

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
GRANT WATER & SANITATION DISTRICT**

April 18, 2018, at 9:00 a.m.

The regular meeting of the Board of Directors of the Grant Water & Sanitation District was held on Wednesday, April 18, 2018, at the hour of 9:00 a.m., at the Raccoon Creek Golf Course, 7301 West Bowles Avenue, Littleton, Colorado. Directors present were Skip Van Valkenburgh, Mike Mulholland, Darren Bradshaw, Mike Cowan and Bruce Guard. Also attending were residents John Whitehill and Paul LeFever. Auditor Dawn Schilling, Justin Meeks, Judy and Nicki Simonson, and Julia Robinson were also present. Mr. Van Valkenburgh presided. He noted this is his last meeting as a Board member and thanked the other Board members and consultants for their work over the 10 years he has served. He wished the Board luck in the future.

1. Disclosure of Conflicts of Interest. There were no changes to the Board member disclosures.

2. Open Forum. Mr. Whitehill said he was here to speak and listen. He said he lives next to the path where the sewer replacement project took place and wanted to know if the sidewalk reconstruction was done in accordance with the contract. He said the concrete surface is at least six inches higher than the original path. Mr. Meeks said that before construction began, measurements were taken and monuments placed from the eastern edge of the sidewalk to multiple points for each point of curvature and the monuments remained in place during construction. He said we are pretty sure the horizontal alignment of the walk is the same as before. He said the vertical alignment is hard to confirm and added that the contract called for the dirt left over from the excavation to be spread on the site, not removed. He said M/M did a topographical survey along the sidewalk before construction, but we don't normally do another one after construction is

complete. He said the contract called for restoration of the sidewalk to existing conditions and in accordance with the Bowles Metro District specifications as to thickness and mix, and that was accomplished.

Mr. Cowan asked how the sidewalk configuration impacts Mr. Whitehill. He said it is closer to his patio and higher, but he can still open his gate. He said a clod of dirt broke a picket on his fence. Mr. Cowan said that Bowles Metro owns the fence. Mr. Whitehill said Bowles Metro won't fix the gate. Mr. Mulholland asked if Mr. Whitehill was asking the District to tear up the sidewalk. He said he was not, but wanted the contractor to be "held accountable."

Mr. Whitehill then expressed concern about the "road base" material that was used for fill and said topsoil is needed. Mr. Meeks said the material was required as a base for the concrete path and added that topsoil will be added after the irrigation system is replaced. They will also re-seed and landscape the area. Mr. Cowan told Mr. Whitehill his concerns had been heard, that they would be discussed at the walk-through by the joint GWSD/Bowles Metro committee tonight, and that his time was up. In answer to a question from Mr. Whitehill, all Board members said they had walked the construction site. Mr. Whitehill also asked to discuss replacing trees on the easement. The Board responded that trees are not allowed on the easement and when existing trees have to be removed, they will not be replaced.

3. Overage Fee for Water Line Leak. Ms. Nicki Simonson submitted a request by a customer for an adjustment to her bill based on readings that were taken during a period in which she had a water leak. The leak was found and documented by Denver Water. The customer has never had an overage before and has paid the base fee, and she was very cooperative. The District policy is to adjust the bill based on Denver's adjustment, but Denver only adjusts for three months, which does not cover the whole period of the meter readings used by the District. Mr. Mulholland noted that the leaking water did not go into the District sewer system, so it had no impact on

District treatment volumes. Mr. Cowan moved to waive the entire coverage for the customer. The motion was seconded by Mr. Mulholland and approved.

4. **Minutes.** The minutes of the regular meeting held on March 21, 2018 were approved on motion of Mr. Mulholland seconded by Mr. Cowan.

5. **Engineering Report.** Mr. Meeks reported as follows:

- **Underdrain Cleaning.** DRC continues to work on the underdrains, putting in 14 days on the project over the last month. The worst lines continue to be a challenge, with a hammerhead now stuck in a line in Hillsboro. DRC has located a new cutter head with a carbide plate on front and an antenna to detect bends in pipes. They are trying to set up a free demonstration on a line in Hillsboro. The only drawback to the new head is that it only has 150-200 feet of line and we have runs up to 600 feet in some problem areas. Ms. Simonson said we may have to consider a capital project to add manholes to facilitate cleaning of the underdrains which experience high calcium buildup. Mr. Meeks praised DRC for its hard work on the underdrain system and its persistence on a frustrating job. He said the Blue Heron Park line will be cleaned next so Bowles Metro can complete the park restoration. After that, DRC will clean the line which serves the homeowner who has a water issue in his back yard.

Ms. Simonson said she had a good conversation with that homeowner, and he mentioned that he has a neighbor with a swimming pool which sits higher than his own yard. He said the neighbor has had some work done on the pool, so he is looking into that and other factors. He checked his crawl space and it is only slightly damp. The District could dye test his service line if he wishes, but he would have to clear some items out of the way.

- **2018 Sewer Maintenance.** Cleaning and videos of residential areas are largely complete and data will be added to the new GIS system. DRC started on the maintenance work on the Raccoon Creek Golf Course interceptor but was held up by weather and may now

have to defer this work until fall. It has to be coordinated with the golf course so as not to affect play.

