance of a conflict of interest Director Maras abstained from the vote. The motion passed 4-0.

In reference to check 13490, issued to Hill & Pollock, LLC, Director Arthurs asked why item *Review Metro Dist. Issues w/Water Court App.* was not flagged for reimbursement. The District Manager advised that the review was for the benefit of the Perry Park Water and Sanitation District not the Perry Park Metropolitan District.

In reference to check 13491, issued to Iron Mountain, for confidential shredding service, Director Lucas questioned why an in-house shredder was not being used instead. The District Manager advised that in-house shredders had been previously used but did not work well with the volume and characteristics of materials requiring confidential disposal.

In reference to check 13501, issued to TST Infrastructure, LLC, Director Arthurs asked why construction administration for the two Local Improvement Districts (LIDs) was not flagged for reimbursement. The District Manager advised that historically the District had contributed the water and sewer design and in recent years construction monitoring.

In reference to check 13502, issued to USA Blue Book, Director Lucas asked for additional information about the company. Director Maras advised that the company is a well-known water and wastewater utilities source for equipment and supplies. The District Manager added that green marking paint is used to mark sewer infrastructure when responding to utility locates.

A motion was made and seconded; (RESOLUTION 22-054) TO RATIFY CONSENT AGENDA ITEMS DATED JUNE 24, 2022 IN THE AMOUNT OF \$7,591.98 AND CONSENT AGENDA ITEMS DATED JULY 8, 2022 IN THE AMOUNT OF \$7,053.73 AND CONSENT AGENDA ITEMS DATED JULY 22, 2022 IN THE AMOUNT OF \$7,053.73 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.4 District Systems Report – The members of the Board reviewed the District Systems Report that was presented by Mr. Will Parker, the President of Semocor, Inc.
- 2.5 Monthly Staff Report - The members of the Board reviewed the Monthly Staff Report that was presented by the District Manager.
- 2.6 Sageport Wastewater Treatment Facility, Improvements and Cost Summary – The Board reviewed the Sageport Wastewater Treatment Facility, Improvements and Cost Summary memorandum prepared by GMS, Inc. The memorandum defines costs associated with treating Jellystone Park Wastewater flows. The District Manager requested that the Board review and provide their feedback prior to distribution to Sun Communities, Inc. The Board discussed the memorandum and directed the District Manager to provide to Sun Communities, Inc.

- 2.7 2021 Audit - Mr. Eric Barnes with Fiscal Focus Partners LLC, attended the Board Meeting via telephone to present the 2021 Financial Statements and the results of the 2021 Audit. Mr. Barnes noted that Schilling & Company, Inc. performs the audit preparation, as well as the financial statement preparation for the District. Mr. Barnes noted that there were no adjustments to the financial statements necessary. Mr. Barnes advised the Board that Fiscal Focus Partners LLC would be issuing an Independent Auditors' Report, signifying that the financial statements are free of material misstatements and in accordance with GAAP (Generally Accepted Accounting Principles).

Mr. Barnes highlighted the key components of the financial statements. Mr. Barnes noted that "all documentation requested was available and provided". Mr. Barnes noted that as is typical for the District, the audit went smoothly and that both Schilling & Company, Inc. and District staff do a "great job" doing audit preparation, as well as daily and monthly financial transactions. Mr. Barnes encouraged the Board to remain diligent in their financial oversight.

A motion was made and seconded; (RESOLUTION 22-055) TO ACCEPT THE 2021 AUDIT AS PRESENTED AND TO AUTHORIZE THE DISTRICT MANAGER TO FACILITATE THE FINAL VERSION OF THE AUDIT AND SUBMIT IT TO THE STATE. The motion passed unanimously.

- 2.8 Project Update – Tap Reassignment – Mr. Robert Dinsmore attended the Board Meeting to provide the Board with project updates. Mr. Dinsmore introduced Mr. Kevin Archer his engineer to help resolve and address the known pressure issues at the Echo Hills property. Mr. Dinsmore requested that the Board consider allowing the existing two inch commercial water taps be reassigned to individual $\frac{3}{4}$ x $\frac{5}{8}$ th inch residential water taps. After discussion the Board directed the District Manager to coordinate with the District's engineer to add potential pressure remediation and water tap reassignment to the scope of Mr. Dinsmore's feasibility study request.
- 2.9 Perry Park Metropolitan District (PPMD) – Mr. Chris Warren the President of PPMD attended the Board Meeting to update the PPWSD Board on the efforts of the Entrance Design Committee and other ongoing projects. Mr. Warren advised the Board that PPMD was trying to track down the agreement in the 1993 date range that provides for water taps to the PPMD. Mr. Warren noted that a water tap for entrance landscaping would be helpful. The District Manager offered that she would search the District's records for the agreement as well. Mr. Warren suggested that PPMD and PPWSD meet quarterly or semiannually to improve communication between the Districts and perhaps join efforts where synergies exist.

3.0 Audience Participation – There was none.

4.0 Board Member Discussion Items – A brief discussion ensued regarding the length of Board Meetings.

5.0 Adjournment - A motion was made and seconded; (RESOLUTION 22-056) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 16:35.

