

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

July 17, 2019, at 9:00 a.m.

The regular meeting of the Board of Directors of the Grant Water & Sanitation District was held on Wednesday, July 17, 2019, at the hour of 9:00 a.m., at the Raccoon Creek Golf Course, 7301 West Bowles Avenue, Littleton, Colorado. Directors present were Mike Mulholland, Darren Bradshaw, Mike Cowan, Bruce Guard and Sam Garza. Also attending were Justin Meeks, Judy Simonson, Nicki Simonson, and Jennifer Bailey. Mr. Cowan presided.

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

2. Open Forum. The open forum was passed in the absence of any members of the public.

3. Minutes. The minutes of the regular meeting held on June 19, 2019 were approved on motion of Mr. Mulholland seconded by Mr. Garza.

4. Engineering Report. Mr. Meeks reported as follows:

- **2019 Capital Improvements Status.** Mr. Meeks reported that ECS, Inc. completed most of the construction activities but there are still a few issues outstanding. Jefferson County was contacted by a homeowner about issues regarding the paving subcontractor. Jefferson County discovered that ECS didn't pull any permits for the project. Martin/Martin gave ECS a deadline of July 12, 2019 to complete the permitting paperwork. They completed the application but did not pay the permit fee. The District will complete the right of way permit and warrant the work for the 2 year period through the issuance of a Letter of Responsibility. The District will

deduct these expenses, as well as a two-year holdback in an amount equal to twice the cost of the paving portion of the contract to offset any future repair expenses, the street cleaning expenses, and fixing damage to a homeowner's property caused by the paving subcontractor. The homeowner's grass was rutted, a sprinkler head was damaged, and their driveway concrete was broken. Martin/Martin received a proposal from Winchester Company for fixing the homeowner's damaged property which was the most attractive because they can do all the repair work, whereas other bidders could only do a portion of it and were more expensive. The Board approved Winchester Company's proposal to do all of the repair work for \$1,800.00 upon motion of Mr. Mulholland and second from Mr. Garza. Ms. Simonson will prepare the standard District work contract with the bid attached as an exhibit. She requested that the District get a Certificate of Insurance naming the District and the homeowner as insured parties. Robinson Bailey PC will prepare a letter to ECS, notifying them of the holdback and the deductions. The Board approved a motion made by Mr. Mulholland and seconded by Mr. Bradshaw to sign the Letter of Responsibility to be filed with Jefferson County for the paving permit.

Martin/Martin will be improving their contract documents for capital improvement projects. They will be requiring an additional bond to be posted that will better protect the District from a hired contractor that is dragging its feet or for other reasons is not performing under the terms of the contract. The District will be able to fire the contractor that is not performing and the bond will cover the difference between the bid of that contractor and the next lowest bidder. The cost of the bond is based on the contract amount and the contractor's credit. Ms. Simonson reiterated that we have to have all the documentation before a contractor begins work.

- **Platte Canyon Removal/Replacement Project.** A pre-construction meeting was held on July 12, 2019. T. Lowell Construction is the general contractor. Work will

begin right after Labor Day and will be completed in two weeks. There are a couple sensitive crossings that Martin/Martin will oversee, but Martin/Martin has had good experience working with T.Lowell Construction and Mr. Meeks does not foresee any problems.

- **Underdrain Remediation and Maintenance.** DRC has made good progress on the underdrain remediation, with well over 1900 feet completed. Their strategy has been to get the easy lines done first and then address those areas with higher levels of deposits. Mr. Cowan raised the question of whether more manholes are needed to access some of the longer lines. Mr. Meeks explained that a 300 to 400 foot line is workable but that anything over that could be problematic, depending on the level of mineral deposit. DRC's cutter head has a limited range, which is used only for lines with high levels of deposit. The Board asked Martin/Martin to obtain an early assessment report from DRC. The Board will review the assessment report to determine if additional manholes need to be installed.

- **Lift Stations.** During the week of July 4th, Ramey responded to many pump failures at the Chanson Plaza Lift Station. Ramey's Equipment Services Division pulled both pumps and discovered that both pumps had rags caught in their impellers. There was no seal leak in either pump and there appeared to be no additional damage from the rags. There have been a couple of additional faults since then, and Mr. Meeks is inquiring as to whether there is a problem with the relay in the control panel or the over-temperature sensors are giving out bad signals. He is also getting quotes for the installation of trash baskets. Additionally, the Board discussed the possible need for re-education of residents regarding flushing rags of any kind.

