



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

Regular Meeting – November 11, 2020

Board Members Present

Brian Arthurs
Judy LaCrosse
Jim Maras
Andy Morris
Gary Peterson

Visitors

Paul LaCrosse
Tony Lucas
Julia McCusker
Robin Maras
Jim Matchett
Bob Petro

Staff / Consultants in Attendance

Diana Miller – District Manager
Will Parker – Semocor, Inc.

1.0 Call To Order

The Regular Board Meeting was called to order at 16:30.

2.0 New Business and Open Items

Director Peterson requested that all Board Meeting participants wear a mask or face covering.

Director Maras advised the Board that he cannot medically wear a mask.

- 2.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 20-085) TO APPROVE THE MINUTES OF THE OCTOBER 21, 2020 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS AMENDED. As Director Morris was not yet in attendance, the motion passed 4-0.

In reference to Section 2.6, Director Maras advised that the water main pipe size was noted as 10 foot and 8 foot and probably should be 10 inch and 8 inch. The District Manager concurred.

A motion was made and seconded; (RESOLUTION 20-086) TO APPROVE THE MINUTES OF THE OCTOBER 26, 2020 WORK SESSION OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. As Director Morris was not yet in attendance, the motion passed 4-0.

- 2.2 Next Work Session Date – The District Manager included an Agenda for the November 19, 2020 Work Session which is a follow up Work Session to tour the Sageport Water Treatment Plant and Sageport Wastewater Treatment Plant and to give the Board the opportunity to discuss the information provided by the District's

engineering firm and to try and come to a consensus on which solution for the odor, noise and capacity issues at the Waucondah Wastewater Treatment Plant the District should move forward with.

The District Manager advised the Board that Ehlers had suggested the date and time of December 1, 2020 at 1pm to meet for the next Work Session to discuss how to fund the District's efforts related to resolving the odor, noise and capacity issues at the Waucondah Wastewater Treatment Plant.

- 2.3 Disbursements – A motion was made and seconded; (RESOLUTION 20-087) TO RATIFY ELECTRONIC PAYMENTS DATED NOVEMBER 3, 2020 IN THE AMOUNT OF \$7,931.94 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. As Director Morris was not yet in attendance, the motion passed 4-0.

A motion was made and seconded; (RESOLUTION 20-088) TO APPROVE CHECKS 12836 THRU 12856 IN THE AMOUNT OF \$157,848.94 WITH CHECKS 12815 THRU 12835 BEING VOIDED, TO BE DISBURSED FROM 1ST BANK. As Director Morris was not yet in attendance, the motion passed 4-0.

In reference to check 12840, issued to Emergency Pipe Repair & Excavation, Director Maras suggested that the fire hydrant replacement bill was too high and asked if the repair was a "street repair". Mr. Parker advised that it was not. Director Maras noted that he had clients in his capacity as Executive Director of ARWO (Association of Regional Water Organizations) that paid much less for hydrant replacement.

In reference to check 12842, issued to Fischer Enterprises, Inc., Director Arthurs requested additional information on the Curb Stop Repair. The District Manager advised that this was the home on Fox Circle that had caught fire. The District Manager added that the District had been contacted by the fire department to shut the water off to the home, and that the curb stop was not working due to rocks obstructing it from turning.

In reference to check 12852, issued to TST Infrastructure, LLC., Director Peterson requested additional information on the Waucondah Odor Control Evaluation. The District Manager advised that this was for the collection and analysis of data from the Waucondah Wastewater Treatment Plant as well as the vendor contact to collect pricing information for preparation of the Executive Summary Report for the Waucondah WWTP Evaluation Report and presentation.

A motion was made and seconded; (RESOLUTION 20-089) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 3, 2020 IN THE AMOUNT OF \$7,858.93 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. As Director Morris was not yet in attendance, the motion passed 4-0.

- 2.4 Proposed 2021 Budget – The Board reviewed the proposed 2021 Budget presented by the District Manager. Director LaCrosse highlighted that Director Maras is the current Board Secretary and that the signature pages in the budget package needed to be updated to reflect that.

Director Arthurs requested the rationale for the Construction Water Sales projected revenue reduction in 2021. The District Manager offered that the majority of the 2020 revenue came from the Remuda Ranch development and that this will be coming to a close in 2021.

Director Arthurs requested clarification on what is included in the Specific Ownership Tax budget item. The District Manager offered that the specific ownership tax is a tax that is levied on registered motor vehicles.

Director Arthurs noted that the Election Expense should be zero in 2021.

The Budget Hearing is scheduled for the December 9, 2020 Board Meeting.

