

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

**October 16, 2019, at 9:00 a.m.**

The regular meeting of the Board of Directors of the Grant Water & Sanitation District was held on Wednesday, October 16, 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 Cowan, Mike Mulholland, Darren Bradshaw and Bruce Guard. Also present were Justin Meeks, Judy Simonson, Nicki Simonson and Jennifer Bailey. Mr. Cowan presided.

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

**2. Open Forum.** Mr. Cowan passed the open forum in the absence of any members of the public.

**3. Minutes.** The minutes of the regular meeting held on September 18, 2019 as amended were approved on a motion by Mr. Mulholland seconded by Mr. Bradshaw.

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

- **2019 Capital Improvements Status.** The contract for the final manhole adjustments in Hillsboro was awarded to PLM/RME. Since then, Martin/Martin has not heard back from them and the District may need to find another bidder. These manholes need to be fixed before Jefferson County will sign off on the project. C&L may be an option, although cost may be an issue. Martin/Martin will follow up on this.

- **2020 Draft Engineering Budget.** There are two capital improvements included in the budget for next year, the deferred sanitary main removal/replacement in the Crossings neighborhood and twelve additional underdrain manholes. Additionally, there is a GIS line item, which includes the annual licensing fee of \$4500. That could be adjusted as more districts sign on to use the GIS and can share that cost. This fee also includes 40 hours of GIS tech time to make adjustments, run reports, etc. The 2020 maintenance schedule includes CCTV and cleaning in the scheduled residential areas and also cleaning and CCTV in the Bowles Crossing area. The residential areas are aligned with the underdrain cleaning and the schedule next year will include primarily the northwest neighborhoods. Ms. Simonson noted that she adjusted Martin/Martin's utility locates budgeted estimate of \$3,600 to the revised estimate of \$22,000 based on this year's actual locate costs which are much higher. The number of utility locates may go down with the refinement of the mapping system using the District's GIS which reduces the locate area to within a 30-foot buffer around the District's mains and easements. The costs of both of these projects are included in the budget.

- **2020 Capital Improvements Project.** The 2020 Draft Budget includes two capital improvements tasks, the deferred sanitary main removal/replacement in the Crossings neighborhood and 12 additional underdrain manholes. Mr. Meeks provided a proposal from Lamb-Star Engineering, LP for utility locates for the Crossings project. This is already included in budgeted costs. Lamb-Star will serve as a sub-contractor to Martin/Martin so there will be no separate contract with the District. Ms. Simonson suggested that the District would still want to be added as an additional insured to Lamb-Star's Certificate of Insurance. Martin/Martin will inquire about having the District added to the Certificate of Insurance. The Board was comfortable with moving forward with installing all twelve underdrain manholes in order to ensure

access for the underdrain cleaning. Ms. Simonson noted that the District's capital reserves are higher than projected and if the budgeted contingencies are needed, they can be funded from the District's excess reserves. Going forward, Mr. Meeks and Ms. Simonson will ensure that the capital projects budget includes engineering fees to cover planning costs for the following year's projects.

- **Platte Canyon Removal/Replacement Project.** Martin/Martin has drafted a letter, with input from the District Legal Counsel and the District Manager, to the Platte Canyon District Board concerning the storm sewer crossing. The District is paying for 96% of the project costs. The District asked for concrete encasing or a concrete saddle at a crossing of the new sanitary sewer main and an existing storm sewer line due to the fact that there is less than 18 inches of vertical separation between the two crossing pipes. Platte Canyon's engineer did not feel it was necessary and the concrete encasement/saddle was not done. There is resulting concern by the District that the District will be financially liable if future repairs are required on this crossing that could have been prevented. The Board considered the ramifications to the relationship with Platte Canyon of sending the letter and decided to have Ms. Simonson meet with Pat Fitzgerald to discuss the Board's concern about future liability. Should this situation arise again, the District will ask to be allowed to pay 100% of costs to have cautionary measures taken that are in the best interests of the District.

- **Underdrain Remediation.** DRC has completed remediation of over 2,000 linear feet of underdrain mains in the past month. They are working toward completion of the Crossings and then will move on to Heron Shores.

- **Bowles Crossing Re-Development.** Construction on the directionally drilled portion of the sanitary main extension has been completed. The slope of the main was

higher than the plans called for, but they made the storm sewer line crossing with a foot of vertical separation. They installed a concrete encasement as is required. This week, they are working on leveling out the bored section to reset that back to a straight grade. They needed to take out one tree in order to complete the work. They will be moving into the right of way along W. Long Drive next week. This part of the project was supposed to take 8-10 weeks, but it has already been that long and the project is only halfway done.

- **Lucha Cantina.** C&L inspected the grease interceptor servicing Lucha Cantina on October 7 and it failed. They had a very hard layer of grease at the bottom that had never been pumped out. Martin/Martin suggested that the grease interceptor be serviced once a year when they have it pumped down to make sure they are fully cleaning it out. It took several hours to pressure wash to get it all cleaned out. Lucha Cantina is now permanently closed. A tavern will be going into that space. When the tenant change occurs, the District will want to inspect the grease interceptor. This should be coordinated through the Property Manager.

- **Jimmy Johns, First Watch, and Garbanzos.** The grease interceptors have been added to the grease interceptor inspection schedule. They will have their first inspection before the end of the year. At the first inspection, C&L will dye test the drains within the restaurants to confirm that all drains are properly routed to the grease interceptor. This list should include Longhorn Steakhouse as well.

- **Jefferson County Building Permits.** The District Manager and Engineer met with Jefferson County Planning and Zoning regarding water/wastewater service availability letters and procedures. Planning and Zoning indicated that they were going to set up a meeting with the Building Department and Engineering to discuss the process for new development as well as remodels and tenant finishes. Martin/Martin will follow up.

