



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

Regular Meeting November 8, 2023

Board Members Present

Brian Arthurs
Tony Lucas
James Maras
Gary Peterson

Visitors

Daniel Hickson
George Sewell

Excused Absence

Jim Matchett

Staff / Consultants in Attendance

Dannah Koeniger – GMS, Inc.
Diana Miller – District Manager
Mark Morton – GMS, 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 Meeting Minutes – A motion was made and seconded; (RESOLUTION 23-073) TO APPROVE THE MINUTES OF THE OCTOBER 18, 2023, 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 23-074) TO APPROVE ELECTRONIC PAYMENTS DATED OCTOBER 13, 2023, IN THE AMOUNT OF \$22,548.88 AND ELECTRONIC PAYMENTS DATED OCTOBER 20, 2023, IN THE AMOUNT OF \$246.11 AND ELECTRONIC PAYMENTS DATED OCTOBER 23, 2023, IN THE AMOUNT OF \$1,003.49 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 23-075) TO APPROVE CHECKS 13949 THRU 13965 IN THE AMOUNT OF \$149,886.34 TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check 13954, issued to Frey Municipal Software, Director Lucas asked if the item Crystal Reports Pro was an annual fee. The District Manager advised that it was not. The District Manager added that the previous version of

Crystal Reports that the District was using was from 2006, and this was an upgrade to a current version.

In reference to check 13955, issued to HF PPW&S Rebates, LLC, Director Lucas requested clarification on the item Hidden Forest Quarterly Rebate. The District Manager advised that this was a reissue of a check that had not been cleared by the bank. The District Manager offered that she was working on clearing aged outstanding checks.

In reference to check 13958, issued to Level Engineering & Inspection, Director Lucas requested clarification on item DC Water Demand Study. The District Manager offered that the District is compiling the data for a minimum water standards resolution required by Douglas County.

From Douglas County Zoning Resolution, Water Supply Overlay District:

1805A Water Demand Standards 1805A.01 For service governed by an Established District, the applicant shall submit a copy of the governing board's resolution establishing minimum water standards for the Established District. The County may request additional information to evaluate the adequacy of Water Demand standards pursuant to C.R.S. § 29-20-302(1). (Amended 12/15/22)

In reference to check 13962, issued to Schilling & Company, Inc. Director Lucas requested clarification on the rationale for getting billed for item 2022 Audit Preparation at this point in time. The District Manager advised that the District had not been billed previously, this was the first and only bill for audit preparation services.

A motion was made and seconded; (RESOLUTION 23-076) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 27, 2023, IN THE AMOUNT OF \$8,771.68 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.3 Asset Management Plan – The Board reviewed the revised Scope of Water and Wastewater Systems Capital Improvements. The District Manager advised that the scope of work had been revised based on feedback from Director Arthurs and Director Maras. Mr. Morton with GMS summarized the process for collecting the needed information for the Asset Management plan. Mr. Morton offered that the end product would be an equipment matrix highlighting the end of useful life and replacement planning. The Board agreed that the scope of work adequately defines the end product that the District needs for planning purposes. The Board requested that Mr. Morton provide a cost estimate for the effort.
- 2.4 Project Status Update and Funding Discussion – Mr. Andrew Wheeler attended the Board Meeting to advise the Board on financial market conditions, current interest rate projections and to discuss the timing of capital improvement financing. Ms. Dannah Koeniger and Mr. Mark Morton attended the Board Meeting to provide a detailed project status update and to answer questions regarding grant and load opportunities that may exist. The following is the status update provided by Mr. Morton:

Glen Grove WTP

- *CORE continues the preparation of contracts for their primary side work on the new electrical service*
- *Continued coordination with equipment suppliers for proposals to purchase the major secondary side equipment*

