



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

Regular Meeting - January 20, 2021

Board Members Present

Brian Arthurs
Judy LaCrosse
Tony Lucas
Jim Maras
Gary Peterson

Visitors

Rich Briner
Doug Duvigneaud
Julia McCusker
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 16:33 via Zoom.

2.0 New Business and Open Items

- 2.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 21-001) TO APPROVE THE MINUTES OF THE DECEMBER 1, 2020 REGULAR BOARD MEETING AND BUDGET HEARING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

In reference to Section 2.5, the second paragraph, Director Peterson requested that the Meeting Minutes reflect that the District Manager and Administrative Assistant did not receive a salary increase in 2021.

In reference to Section 4.0, the first paragraph, Director Peterson noted that the word “is” should be “in”.

- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 21-002) TO RATIFY ELECTRONIC PAYMENTS DATED DECEMBER 23, 2020 IN THE AMOUNT OF \$17,033.69 AND TO RATIFY ELECTRONIC PAYMENTS DATED DECEMBER 28, 2020 IN THE AMOUNT OF \$98.62 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 21-003) TO RATIFY AN ACH TRANSACTION DATED JANUARY 8, 2021, ISSUED TO HUB INTERNATIONAL INSURANCE SERVICES, IN THE AMOUNT OF \$45,181.00 FOR THE DISTRICT’S 2021 GENERAL LIABILITY INSURANCE PAYMENT, THAT WAS PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 21-004) TO APPROVE CHECKS 12890 THRU 12899 IN THE AMOUNT OF \$25,874.95 WHICH WERE PREVIOUSLY DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check 12892, issued to Donald R. Frey & Company, Inc., Director Peterson requested additional information regarding the payment. The District Manager advised that this was the annual support and maintenance payment for the District's customer billing and payment processing software, as well as the District's accounting and fixed asset software.

In reference to check 12894, issued to Hill & Pollock, LLC, Director Peterson asked if the description *Roadway Easement Document Review* was related to the new access road that is part of the Remuda Ranch set of easement agreements. The District Manager confirmed that it is.

A motion was made and seconded; (RESOLUTION 21-005) TO APPROVE CHECKS 12900 THRU 12926 IN THE AMOUNT OF \$192,733.21 TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check 12908, issued to Emergency Pipe Repair & Excavation, Director Maras asked if the Douglas County Roadway Permit was included in this payment. The District Manager advised that it was.

In reference to check 12922, issued to TST Infrastructure, LLC, Director Peterson asked if the description *Water Use Study-Phase 1* is part of the water and sewer system review of unmetered infrastructure. The District Manager advised that it was, and that the study is not to exceed \$25,000.

A motion was made and seconded; (RESOLUTION 21-006) TO RATIFY CONSENT AGENDA ITEMS DATED DECEMBER 11, 2020 IN THE AMOUNT OF \$7,213.03 AND CONSENT AGENDA ITEMS DATED DECEMBER 25, 2020 IN THE AMOUNT OF \$10,550.18 AND CONSENT AGENDA ITEMS DATED JANUARY 8, 2021 IN THE AMOUNT OF \$6,782.43 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK. The motion passed unanimously.

- 2.3 Waucondah Wastewater Treatment Plant Power and Odor Updates – Mr. Parker advised the Board that a phase loss relay and control relay has been installed at the plant to protect equipment when a phase loss/dip event occurs. The event will now cause the equipment to run on the generator and switch off the “dirty” utility power.

Director Peterson asked if sludge hauling is now being done. Mr. Parker offered that sludge is being hauled at an additional charge of 15 cents per gallon. For the most recent haul of 26,000 gallons this added a composting charge of \$3,900. It was noted that this is due to the District's sludge being processed through another treatment plant.

Mr. Briner advised the Board that the odor issues were intermittent.