- **Capital Projects.** The District portion of the Blue Heron sewer line replacement project is complete and the project site is now awaiting restoration of land. The joint committee will discuss how to pay for topsoil. Ms. Simonson has asked for a price on the topsoil but has not yet received it from Bowles Metro. Mr. Meeks noted that topsoil was excluded from C&L's bid for the project. The Board agreed that it was appropriate to pay for topsoil on the north-south construction site but cannot approve it without a price.

- **Lift Stations.** The lattice repair at the northeast lift station is done and looks good. This is the last work item requested by the adjacent neighbor.

- **Bowles Crossing.** Development work is under way but sewer work is on hold until grading is done. Half the main extension is done. Pipe bursting of the remainder is scheduled between late May and mid June. Mr. Meeks said that when we have a schedule we will let the community know. DRC has been notified about the unknown underdrain that was found at the site and asked to investigate it, but this is not at the top of their list. The access points are unknown, and further investigation will be done after the construction project, which may itself reveal more details about the underdrain. Mr. Meeks said that tap permits have been processed for lots 2 and 3 of eight lots.

- **Bowles Village Center.** M/M rented an H₂S meter from an environmental company and found that Bowles Village Center does have elevated levels of H₂S, at its worst during the lunch rush. It is not accumulating in the manhole by the golf course. It appears that the H₂S originates from the turbulence where the Chanson Plaza force main discharges into the gravity sanitary sewer system on the shopping center property. The manhole at the rear of the shopping center has concentrations high enough to require a respirator. Mr. Meeks recommended

finding out from the property owner what has been done to ventilate the system and to check p-traps. Once that is known, he said, the District could consider installing vented manhole covers equipped with air filters in the manholes behind Bowles Village. Up to five vented manhole covers might be needed, at a cost of about \$500 each. Mr. Meeks said there may also be alternatives to address the odor at the lift station itself.

- **Platte Canyon South Sheridan Line Project.** Ms. Simonson said she just requested information on the proposed project this week, so M/M has not had a chance to review anything.

- **GIS System.** Mr. Meeks said M/M will schedule a work session with the District manager before the next Board meeting.

6. **Approval of C&L Pay Request No. 2.** Mr. Bradshaw moved to approve Pay Request No. 2 in the amount of \$239,114.14. The motion was seconded by Mr. Mulholland and approved. Mr. Meeks said we have sought additional bids for the two remaining removal and replacement projects for 2018. The goal is to have a bid for the work by the May Board meeting. Mr. LeFever said there will be roundabout construction on Grant Ranch Boulevard in July. Mr. Meeks said the District wants to do its Grant Ranch Boulevard construction during the summer when school is not in session. Mr. LeFever said there would be irrigation lines in the middle of the roundabout.

Mr. Meeks, Mr. LeFever and Mr. Whitehill left the meeting.

7. **Presentation of 2017 Audit.** Ms. Schilling presented the auditor's letter to the District, saying this is a required communication to the Board. She said there were no issues or adjustments and the District records were in good order. She reviewed the scope of the letter, including management responsibilities and auditor responsibilities. The auditor letter concludes with an unmodified positive auditor opinion for 2016 and 2017.

Ms. Schilling reviewed the audit page by page. She noted that the biggest increase in assets was in cash and investments. Ms. Simonson said the cash increase resulted from being unable to complete the capital projects planned for 2017 during that year. Ms. Schilling also drew the Board's attention to the increase in capital contributions and decrease in calcium remediation expenses. At conclusion of her review, she asked that the Board approve the Board representation letter. The 2018 audit and the Board representation letter were approved on motion of Mr. Mulholland seconded by Mr. Cowan. Ms. Schilling then left the meeting.

8. Financial Report. Mr. Mulholland presented the financial report.

A. Disbursements. Apart from the items previously discussed, the proposed disbursements are routine. Mr. Bradshaw moved to approve them as presented. The motion was seconded by Mr. Cowan and approved.

B. Accounts Receivable. Ms. Nicki Simonson said the receivables report represents the status of collecting this year's sewer service fees. Bear's Car Wash has paid but not Lucha Cantina. The number of past due accounts was lower than usual this year. Only 150 late fee statements were mailed, compared to 300 last year. Some customers who don't live here year round have asked to have their bills emailed to them and this will be done on an informal basis next year. At this time, emailing has to be done independently for each bill.

C. Financial Statements. Ms. Simonson presented the audited financial statements for December 31, 2017. These were approved on motion of Mr. Cowan seconded by Mr. Mulholland. The financial statements for March 31, 2018 encompass the entire first quarter. They were approved on motion of Mr. Mulholland seconded by Mr. Bradshaw. Ms. Simonson pointed out that the District has received \$292,000 in tap fees so far this year, for four 1.5" water taps and the sewer taps to go with them. She reminded the Board that it is hard to budget for tap fee contributions since we cannot predict future redevelopment or its timing.

D. Investment Report. There is an investment maturity next week of \$200,000. Ms. Simonson recommended that this be re-invested at maturity and said she will also move more funds to ColoTrust. She said the District has already met its capital reserve goal for 2018. Mr. Mulholland said the Board needs to review the capital reserve goals and set new ones based on what the master plan shows for the next five years.

9. Other Business. The Board and consultants thanked Mr. Van Valkenburgh for his 10 years of service on the Board. He will be missed.

10. Adjournment. The meeting was adjourned by Mr. Van Valkenburgh.

Respectfully submitted,



Judith C. Simonson, Secretary