Sageport WWTF

- *Preliminary Engineering Report (PER) for the capacity expansion alternative delivered to District on Friday October 20, 2023*
- *Monitoring process operations with staff and operators to meet TIN effluent limit*
- *Draft completed for the discharge permit renewal application (see below for chemical evaluation forms)*
- *Preparing individual Request for Chemical Evaluation forms that are required to accompany the permit renewal application for the three chemicals used:*
 - o *Alum – chemical reaction calculations complete and preparing Chemical Evaluation form*
 - o *Polymer – ongoing coordination with product manufacturer on proprietary product ingredients, CDPHE requires full disclosure of all ingredients of proprietary chemicals for their review*
 - o *Soda Ash – chemical reaction calculations complete and preparing Chemical Evaluation form*

Waucondah WWTF

- *Continued work on Drainage Report per Douglas County Location and Extent submittal Requirements*
- *Communications with County engineer on 100-year floodplain delineation, impacts to site drainage requirements and potential need for stormwater detention*
- *Continued design coordination on the electrical system*
 - o *Site electrical distribution system*
 - o *Upgrades to primary sludge pump MCCs*
 - o *Generator and automatic transfer switch sizing and installation requirements*
- *Continued coordination with tank cover suppliers on cover design, configurations and structural reactions*

- CDPHE review process continues for the submitted Process Design Report

SCADA and Automation for Sageport WTP

- Pursuing an order to purchase three VFDs, one each for Wells A2, A3 and D4
- Continued schedule coordination for fabricating the new PLC control panels to automate the operations of Wells A2 and A3

Director Maras offered that the Sageport Wastewater Treatment Plant Preliminary Engineering Report (PER) was very detailed and thorough.

- 2.5 Resolution to Establish Country Club Drive Loop Impact Fee – The Board reviewed the cost analysis provided by TST Infrastructure, LLC for the Country Club Drive loop project and the lots that have directly benefited from the completion of the project. The Board reviewed the proposed impact charge to contribute to the project costs from directly benefiting lots. At the conclusion of discussion, the following motion was made and seconded;

RESOLUTION 2023-11-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, ESTBLISHING THE AMOUNT OF AN IMPACT FEE FOR LOTS DIRECTLY BENEFITTING FROM THE COUNTRY CLUB DRIVE WATER LINE LOOP THAT WAS INSTALLED BY THE DISTRICT

WHEREAS, the District designed and constructed a main line water extension on Country Club Drive (Country Club Drive Loop) that loops the water line;

WHEREAS, the Board adopted the 2016 Comprehensive Master Plan on April 20, 2016, RESOLUTION 2016-04-001 that was developed by the District's Engineer, Operations and Staff;

WHEREAS, the Board approved the Country Club Drive Loop project which was constructed in 2018 to improve water quality, improve fire protection and provide water back feeding options during water supply interruptions and provide a water supply to certain lots;

WHEREAS, the District paid all management, financing, engineering and construction costs associated with constructing the Country Club Drive Loop;

WHEREAS, a Country Club Drive Loop Impact fee was established at the completion of construction to recover an equitable portion of the value of the District's Country Club Drive Loop infrastructure, the amount to be determined;

WHEREAS, the total project cost for engineering and construction was \$576,100;

WHEREAS, the number of lots directly benefitting by the construction of the Country Club Drive Loop is 105;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, THAT A COUNTRY CLUB DRIVE LOOP IMPACT FEE IN THE AMOUNT OF \$5,486.67 BE IMPLEMENTED FOR THOSE 105 LOTS.

The motion passed unanimously.