2.4 Waucondah Wastewater Treatment Plant Long Term Improvements Decision – As a result of the January 18, 2021 Work Session, the following resolution was made and seconded;

RESOLUTION 2021-01-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, TO AUTHORIZE THE EXPENDITURE OF FUNDS FOR THE WAUCONDAH WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT

WHEREAS, the Board engaged an engineering firm to perform a detailed analysis of the various components of infrastructure that provide treatment to the wastewater at the Waucondah Wastewater Treatment Plant;

WHEREAS, the Board initiated the detailed analysis to understand and resolve the recent odor and noise complaints received from Customers living near the facility;

WHEREAS, the Board attended a Work Session on October 26, 2020 to tour the Waucondah Wastewater Treatment Plant and to receive a comprehensive presentation of the determinations garnered from the data collected from the facility and recommendations to resolve the odor, noise and capacity issues;

WHEREAS, the Board attended a Work Session on December 1, 2020 to meet with the District's Municipal Advisor to discuss the District's current financial status and how to fund the expenditures identified during the October 26, 2020 Work Session;

WHEREAS, the Board attended a Work Session on January 18, 2021 to discuss and come to a consensus of the appropriate and judicious options to remedy the odor, noise and capacity issues to resolve the immediate needs and the long term solution to the identified issues;

WHEREAS, the Board has considered information from consultants and citizens regarding the immediate needs and long term solution and how to fund both, including public comments at Board meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, TO AUTHORIZE THE EXPENDITURE OF \$1,305,000 FOR INFLUENT AND EFFLUENT METER REPLACEMENT, PRIMARY CLARIFIER STRUCTURAL REPAIRS, RBC IMPROVEMENTS, UV DISINFECTION IMPROVEMENTS, INSTRUMENTATION AND CONTROLS AND AESTHETIC IMPROVEMENTS, ALL OF WHICH CAN BEGIN IMMEDIATELY.

PASSED AND ADOPTED at the January 20, 2021, Regular Board Meeting.

As a result of the January 18, 2021 Work Session, the following resolution was made and seconded;

RESOLUTION 2021-01-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, TO AUTHORIZE THE EXPENDITURE OF FUNDS FOR THE WAUCONDAH WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT

WHEREAS, the Board engaged an engineering firm to perform a detailed analysis of the various components of infrastructure that provide treatment to the wastewater at the Waucondah Wastewater Treatment Plant;

WHEREAS, the Board initiated the detailed analysis to understand and resolve the recent odor and noise complaints received from Customers living near the facility;

WHEREAS, the Board attended a Work Session on October 26, 2020 to tour the Waucondah Wastewater Treatment Plant and to receive a comprehensive presentation of the determinations garnered from the data collected from the facility and recommendations to resolve the odor, noise and capacity issues;

WHEREAS, the Board attended a Work Session on December 1, 2020 to meet with the District's Municipal Advisor to discuss the District's current financial status and how to fund the expenditures identified during the October 26, 2020 Work Session;

WHEREAS, the Board attended a Work Session on January 18, 2021 to discuss and come to a consensus of the appropriate and judicious options to remedy the odor, noise and capacity issues to resolve the immediate needs and the long term solution to the identified issues;

WHEREAS, the Board has considered information from consultants and citizens regarding the immediate needs and long term solution and how to fund both, including public comments at Board meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PERRY PARK WATER AND SANITATION DISTRICT, TO AUTHORIZE THE EXPENDITURE OF \$3,149,500 FOR BLOWER IMPROVEMENTS, INSTRUMENTATION AND CONTROLS, ELECTRICAL IMPROVEMENTS AND THE CONSTRUCTION OF A NEW DIGESTER, ALL OF WHICH WILL REQUIRE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT APPROVAL AND AN INCREASE IN THE PERRY PARK WATER AND SANITATION FUNDING.

PASSED AND ADOPTED at the January 20, 2021, Regular Board Meeting.

