



Perry Park Water and Sanitation District  
5676 West Red Rock Drive  
Larkspur, Colorado 80118  
[perryparkwsd.colorado.gov](http://perryparkwsd.colorado.gov)

## Regular Meeting – November 13, 2024

### Board Members Present

Brian Arthurs  
Tony Lucas  
Julia McCusker  
James Maras  
Gary Peterson

### Visitors

John Adams  
Don Friedrichsen  
Steve Ostrowski  
Mike Palumbo

### Staff / Consultants in Attendance

Michael Gerstner – TST Infrastructure, LLC  
Diana Miller – District Manager  
Will Parker – President, Semocor, Inc.  
Lisa Sigler – Sigler Communications, Inc.

### 1.0 Call To Order

The Regular Board Meeting was called to order at 14:00.

There were no changes to the Agenda.

### 2.0 New Business and Open Items and Operational Status

- 2.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 24-081) TO APPROVE THE MINUTES OF THE OCTOBER 9, 2024, WORK SESSION OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

The approval of the October 16, 2024, Meeting Minutes was rescheduled until the December 11, 2024 Regular Board Meeting.

A motion was made and seconded; (RESOLUTION 24-082) TO APPROVE THE MINUTES OF THE NOVEMBER 1, 2024, EXECUTIVE SESSION OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 24-083) TO APPROVE ELECTRONIC PAYMENTS DATED OCTOBER 11, 2024 IN THE AMOUNT OF \$23,307.76 AND ELECTRONIC PAYMENTS DATED OCTOBER 15, 2024 IN THE AMOUNT OF \$268.53 WHICH WERE PREVIOUSLY DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 24-084) TO APPROVE CHECKS 14293 THRU 14312 IN THE AMOUNT OF \$181,947.66 TO BE DISBURSED FROM 1<sup>ST</sup> BANK WITH CHECK 14307 BEING VOIDED. The motion passed unanimously.

Director Arthurs reviewed the voided check.

In reference to check 14310, issued to TST Infrastructure, LLC, Director Maras asked if the Bear Ridge Development, LLC, is current with their reimbursements to the District. The District Manager advised that they are.

A motion was made and seconded; (RESOLUTION 24-085) TO APPROVE CHECKS 14313 THRU 14315 IN THE AMOUNT OF \$44,833.73 TO BE DISBURSED FROM 1<sup>ST</sup> BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 24-086) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 25, 2024, IN THE AMOUNT OF \$7,409.97 AND CONSENT AGENDA ITEMS DATED NOVEMBER 8, 2024, IN THE AMOUNT OF \$7,409.67 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.3 Radium in Tap Water Updates – Director Lucas advised the Board of the research and analysis he had completed using available data that the state has provided on the internet. Director Lucas requested the Board’s thoughts on posting it on the District’s website. The Board discussed Director Lucas’s suggestion and advised Director Lucas that posting the data could be considered negatively by other water providers, and while the Board felt his analysis was valuable to the District, they would prefer to use the data internally.

Mr. Friedrichsen requested a water quality update from the Board. The Board offered that the last round of testing results had not been received, but the radium violation had been rescinded by the state. Mr. Friedrichsen thanked the Board for their efforts.

- 2.4 Public Relations – Ms. Sigler attended the Board meeting to discuss with the Board the services Sigler Communications, Inc. can provide to the District and to answer any questions the Board may have. Director Arthurs advised the Board that Ms. Sigler had reviewed the water articles that had been included in the Larkspur Sentinel. Director Lucas offered that Ms. Sigler had reviewed the data analysis he had done as well.

- 2.5 Water Meters – The Board reviewed the analysis of meter options including pros and cons prepared by Mr. Gerstner. The analysis includes radio frequency (drive by), cellular and radio frequency (fixed network). The Board suggested that a ten meter test with the Metron meters should be a next step. All Board members volunteered to act as test participants. The District Manager and Mr. Parker suggested that a signal test would be a prudent next step. After discussion, the

Board agreed. A motion was made and seconded; (RESOLUTION 24-087) TO SCHEDULE A TEN METER TEST WITH METRON METERS AT THE CONCLUSION OF THE METER READING SIGNAL TEST AND INCLUDE METER LOCATIONS WITH THE LOWEST POTENTIAL AUTOMATED READINGS. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 24-088) TO INVITE A METER COMPANY WITH A MESH NETWORK SYSTEM TO MEET WITH THE BOARD. The motion passed unanimously.