- 2.6 Spring Canyon Feasibility Study – The Board reviewed the projected tap, development and impact fee revenue, as well as projected property tax revenue for developed versus undeveloped lots, compiled by the District Manager. Director Peterson offered that the additional information confirmed the contribution that the proposed development would make to the District. Director Peterson noted that there were no outstanding technical questions from the October 18, 2023 Regular Board Meeting. A motion was made and seconded; (RESOLUTION 23-077) TO ACCEPT THE SPRING CANYON FEASIBILITY STUDY AS PRESENTED. The motion passed unanimously.
- 2.7 Staffing and Compensation Committee Recommendations – The Staffing and Compensation Committee, Director Arthurs and Director Matchett, advised the Board that they had received recommendations from the District Manager. Director Arthurs advised the Board that he would not be making recommendations until he had the opportunity to meet with District Staff.
- 2.8 Agreement for Services for Operations with Semocor Inc. – The Staffing and Compensation Committee advised the Board that they had met with Mr. Parker, the President of Semocor, Inc., as well as the District Manager, to discuss any questions raised by Boards Members as well as to get feedback from the District. The Staffing Committee advised that all questions had been addressed to their satisfaction. A motion was made and seconded; (RESOLUTION 23-078) TO EXECUTE THE AGREEMENT FOR SERVICES FOR OPERATIONS BETWEEN THE PERRY PARK WATER AND SANITATION DISTRICT AND SEMOCOR, INC. The motion passed unanimously.
- 2.9 2024 Budget – The Board reviewed the proposed 2024 Budget. The District Manager advised the Board that Director Arthurs had suggested debt service expenses be incorporated. The District Manager added that debt service projected expenses would be included in the final version of the 2024 Budget that will be approved at the December 13, 2023 Regular Board Meeting and Budget Hearing.
- 2.10 Service Line Locates and PRVs – The Board reviewed a section of the District’s Rules and Regulations regarding Customer ownership and responsibility for infrastructure. Additional information regarding Colorado Revised Statutes had been included by Ashley Pollock-Zahedi, the District’s legal counsel. The District Manager advised the Board that Mr. George Sewell, a Customer in District as well as Mr. Daniel Hickson an attorney and family acquaintance were in attendance because the District, Semocor, Inc., and two utility locating companies had been unable to locate his water service line and curb stop. Mr. Sewell advised the Board that he had a leak in his home and was unable to use his shut-off valve to stop water flow so a plumber could repair the leak. Mr. Sewell offered that a section of his plumbing had been repaired using plastic pipe which may have inhibited the utility locating companies’ ability to trace the water service line. Mr. Sewell offered that the plastic

plumbing had been removed and replaced by copper. The Board directed the District Manager to continue trying to locate the water service line.

Director Maras advised the Board that he recently had a water heater in the basement of his home burst. Director Maras noted that the water heater was past its useful life, but he believed higher water pressure coming into the residence had contributed to its demise. Director Maras suggested that the District Manager include an article regarding Customer responsibilities, water pressure and plumbing safety devices be included in the next newsletter.

- 2.11 Resolution to Establish Intent to Sell Real Property – The District Manager advised the Board that she had consulted with legal counsel regarding the sell of property owned by the District to insure the Colorado Revised Statutes are being followed. The District Manager advised that the District should obtain a property appraisal and pass a resolution to provide public notification. The following resolution was made and seconded:

**RESOLUTION (2023-11-001) TO ESTABLISH INTENT TO SELL REAL
PROPERTY**

PERRY PARK WATER AND SANITATION DISTRICT

Notice is hereby given that the District is authorized by CRS Section 32-1-1001 to sell its real property:

“32-1-1001. Common powers - definitions. For and on behalf of the special district the board has the following powers:

(1) To acquire, **dispose of**, and encumber **real and personal property including, without limitation, rights and interests in property**, leases, and easements **necessary to the functions or the operation of the special district; except that the board shall not pay more than fair market value and reasonable settlement costs for any interest in real property** and shall not pay for any interest in real property which must otherwise be dedicated for public use or the special district's use in accordance with any governmental ordinance, regulation, or law;”

The property located at 1802 Silverheels Drive, Larkspur, Colorado will be sold at “fair market value” which will be determined by a certified appraiser, to help defray the costs associated with necessary capital improvement projects. The District will interview a minimum of two real estate agents to determine if different commission agreements are available.

The motion passed unanimously.

- 2.12 District Systems Report – The members of the Board reviewed the District Systems Report that was prepared by Mr. Will Parker.

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

2.14 Audience Participation – There was none.

2.15 Board Member Discussion Items – Director Arthurs congratulated Director Maras on his appointment to the Douglas County Water Commission.

3.0 Adjournment - A motion was made and seconded; (RESOLUTION 23-079) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 16:13.

Anthony Lucas, Vice President