- **Bowles Crossing Re-Development.** A pre-construction meeting was held on July 11. Construction is expected to begin at the end of July and is expected to be completed in about 8 weeks. Currently, they are still working on the higher level locates. The work will be

confined to the hours of 1:00 am and 9:00 am. Martin/Martin will have to do night field observations. Alliance stated that they wanted to directionally drill a portion of the main because of three large spruce trees in the easement. The District will contact Vestar about the tree removal. Mr. Guard noted that the tree removal will need to include stump grinding.

- **Jimmy Johns.** Martin/Martin and the District Manager have not yet received the revised plans for Jimmy Johns. They also haven't seen plans from Garbanzo's, so Martin/Martin will contact both of them.

- **Oregano's Pizza Bistro.** Martin/Martin observed the grease interceptor construction on June 25. The grease interceptor was constructed in conformance with the approved design. Martin/Martin is ready to sign off on this project and will sign off on the tap application.

- **Red Lobster.** The District has not had an update on the abandonment of the dumpster drain at this location. The owner previously indicated that this work would be completed in May, but Martin/Martin has not heard back from them. The Board agreed that Simonson & Associates will hand-deliver a water shut-off notice, giving them 15 days to get the work done.

- **Odor Issues.** Martin/Martin has not heard anything more about the odor issue at Plaza on the Green. They will update the Board if they hear more about this issue.

- **GIS Database.** Martin/Martin continues to integrate the District's data into the new integrated asset management/operation and maintenance GIS software. Recently, Martin/Martin installed an update to the web-based platform. The update provides significantly improved video playback by automatically selecting optimum video streaming speed based on the device being used. It also added user interface enhancements, including US International Feet units (it previously only provided metric), gridded data selection with filtering in the properties

pane, and increased filtering options in the CCTV survey pane.

- **Easements in Blue Heron Park.** The Bowles Metropolitan District is still working on their plan of where to plant replacement trees. Ms. Simonson suggested that it may be time for the easement committee to have another meeting. She noted that the District still has not paid them as they have not provided a planting plan. The agreement was that the District would pay them after they provided a planting plan that was acceptable to the District, which they have not yet done. The next meeting of the Bowles Metro District is August 13. Mr. Cowan will try to attend.

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

A. Disbursements. Ms. Simonson presented a revised check register. There are new charges on the check register to Aaron DeVandry for website work, Century Link, Denver Water, and Jefferson County for the paving permit application related to the capital improvement project. The disbursements were approved on motion of Mr. Garza, seconded by Mr. Mulholland.

B. Accounts Receivable. There is no Accounts Receivable report this month. The District no longer has any large delinquent accounts so it will not need to file any liens this year.

C. Financial Statements. The District is still waiting for payment from Vestar, who owes the District \$4,800 for final close-out expenses, bill of sale, final easements, etc. Broadstone paid the District \$20,000, with \$17,000 still remaining to cover Martin/Martin's night inspections, among other things. The Board reviewed the Budgeted Income Statement and discussed the annual budget of \$10,000 for District utility locates. The District has spent \$9,400 to date for utility locates. The District is moving from Tier 2 to Tier 1, which requires contractors to contact all utilities in the project area, whereas at Tier 2 it was optional. With the new

regulations in place, the volume of utility locates is going to continue to increase, and thus the cost will also increase. The Board will do an RFP in the fall to determine what other contractors are charging for this service and will also have to increase its budget for utility locates. The unaudited financial statements for the period ending June 30, 2019 were approved on motion of Mr. Guard, seconded by Mr. Bradshaw.

D. Investment Report. There was nothing notable to report. This Friday the Federal Reserve may drop the interest rate .25%, and if so, the District may have some of its bonds called. If that happens, Ms. Simonson indicated that she will move the money over to Colotrust, despite it having gone down to 2.47%. The District currently has 37% of its portfolio held at Colotrust. When the percentage reaches 50%, she will look at commercial paper at 2.35%, also very liquid, at US Bank. This will be monitored month to month.

6. Other Business. Denver Water has formally released their draft lead reduction program plan and a draft budget. The comment period ends August 7. Regarding the associated recovery of costs for replacing the lead service lines, Denver Water has only stated that the rates will not be changed to include these costs until 2021. There are between 50,000 and 90,000 lead service lines in the Denver Water service area, with more than 95% of those lines in City of Denver. Their current proposal for cost sharing is that all customers pay the same. The District will be watching this.

7. Adjournment. The meeting was adjourned by Mr. Cowan.

Respectfully submitted,

Judith C. Simonson, Secretary