- 2.6 Staffing and Compensation Committee Recommendations – The Staffing and Compensation Committee, Director Arthurs and Director Lucas, advised the Board that they had received compensation recommendations from the District Manager. Director Arthurs advised the Board that he had met with the District Manager to discuss the compensation recommendations made to the Staffing and Compensation Committee as well as other performance related items. Additionally, Director Arthurs advised he had done an exit interview with the Water and Sanitation District Utility Assistant. Director Arthurs and Director Lucas noted that they had done diligence, related to salary ranges for similar roles in Colorado.

At the conclusion of discussion, a motion was made and seconded; (RESOLUTION 24-089) TO ACCEPT THE STAFFING AND COMPENSATION COMMITTEE’S RECOMMENDATION OF A 2% SALARY INCREASE FOR FULL TIME DISTRICT STAFF EFFECTIVE JANUARY 1, 2025 AND TO GRANT THE DISTRICT MANAGER A 2024 YEAREND BONUS OF \$2,100 AND TO GRANT THE DISTRICT’S ADMINISTRATIVE ASSISTANT A 2024 YEAREND BONUS OF \$1,300 IN RECOGNITION OF THEIR EFFORTS AND COMMITMENT TO THE DISTRICT. The motion passed unanimously.

The District Manager thanked the Board for their consideration.

- 2.7 2025-2026 Agreement for Services for Operations – The Board reviewed the 2025-2026 Agreement for Services for Operations. Director Arthurs noted that he had met with Mr. Parker and discussed the proposed agreement. Director Arthurs noted that Ms. Zahedi with Curtis, Justus & Zahedi, LLC had reviewed the proposed agreement and had made several changes related to legislative changes. Director Arthurs noted that this was a two-year agreement with a two percent compensation increase for each year. The Board discussed the proposal. At the conclusion of discussion, a motion was made and seconded; (RESOLUTION 24-090) TO EXECUTE THE 2025-2026 TWO YEAR AGREEMENT WITH SEMOCOR, INC. WHICH INCLUDES A TWO PERCENT COMPENSATION INCREASE EACH YEAR. The motion passed unanimously.
- 2.8 Proposal for Water and Wastewater Financial Plan Update from Raftelis – The Board reviewed and discussed the outstanding responses from Raftelis. Raftelis agreed to provide a model that the Board can use for additional analysis. A motion was made and seconded; (RESOLUTION 24-091) TO MOVE FORWARD WITH

THE SCOPE OF WORK PROVIDED BY RAFTELIS TO PROVIDE AN UPDATED RATE STUDY AND MODEL. The motion passed 4-1.

- 2.9 2025 Draft Budget –Director Arthurs noted that the budget must be finalized at the December meeting. Director Arthurs offered that the proposed 2025 budget was on target and reflected the goals and commitments of the District. Director Arthurs requested that any additional updates to the proposed 2025 Budget be submitted as soon as possible.
- 2.10 Gove Ditch Maintenance – The Board reviewed a letter from Mr. Kirk Inderbitzen, the Ranger Supervisor with Douglas County Open Space and Natural Resources, advising the Board that the Gove Ditch was in need of maintenance to address water leakage. Mr. Gerstner advised the Board that he had confirmed that there was a leakage issue and that the proposed solution provided by Douglas County was cost effective for both parties. The Board requested that Douglas County propose an IGA (Intergovernmental Agreement) to contain costs. Mr. Gerstner offered to contact Mr. Inderbitzen regarding an IGA.
- 2.11 District Systems Report – The Board reviewed the District Systems Report that was presented by Mr. Parker. Mr. Parker noted that the issue with the A4 well was being addressed by Hydro Resources and that the pump and motor would be replaced, and the well would be cleaned. Mr. Parker also noted that the hydrant and valve on Buttermilk Road had been replaced. Mr. Parker summarized the steps taken to safely and efficiently replace the hydrant to address leakage and bring it up to the District’s standards.
- 2.12 Mark Morton, GMS Inc. – Monthly Project Progress Summary Report