- **Red Lobster.** Martin/Martin was contacted by Plumbing Logistics regarding the Red Lobster plumbing. Plumbing Logistics stated that they are going to be rerouting the plumbing for the drains that should be connected to the grease interceptor. Most of this work will be done exterior to the building. They are going to cap off the dumpster drain and fill it with concrete. Martin/Martin will have C&L confirm that the dumpster drain has been abandoned when they do their dye test. They will also ask them if they are aware of any other dumpster drains in the District and dye test those as well.

- **Bowles Metro District Easement Coordination.** Bowles Metro District has completed the planting of six new spruce trees outside of the District's easement on the north side of Blue Heron Park. Chuck Reid is leaving management of Bowles Metro District. Pat Shannon will be the interim manager. Pat called Martin/Martin to ask for the District's GIS underdrain data. They are concerned about sources of surface water in or adjacent to their parks. The Board requested from Martin/Martin documentation on all the outlets of the underdrain system. The outlets will be clearly marked on the GIS and system maps.

- **Lift Stations.** The lift station trash racks have not yet arrived. The style of basket that was originally selected didn't look like it was going to fit into the Chanson lift station. Ramey went with a different style of basket. The weeds at Northeast lift station are now dead. Martin/Martin has asked Ramey to include the weed maintenance into their budget for next year. Weed control will be added to the maintenance schedule each year and Martin/Martin will coordinate which contractor will handle the work.

**5. Presentation of Proposed Budget for 2020.** Ms. Simonson presented the draft district budget. On the Operating Budget, the revenues are a ballpark number in order to make the budget balance. The total service fees are about \$50,000 higher than last year while the capital

reserve fees are about \$50,000 less. Ms. Simonson anticipates the total service fees staying about the same. Water meter readings from Denver Water for the past year have been received and were given to the District's consultant, Rich Investments, to prepare the rate calculations for the budget. Under Non-Operating Expenditures, the sewer mains, manholes and lift station repairs are included. The Board discussed whether to raise the capital reserve fee rate so the District could consider installing more underdrain manholes for which a better unit price could be obtained. The District's capital reserves are almost \$3,500,000, which is ahead of the planned schedule. Mr. Cowan expressed concern about raising rates unless actual expenses have increased. However, Mr. Bradshaw noted that as construction costs have gone up, perhaps the District's reserve requirements need to go up. The District could fund the additional manholes from the existing reserves and still stay within the Board's 25 year reserve projections. Ms. Simonson and Mr. Meeks will look at construction cost increases and the reserve requirements when the 25 year plan is updated in 2021.

The District budgeted \$190,000 for system development fees this year for the Broadstone project. It was assumed that they would be moving much quicker on the housing project and would be paying the tap fees this year. The projected tap fees for 2019 were moved to next year. Other items noted for the budget included an increase in insurance premiums and election costs were added. If an election is not needed, the actual election expenditures will be greatly reduced. A budget hearing and a rate hearing for the District will be held during the November meeting.

**6. Financial Report.** Mr. Mulholland reported as follows:

**A. Disbursements.** The check register will need to be updated to remove the payment to Mr. Garza, who was unable to make the meeting. The disbursements with that amendment were approved on motion of Mr. Bradshaw seconded by Mr. Mulholland.

**B. Financial Statements and Investment Report.** Mr. Mulholland said there is nothing noteworthy. The Platte Canyon project came in at about \$170,000, although it was budgeted for \$300,000. With this in mind, Ms. Simonson directed Martin/Martin to begin their design work for next year's projects.

There is one bond coming due on the 30<sup>th</sup> of October. Colotrust is still above 2%. When the bond comes due, Ms. Simonson will compare Colotrust with US Bank to see what rates US Bank can offer. Mr. Mulholland recommended re-consideration of the targets on the bottom of investment report. The financial statements were approved on motion of Mr. Mulholland seconded by Mr. Guard.

**7. Other Business.** Columbine High School has always been in the District, but the District has never provided services to them because the District didn't have any sewer lines in that area in the 1970s when the school was built. When Clement Park was developed, the District put in services for the park that connect to Platte Canyon's manhole. The high school's main service line goes into the same manhole. Since the park was built, Platte Canyon assumed that the District was maintaining that manhole and Columbine's section of line, and the District thought that Platte Canyon was. As part of the gym expansion, Columbine has to build a new main and Denver Water is requiring them to loop the water main. This new main has to be maintained by a water district because it is bigger than it previously was. Platte Canyon is a read and bill service provider with Denver Water. Platte Canyon owns all their water lines and maintains them. If Columbine stays in the Grant District, which is a total service district, Denver Water would have to own and maintain the new line. Platte Canyon's board agreed to include Columbine High School into their district. In order for Platte Canyon to include the land, the land must be formally

excluded from the District. Ms. Simonson is waiting on a formal legal description. Then a petition for exclusion can be approved and presented to Jefferson County.

With respect to Bowles Metro District, now that some trees have been planted in Blue Heron Park, Ms. Simonson suggested that the Board may want to address the easement issues one at a time and look at Sunset Park as the next project. There are no houses at issue, but there are trees that are maturing in our easement. They are not as big as the ones in Blue Heron Park. The District may want to first find out if the trees could be relocated out of the easement. The District may also need to have Martin/Martin stake the easement. The Board agreed with Ms. Simonson's proposal. The Board also agreed to pay Bowles Metro District's invoice for the Blue Heron Park project remediation now that they have planted some trees outside the District's easement.

**8. Adjournment.** There being no further business, the meeting was adjourned by Mr. Cowan at 10:52 a.m.

Respectfully submitted,

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Judith C. Simonson, Secretary