



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

Regular Meeting – October 17, 2018

Board Members Present

Judy LaCrosse
Jim Matchett
Andy Morris

Visitors

Excused Absence

Jim Maras
Gary Peterson

Staff / Consultants in Attendance

Diana Miller – District Manager
Will Parker

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 18-080) TO APPROVE THE MINUTES OF THE SEPTEMBER 19, 2018 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.
- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 18-081) TO RATIFY ELECTRONIC PAYMENTS DATED OCTOBER 8, 2018 IN THE AMOUNT OF \$11,030.12 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 18-082) TO APPROVE CHECKS 12051 THRU 12072 IN THE AMOUNT OF \$285,022.72 TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check 12057, issued to Fischer Enterprises, Inc., Director Matchett requested additional details related to the Description *Driveway Repair/Main Break-7249 PP Blvd*. The District Manager advised that this was related to the water main break that occurred on July 17, 2018 that caused water related property damage. The District Manager indicated that with this driveway repair, the Customer felt that the District had satisfactorily restored their property.

In reference to check 12043, issued to TST Infrastructure, LLC, Director Matchett requested additional information related to the Description *District Easements*. The District Manager offered that this was related to the District's water line easements at the Sageport location, for the wells that are near I-25. The District Manager added that the Sun Jelly RV group will be constructing underground infrastructure in the area and that the District was working with them to make sure that their construction and our existing infrastructure are separated as much as possible.

In reference to the same check, Director Matchett asked for an update related to the Description *Apache Court*. The District Manager advised that the District, Semocor and TST Infrastructure, LLC had met with Mr. Hayward's new engineering firm Matrix Design Group to discuss different options to move the development forward. The District Manager added that both she and Mr. Parker with Semocor, had felt that the meeting was very productive.

A motion was made and seconded; (RESOLUTION 18-083) TO RATIFY CONSENT AGENDA ITEMS DATED SEPTEMBER 21, 2018 IN THE AMOUNT OF \$6,394.02 AND CONSENT AGENDA ITEMS DATED OCTOBER 5, 2018 IN THE AMOUNT OF \$6,839.92 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.3 Execute Agreement for Services with Semocor, Inc. – Director Matchett noted that the Agreement for Services with Semocor, Inc. had been discussed at length at the September 19, 2018 Regular Board Meeting. Director Matchett queried the attending Board Members to determine if they needed any additional information. No additional information was requested.

A motion was then made and seconded; (RESOLUTION 18-084) TO EXECUTE THE AGREEMENT FOR SERVICES CONTRACT WITH SEMOCOR, INC. FOR THE YEAR 2019. The motion passed unanimously.

Mr. Parker thanked the Board of Directors for the opportunity to work in the District.

- 2.4 Recommendation Letter from Staffing and Compensation Committee – The Board of Directors reviewed a recommendation letter related to employee compensation from the Staffing and Compensation Committee. Representing the Committee, Director LaCrosse advised the Board that she and Director Maras had met with the District Manager and discussed employee compensation as well as employee benefits.

Director LaCrosse highlighted the accomplishments of the staff in 2018. Director LaCrosse then recommended that the District Staff receive a 4% salary increase, effective January 1, 2019.

Director LaCrosse also recommended that the District Manager receive a yearend bonus of \$2,000 and that the District's Administrative Assistant receive a yearend bonus of \$1,000.

Director LaCrosse advised the Board that in reviewing the District's benefit package, she and Director Maras concluded that the sick time hours that are accrued annually (40 hours) for each employee were not competitive with other

governmental agencies, typically 96 to 104 hours annually. With that in mind, the Staffing and Compensation Committee recommended that employees should accrue 16 additional sick time hours annually; bringing the total annual accrual to 56 hours.

After discussion, a motion was made and seconded; (RESOLUTION 18-084) TO ACCEPT THE STAFFING AND COMPENSATION COMMITTEE'S RECOMMENDATION OF A 4% SALARY INCREASE FOR DISTRICT STAFF EFFECTIVE JANUARY 1, 2019 AND TO GRANT THE DISTRICT MANAGER A YEAREND BONUS OF \$2,000 AND TO GRANT THE DISTRICT'S ADMINISTRATIVE ASSISTANT A YEAREND BONUS OF \$1,000 IN RECOGNITION OF THEIR EFFORTS AND COMMITMENT TO THE DISTRICT AND ADD AN ADDITIONAL 16 HOURS OF SICK TIME ANNUALLY FOR EACH EMPLOYEE. The motion passed unanimously.