2.5 Resolution Designating Location to Post Notice – After a brief discussion the following motion was made and seconded; (RESOLUTION 21-007)

PERRY PARK WATER AND SANITATION DISTRICT

RESOLUTION DESIGNATING LOCATION TO POST NOTICE

WHEREAS, pursuant to §§24-6-402(2)(c) and 32-1-903(2) C.R.S., notice and, where possible, the agenda of the Perry Park Water and Sanitation District (“District”) Board of Directors (“Board”) meetings at which the adoption of any formal action is to occur or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be posted within the boundaries of the District at least 24 hours prior to each meeting at a location designated at the first regular meeting of each year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Perry Park Water and Sanitation District as follows:

Notices of meetings (regular, special and work/study session) of the Board required pursuant to §24-6-401, *et seq.*, C.R.S., shall be posted at least 24 hours prior to each meeting at:

<https://www.ppwsd.org/>

In the event of an exigent or emergency circumstance such as a power outage or an interruption in internet service, the District will post notice of public meetings at least 24 hours prior to a meeting at the following physical location within the District:

5676 West Red Rock Drive
Larkspur, Colorado

ADOPTED this 20th day of January, 2021.

The motion passed unanimously.

2.6 Discussion to Consider Customer Rate and Fee Increases – The Board reviewed the Ehlers Memorandum dated November 30, 2020 which addresses the District’s funding requirements necessary to accommodate the Waucondah Wastewater Treatment Plant long term improvements. The Ehlers Memorandum recommended a 5% Customer water and sewer rate increase as well as a \$50 capital improvement fee increase.

The Board then reviewed a draft of the District’s Schedule of Water and Sewer Rates and Fees that reflect Ehlers recommendation.

The Board discussed the increase in repair and maintenance costs that the District incurred in 2020 and concluded that these increased costs will be ongoing in future years. The Board directed the District Manager to request that Ehlers prepare an updated Memorandum that reflects these increases and to add a \$1,000,000 capital improvement item for meter replacement in 2025.

- 2.7 Perry Park Gateway Pond – The Board reviewed a letter from the Colorado Division of Water Resources to the Perry Park Metropolitan District regarding the Perry Park Gateway Pond's water storage. Director Arthurs advised the Board that the Perry Park Metropolitan District was working through the issues with the pond included in the letter and as of yet had not made any decisions with regard to the pond.

The District Manager advised the Board that both she and Mr. Parker believe that water storage in the pond has an influence on the water pumped from the Glen Grove well, as well as the Grant Ditch well. The District Manager noted that these two wells are the majority water sources supplying the Glen Grove Water Treatment Plant.

- 2.8 Regular Board Meeting, March 17, 2021, Proposed Start Time Change to 1pm – Director Peterson advised that he had a scheduling conflict with the start time of the March 17, 2021 Board Meeting and requested that the other Board Members consider the start time be changed to 1pm. The other Board Members did not have any issues with the 1pm start time change.

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

The District Manager provided an update on the status of the District's Water Use Study that is being prepared by TST Infrastructure, LLC. The District Manager advised that TST had prepared a schematic of the water system that depicts existing flows in and out of the system. The District Manager added that the schematic identifies which water flows are metered and which are not. The District Manager noted that TST and Mr. Parker had toured the facilities, giving TST the ability to collect inventory data on existing meters. The District Manager advised that TST had prepared an outline for the Water Use Study and were still on target for completion in February 2021.

- 4.0 Old Business/Immediate Issues** – Director Arthurs advised the Board that he had met with the District Manager for a review of the District's accounting systems. Director Arthurs offered that the review was helpful.

Director Lucas advised that he had reviewed the pdf (portable document format) files associated with tonight's Board Meeting and had numerous suggestions that would make them easier to review and potentially save staff time. The District Manager offered that she had only recently started posting the pdfs on the District's website because the District was hosting meetings remotely.

Director Peterson thanked Mr. Parker and his staff as well as the District Manager and her staff for their efforts in insuring that the District continues to meet all of its responsibilities and commitments in the challenging COVID-19 pandemic times.

5.0 Audience Participation – Mr. Duvigneaud expressed concern that the District’s proposed increase is too specific to the Waucondah Wastewater Treatment Plant.

Mr. Duvigneaud suggested that the Board not limit rate and fee increases to water and sewer rates and fees but also include tap and development fees.

6.0 Adjournment - A motion was made and seconded; (RESOLUTION 21-008) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 18:16.

Secretary, James Maras