



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

## Regular Meeting – October 18, 2017

### Board Members Present

Craig Johnston  
Judy LaCrosse  
Jim Matchett  
Andy Morris  
Gary Peterson

### Visitors

Jim Maras  
Beverly O'Donnell  
Jim Shattuck

### Staff / Consultants in Attendance

Diana Miller – District Manager  
Scott Monroe – Semocor, Inc.

### 1.0 Call To Order

The meeting was called to order at 16:30.

### 2.0 Audience Participation

Mr. Maras asked if the Agreement for Services – Operations was bid out or negotiated. The District Manager responded that it was negotiated.

### 3.0 New Business and Open Items

- 3.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 17-060) TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 2017 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed 4-0. As Director Matchett was not in attendance at the September 20, 2017 Regular Board Meeting, he abstained from the vote.
- 3.2 Disbursements – A motion was made and seconded; (RESOLUTION 17-061) TO RATIFY ELECTRONIC PAYMENTS DATED OCTOBER 3, 2017 IN THE AMOUNT OF \$5,654.92 AND ELECTRONIC PAYMENTS DATED OCTOBER 10, 2017 IN THE AMOUNT OF \$128.92 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 17-062) TO RATIFY CHECK 11718 IN THE AMOUNT OF \$13,200.00 WHICH WAS PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

Director Peterson asked if the amount of \$13,200.00 is excessive for fencing. The District Manager advised that this is a partial payment for a section of the security

fence at the Sageport Wastewater Treatment Plant, then added that other estimates came in much higher, as much as \$89,500.00 for the project.

A motion was made and seconded; (RESOLUTION 17-063) TO APPROVE CHECKS 11719 THRU 11744 IN THE AMOUNT OF \$195,289.85 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 11732, issued to Levi Contractors, Inc., Director Morris asked if this was the final payment for the PRV Vault Improvements project. The District Manager advised that there was a small amount outstanding plus retainage.

In reference to check 11739, issued to TST Infrastructure, LLC, Director Morris asked the status of the GIS (Geographic Information System) effort. The District Manager offered that water main, hydrant, valve and manhole data had been collected and is being added to the District's GIS map.

A motion was made and seconded; (RESOLUTION 17-064) TO RATIFY CONSENT AGENDA ITEMS DATED AUGUST 25, 2017 IN THE AMOUNT OF \$6,460.42 AND CONSENT AGENDA ITEMS DATED SEPTEMBER 8, 2017 IN THE AMOUNT OF \$6,014.52 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 3.3 Resolution Authorizing Certification of Delinquent Accounts for Collection by the County Treasurer – The Board generically discussed the delinquent account identified by the District Manager for certification to the Douglas County Treasurer as per Section 32-1-1101(1)(e), C.R.S. After discussion, a motion was made and seconded; (RESOLUTION 17-065) TO ADOPT THE FOLLOWING:

**PERRY PARK WATER AND SANITATION DISTRICT  
RESOLUTION NO. 2017-10-001**

**A RESOLUTION OF THE PERRY PARK WATER AND SANITATION DISTRICT  
AUTHORIZING CERTIFICATION OF DELINQUENT ACCOUNTS  
FOR COLLECTION BY THE COUNTY TREASURER**

WHEREAS, the Perry Park Water and Sanitation District (“District”) operates pursuant to the Special District Act, § 32-1-101, C.R.S., et. seq. within a part of Douglas County, Colorado; and

WHEREAS, the District has adopted rates, fees, tolls, penalties, assessments and charges for water and sewer services furnished, or to be furnished by the District, including but not limited to charges for availability of such service; and

WHEREAS, the District is authorized by Section 32-1-1101(1)(e), C.R.S., and the District's Rules and Regulations to collect such delinquent fees and charges by certification to the County Treasurer; and

WHEREAS, proper notice of the public meeting at which this Resolution is being adopted has been given to the property owner or owners and all affected parties; and

WHEREAS, the adoption of this Resolution will serve a public purpose and promote the health, safety and general welfare of the inhabitants of the District and the people of the State of Colorado.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Perry Park Water and Sanitation District, Douglas County, Colorado that:

**Section 1.** The District hereby certifies to the Douglas County Treasurer that the delinquent accounts listed on Exhibit A (as attached hereto and incorporated herein by this reference) are fees, rates, tolls, penalties, charges or assessments levied solely for water and sewer service, including availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account.