The District Manager thanked the Board for the opportunity to work in the District.

Director Morris suggested that an evaluation of the District's vacation policy be undertaken. The District Manager advised that she would provide the Staffing and Compensation Committee some comparable data for their review.

- 2.5 Proposed 2019 Budget – The Board reviewed the proposed 2019 Budget presented by the District Manager. Director Matchett noted that the Water Service Fees actual value had almost reached the 2018 Budget value. The Board discussed increasing the 2019 Budget value, but agreed to stick with the more conservative value.

Director Morris noted that three of the capital improvement projects had exceeded the 2018 budgeted amount. The District Manager offered that the original budgeted values were based on the engineer's construction estimate from the 2016 Comprehensive Master plan. The District Manager offered that the cost of the project is not final until the project goes to bid and a firm number is agreed to with the Contractor. The District Manager noted that the budget was based on construction costs and did not include engineering and legal costs. Director Morris requested that going forward additional dollars are included in the budget for those costs.

- 2.6 Adopt the Colorado Special District Records Management Manual - The Board reviewed a memorandum prepared by Ms. Kathryn Winn from Collins Cockrel & Cole regarding a records retention policy for the District. The District Manager offered that the adoption of the policy would suffice for the rules associated with the new Consumer Protection Law.

After discussion a motion was made and seconded; (RESOLUTION 18-086) TO ADOPT THE FOLLOWING RESOLUTION:

PERRY PARK WATER AND SANITATION DISTRICT

RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS MANAGEMENT MANUAL

WHEREAS, the Perry Park Water and Sanitation District (the “**District**”), acting by and through its duly appointed Board of Directors (the “**Board**”) recognizes a need for a comprehensive records management manual for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Colorado State Archives has developed a state-wide Records Management Manual in cooperation with the Colorado Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use and follow.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Perry Park Water and Sanitation District as follows:

Section 1. The Board hereby adopts the Colorado Special Districts Records Management Manual (the “**Manual**”) and all subsequent revisions.

Section 2. The Board authorizes the District to submit a request to the Colorado State Archives to adopt the Manual. Approval from the State Archivist is legal authority for the destruction and preservation of District records.

Section 3. All Resolutions of the Board inconsistent with this Resolution are hereby repealed to the extent of such inconsistency and all actions of the officers, agents and employees of the District which are in furtherance of or in conformance with the purposes and intent of this Resolution are hereby in all respects ratified, approved and confirmed.

The motion passed unanimously.

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.

As a follow up to Director Matchett’s question from the September 19, 2018 Board Meeting, related to the TSS (Total Suspended Solids) result from the Waucondah Wastewater Treatment Plant, Mr. Parker advised the Board that TSS fluctuations are seasonal, and resolved with chemical application.

Director Morris noted that the renewable water percentage was lower by volume than the previous year and previous months in the current water year. Mr. Parker offered that due to an increase in turbidity at the Glen Grove Water Treatment Plant, the plant is not running as consistently.

3.2 **Monthly Staff Report** – The members of the Board reviewed the Monthly Staff Report that was presented by the District Manager.

In reference to the Capital Improvement Projects summary reports, Director Matchett asked how if the Construction Completion is 100%, can the Construction Costs Remaining value not be zero. The District Manager offered that the District withholds a 5% retainage until the District receives an executed lien waiver release form from the Contractor for all their subcontractors and suppliers.

Director Matchett requested input from the other Board Member's related to the value of the Gallons Billed reports. The other Board Members indicated that they did review the data on the report monthly, and concluded that the number of years reported could be reduced to five.

4.0 Old Business/Immediate Issues – Director LaCrosse noted that the District had received a suggestion from Director Maras, related to changing the District's billing cycle from bi-monthly to monthly. Director Matchett suggested that the topic should be discussed at the upcoming Board Meeting with Director Maras present.

5.0 Audience Participation –There was none.

6.0 Adjournment - A motion was made and seconded; (RESOLUTION 18-087) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:20.

Secretary, Judy LaCrosse