Glen Grove WTP (Water Treatment Plant)

New secondary side equipment for the new electric service

- Site work, concrete pads and grading are complete, minor conduit trenching remains for the new CORE transformer installation
- Principle Electric completed the new equipment and panel installations in preparation for CORE transformer switch-over
- New CORE transformer installation and switch-over is tentatively scheduled for November 25, depending upon inspections being complete by that time
- Principle Electric and CORE are coordinating the switch-over to the new transformer, maintaining heat in the building is primary concern even though pumps and equipment are not fully operational

Sageport WWTF (Wastewater Treatment Facility)

- CDPHE (Colorado Department of Health and Environment) review process continues for the submitted discharge permit renewal application

- New permit will likely not be prepared until 2026
- Current permit (administratively extended) will remain in effect until the new permit is issued
- Continue to monitor process operations to meet TIN (Total Inorganic Nitrogen) effluent limit
- PELs (Preliminary Effluent Limitations) for the expansion project
- PELs provide the expected effluent limits that will drive the treatment and performance requirements for the expansion project
- CDPHE will no longer prepare PELs as they have historically done, an applicant prepared PEL will be required
- GMS can provide an applicant prepared PEL, a separate contract for that specific scope of work will be delivered to the District in December

#### Waucondah WWTF

- Continuing coordination with Douglas County Engineering Services to address comments on the Location and Extent (L&E) submittal package
- Provided an option of reduced detention volume with enhanced water quality measures to the County Engineer and requested final acceptance
- Following internal County meeting (county engineer, development review supervisor and floodplain administrator) they will allow us to request a variance to County criteria with the following submittal requirements:
- Complete a drainage analysis to show the timing of the site drainage compared to the timing of the entire basin drainage to prove negligible downstream flooding impacts
- Prepare and submit a Floodplain Development Permit since the County maps show a portion of the site within the 100-year floodplain, but include our previous analysis that determined the site improvements are outside the 100-year floodplain boundary
- Add a concrete forebay to our drainage improvements for additional sediment capture, also prepare an Operation and Maintenance Manual for the drainage improvements and an additional analysis showing the runoff reduction due to grass swales
- Prepare and submit a letter to the Douglas County Public Works Department Director requesting a variance from County criteria based on site specific constraints
- We are preparing the variance request package for submittal to the County no later than November 22, 2024
- Coordinating a workshop with Diana and Will to review the project drawings

#### SCADA (Supervisory Control and Data Acquisition) and Automation for Sageport WTP

- Well A2 fully automated
- Well D4 fully automated

- Well A3 commissioning of the VFD (Variable Frequency Drive) and controls has been completed, well is fully automated
- Well A4 is currently being repaired. Hydro Resources is working on the cleaning, brushing and acid treatment of the well, and will follow with the replacement of the pump, motor and downpipe sections

#### Capital Improvements Plan (CIP)

- Evaluating the lift stations (west side: Bannock and Red Rock; east side: Boreas), delineating the individual lift station service areas for both current and future conditions, coordinating water use data with Will to project total loadings to lift stations
- Assessing equipment life cycles of the District wells, including pumps, motors, meters, instrumentation and communication gear
- Assessment of water storage tanks and establishing life cycle of coating systems, instrumentation and communication equipment, valving and flow control components, and cathodic protection system (for Echo Hills Tank 1 and the School House Tank)

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

2.14 Audience Participation – Mr. Palumbo updated the Board on his recent interactions with Douglas County regarding the Spring Canyon LID (Local Improvement District).

**3.0 Adjournment** - A motion was made and seconded; (RESOLUTION 24-091) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting was adjourned at 17:01.

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Jim Maras, Secretary