2.5 Waucondah Wastewater Treatment Plant (WWWTP) Power and Odor Updates –

Mr. Bob Petro was in the audience to follow the progress being made with regard to the WWWTP. Mr. Petro advised the Board that he and his neighbors were happy with the progress to date, but expressed concern related to how the WWWTP maintenance issues were not addressed previously. Mr. Petro requested a copy of the most recent Remuda Ranch Feasibility Study. Director Peterson advised the Board that there were some immediate needs expenses at the WWWTP to keep the digester functioning properly over the next few years. The estimate for the improvements is \$100,000. The Board agreed that the District should allocate these funds immediately. Director Maras requested that there be no equipment sole sourcing.

2.6 Unaccounted for Water – The Board reviewed a proposal from TST Infrastructure, LLC, the District's engineering firm, to address the substantial difference between the quantity of water produced by the District versus the quantity billed to Customers that was identified by Ehlers, using calendar year 2019 information. The proposal includes identifying and implementing metering and control improvements, development of a water use tracking system to monitor water use and system losses on a monthly and annual basis and the development of a water loss reduction program, if necessary. Director Morris suggested that the timing of the addition of another project was not good. Director Maras countered that if we are losing substantial amounts of water, with current funding discussions underway to pay for a great number of maintenance items, starting the effort immediately is imperative. After discussion, a motion was made and seconded; (RESOLUTION 20-090) TO EXECUTE THE PROPOSAL SUBMITTED BY TST INFRASTRUCTURE, LLC IN THE AMOUNT OF \$25,000 TO ADDRESS UNACCOUNTED FOR WATER ISSUES IN THE DISTRICT. The motion passed 4-1.

2.7 Request for Refund of Tap and Development Fees – The Board reviewed a request from a developer in the District to refund tap and development fees for two properties that he had paid them for but not began construction due to impacts of the COVID-19 pandemic. At the conclusion of discussion, the Board agreed that the COVID-19 pandemic has created a unique circumstance, and that the District would refund the tap and development fees to the property owner. The Board requested that the District Manager advise the developer of their decision and advise him that the fees may be higher when he pays them again.

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. Mr. Maras requested additional information on the Ammonia Result for the Sageport Wastewater Treatment Plant. Mr. Parker noted that the change was related to the change in seasons and that the Ammonia can be managed with Alum.
- 3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report that was presented by the District Manager.

Director Peterson noted that in review of the information provided by legal counsel regarding storage rights diligence, the District does not need to take additional action to meet the diligence requirement. Director Peterson requested confirmation that the legal counsel will do the necessary diligence findings. The District Manager confirmed that the legal counsel is planning to do the diligence findings.

Director Maras asked if the road issues at the site of the Pleasant Park Ditch had been resolved. The District Manager advised that for the most part they were resolved or there was a plan to do so.

The Board reviewed the Engagement Letter submitted by Schilling & Company, Inc. for audit preparation services. After discussion, a motion was made and seconded; (RESOLUTION 20-091) TO EXECUTE THE ENGAGEMENT LETTER WITH SCHILLING & COMPANY, INC. FOR 2020 AUDIT PREPARATION SERVICES. The motion passed unanimously.

The Board reviewed the Engagement Letter submitted by Fiscal Focus Partners, LLC for the 2020 audit. After discussion a motion was made and seconded; (RESOLUTION 20-092) TO EXECUTE THE ENGAGEMENT LETTER WITH FISCAL FOCUS PARTNERS, LLC FOR THE 2020 AUDIT. The motion passed unanimously.

4.0 Old Business/Immediate Issues

- 4.1 Director Morris Resignation – Director Morris advised the Board that with much regret he and his wife were moving out of the District. Director Morris then formerly resigned from the Board of Directors via a written resignation letter. Mr. Morris stated his favorite mantra that the District is “not collecting enough money”.
- 4.2 Board Vacancy – Director Peterson nominated Mr. Anthony Lucas to fill the vacant Board position. Director Maras nominated Ms. Julia McCusker to fill the vacant Board position.

Director Peterson requested that both candidates provide a summary of their background.

Mr. Lucas advised that he served in the Marine Corps. Mr. Lucas added that he had previously served on the Perry Park Water and Sanitation District Board of Directors for eight years and was very interested in serving again. Mr. Lucas noted that he

had retired from Schlumberger where he was employed as an Electrical Engineer working with geophysical data.

Ms. McCusker advised that she is COBANK Regional Vice President in the Rural Water Division working with water and wastewater customers. Ms. McCusker added that she has lived in the District for three plus years and attended many Board Meetings. Ms. McCusker suggested that the addition of another woman on the Board would be very positive.

The Board then voted to fill the vacant Board position. The vote was 3-1 to appoint Anthony Lucas to fill the vacant Board position.

The following Oath of Office was then administered:

I, Anthony Lucas, do affirm that I will support the Constitution of the United States, the Constitution of the State of Colorado, and the laws of the State of Colorado, and will faithfully perform the duties of the office of Director of the Perry Park Water and Sanitation District upon which I am about to enter.

5.0 Audience Participation – There was none.

6.0 Adjournment - A motion was made and seconded; (RESOLUTION 20-093) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 18:11.

Secretary, James Maras