**Section 2.** That the District hereby requests that the Douglas County Treasurer collect the delinquent accounts at the earliest possible date in the same manner as property taxes pursuant to Section 32-1-1101(1)(e), C.R.S., and add to such amount an additional penalty to be paid by such property owner or affected party to defray the costs of collection. The amount of this certification does not include the Treasurer's collection fee, penalties or other applicable fees.

**Section 3.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

**Section 4. Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the District Board.

The motion passed unanimously.

3.4 **Agreement for Services for 2018 Operations** – The District Manager presented the Board with the proposed Agreement for Services contract between Semocor, Inc. and the Perry Park Water and Sanitation District for water and wastewater operational services in 2018. The District Manager highlighted Semocor, Inc.'s response to emergency situations and Mr. Monroe's participation in the District's essential planning activities. The District Manager noted that the contract includes a proposed increase of 1.58%, which would increase the annual contract amount to \$378,000.

The District Manager advised the Board that she had consulted the District's legal counsel Collins Cockrel & Cole to review the agreement, and as a result the following recommendation was incorporated into the agreement "*The CONTRACTOR'S designated representative shall be Scott E. Monroe. The District's designated representative shall be the District's Manager ("Manager")*" as opposed to "*The CONTRACTOR'S designated representative shall be Scott E. Monroe who shall report to the District's Manager ("Manager")*".

After discussion, a motion was made and seconded; (RESOLUTION 17-066) TO EXECUTE THE AGREEMENT FOR SERVICES CONTRACT WITH SEMOCOR, INC. FOR THE YEAR 2018. The motion passed unanimously.

Mr. Monroe thanked the Board for their commitment to a safe work environment and for the opportunity to work in the District.

- 3.5 2018 Budget - The District Manager presented the Board with the proposed 2018 Budget. The District Manager highlighted that she had included the expenses and revenue associated with the anticipated Certificates of Participation funding. The Board then discussed the details of the proposed budget.
- 3.6 Execute Water / Wastewater Improvements Agreement – Tenderfoot Gulch – The Board reviewed the Water/Wastewater Improvements Agreement for the Tenderfoot Gulch development. The District Manager advised the Board that Mr. Shattuck the Owner/Representative had been advised that there would be engineering costs and potentially other costs associated with the development. The District Manager noted that she had received the security deposit for the development. Director Peterson requested confirmation that the construction would begin within two months from today's date. The District Manager advised that the project was ready to move forward next week. Director Johnston noted that this was not the same project that had been discussed at the September 20, 2017 Board Meeting that had required a Master Plan Amendment.

A motion was made and seconded; (RESOLUTION 17-067) TO EXECUTE THE WATER / WASTEWATER IMPROVEMENTS AGREEMENT FOR THE TENDERFOOT GULCH DEVELOPMENT. The motion passed unanimously.

#### **4.0 Operational Status**

- 4.1 Perry Park Water and Sanitation District Systems Report – The members of the Board reviewed the monthly operations report which was presented by Mr. Monroe.

Director Morris advised Mr. Monroe that a section of Red Rock Drive where a water service line repair was made was collapsing.

Director Morris requested that an effort be made to improve the aesthetic qualities of the Pike Circle PRV vault.

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

The District Manager highlighted that the District was having another good year with regard to issuing water / sewer tap permits.

#### **5.0 Old Business/Immediate Issues**

Director Matchett highlighted the recent I.R.E.A. billing enclosure related to metering.

- 6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 17-068) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:15.

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Secretary, Judy LaCrosse