



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

## Regular Meeting – November 18, 2015

### Board Members Present

Judy LaCrosse  
Jim Matchett  
Andy Morris  
Gary Peterson

### Visitors

### Excused Absence

Craig Johnston

### Staff / Consultants in Attendance

Sue Byrnes – District Staff  
Diana Miller – District Manager  
Scott Monroe – Semocor, Inc.

### 1.0 Call To Order

The 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 15-057) TO APPROVE THE MINUTES OF THE OCTOBER 21, 2015 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 15-058) TO RATIFY ELECTRONIC PAYMENTS DATED NOVEMBER 9, 2015 IN THE AMOUNT OF \$8,362.38 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 15-059) TO APPROVE CHECKS 11092 THRU 11115 IN THE AMOUNT OF \$87,472.78 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

In reference to check 11098 issued to DRC Construction Services Inc., Director Peterson requested additional detail on the services provided. The District Manager advised that the District cleans and films one seventh of the District's collection system on an annual basis, some sections annually. The District Manager added that charges this year were consistent with previous years. Mr. Monroe added that no issues were discovered during the inspection.

A motion was made and seconded; (RESOLUTION 15-060) TO APPROVE CHECK 11116 IN THE AMOUNT OF \$18,880.00 TO BE DISBURSED FROM 1<sup>ST</sup> BANK.

In reference to check 11116, issued to Ken Ashlock, Director Peterson suggested that price was very competitive in relation to other road projects that the District has funded. Mr. Monroe advised that this road work was done on a private road which differs substantially to a public road, but regardless, Ken Ashlock had provided the lowest of three bids and done a great job.

A motion was made and seconded; (RESOLUTION 15-061) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 23, 2015 IN THE AMOUNT OF \$5,711.62 AND CONSENT AGENDA ITEMS DATED NOVEMBER 6, 2015 IN THE AMOUNT OF \$6,157.52 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.3 Adopt 2016 Budget – A motion was made and seconded; (RESOLUTION 15-062) TO OPEN THE 2016 BUDGET HEARING. The motion passed unanimously.

The Board reviewed the proposed 2016 Budget. The Board discussed the Comprehensive Master Plan that is being prepared by TST Infrastructure, LLC, noting that the master plan would be presented to the Board at the January 2016 Board Meeting, and that the results of the plan would solidify the District's capital needs and priorities. After discussion, the following resolutions were made:

THE RESOLUTION TO SET MILL LEVIES (RESOLUTION 15-063), THE RESOLUTION TO ADOPT BUDGET (RESOLUTION 15-064) AND THE RESOLUTION TO APPROPRIATE SUMS OF MONEY FOR THE PERRY PARK WATER AND SANITATION DISTRICT (RESOLUTION 15-065) were made and seconded. The full text is attached. The motions passed unanimously.

The Budget Hearing was adjourned and the regular meeting resumed.

- 2.4 Execute Water/Wastewater Improvements Agreement – The District Manager provided the Board with an overview of the proposed water and wastewater main extension on Elati Road. Director Peterson suggested that going forward an executive summary of the project accompany the Water/Wastewater Improvements Agreement. Director Peterson inquired as to how the Contractor for the project was selected. The District Manager advised that the Owner had selected the Contractor, and although the Contractor that owner selected is on the District's Service Line Installer list, this is not always the case. The District Manager added that Owner had already provided the District with an approved deposit of security to insure that the work is completed to the District's satisfaction and that the work is insured through the warranty period.

In reference to paragraph 2.3 in the Water/Wastewater Improvements Agreement, Director Peterson requested clarification on the verbiage related to who is "ultimately responsible for paying in whole or in part" for the construction of the infrastructure. The District Manager suggested that "whole" relates to a single property owner and "in part" refers to the situations when multiple owners were paying for the infrastructure. The District Manager noted that she would confirm her understanding with the District's legal counsel.

In reference to paragraph 5.1 in the Water/Wastewater Improvements Agreement, Director Morris requested a timeframe for when construction would begin on the program. The District Manager advised that Owner planned to start immediately, but would update the agreement to reflect a twelve month timeframe to begin construction.

In reference to paragraph 9.2 in the Water/Wastewater Improvements Agreement, Director Peterson suggested that the paragraph does not make sense and requested that the District Manager contact legal counsel for clarification.

At the conclusion of discussion, a motion was made and seconded; (RESOLUTION 15-066) TO EXECUTE THE WATER/WASTEWATER IMPROVEMENTS AGREEMENT WITH MR. STEVE BYRNE FOR THE ELATI ROAD WATER AND SEWER MAIN LINE EXTENSION. 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 had been submitted by Semcor, Inc.

Director Matchett requested clarification on the water main flushing on Perry Park Blvd. Mr. Monroe offered that the main flushing on Perry Park Blvd. was carry over text from the previous month's report and that only two location were flushed, the end of Country Club Drive and the end of Waucondah Drive.

On behalf of Director Matchett, the District Manager asked Mr. Monroe if he could provide details on the work being done at the Country Club's stream measurement flume. Mr. Monroe advised that the District's Bear Creek Weir Replacement project that was completed in 2014 has become the de facto standard that the State is using for stream measurement. Mr. Monroe added that the Country Club is upgrading their stream measurement equipment.

- 3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report.

The District Manager noted that the permits issued by the District this year, 25 in total, well exceeds the previous year's total.

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

- 4.1 Board Member Discussion Items – The Staffing and Compensation Committee (The Committee), Director Morris and Director LaCrosse, advised the Board that they had researched Colorado Water and Sanitation District compensation packages as well as reviewed information provided by the District Manager.

The Committee recommended an increase in the District Manager's salary of 5%, which would increase her salary to \$94,500. The Board discussed the results of the Committee and the performance of the District Manager. A motion was made and seconded; (RESOLUTION 15-067) TO ACCEPT THE STAFFING AND

COMPENSATION COMMITTEE AND INCREASE THE DISTRICT MANAGER'S SALARY BY 5%, EFFECTIVE JANUARY 1, 2016, INCREASING HER ANNUAL SALARY TO \$94,500 AND TO AUTHORIZE A YEAREND BONUS IN THE AMOUNT OF \$1,000 IN RECOGNITION OF HER EFFORTS AND COMMITMENT TO THE DISTRICT. The motion passed unanimously.

The Committee summarized the recommendations of the District Manager regarding the performance of Ms. Sue Byrnes.

After discussion a motion was made and seconded; (RESOLUTION 15-068) TO ACCEPT THE RECOMMENDATION OF THE DISTRICT MANAGER TO INCREASE MS. BYRNES'S SALARY BY 6%, EFFECTIVE JANUARY 1, 2016, INCREASING HER ANNUAL SALARY TO \$44,720 AND TO AUTHORIZE A YEAREND BONUS IN THE AMOUNT OF \$600 IN RECOGNITION OF HER EFFORTS AND COMMITMENT TO THE DISTRICT. The motion passed unanimously.

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

**5.0 Audience Participation** – There was none.

**6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 15-059) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:39.

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Secretary, Judy LaCrosse