

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

**October 17, 2018, at 9:00 a.m.**

The regular meeting of the Board of Directors of the Grant Water & Sanitation District was held on Wednesday, October 17, 2018, 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 and Nicki Simonson, and Julia Robinson. 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 September 19, 2018 were approved on motion of Mr. Bradshaw seconded by Mr. Garza.

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

- **Engineering Budget for 2019.** One-third of the residential sewer lines (5,062 linear feet) will be cleaned in 2019 and no residential videos will be done in 2019. The commercial areas to be cleaned will be videoed. A capital improvement project is planned for an area in the Crossings which was in very poor condition three years ago. There is a sag impassable by a camera near the middle of a long line made of ultra-rib pipe. For underdrains, M/M projects 60 days to finish the remediation work, including 30 days of usage of the Picote cutting tool. Other capital improvements include four new underdrain manholes in Hillsboro where the runs are too

long to be easily monitored and cleaned. The manhole construction will be done near the beginning of the year to facilitate the remaining remediation in that area. The manhole project is expected to cost less than \$60,000, which means the District can solicit proposals but does not need to follow a formal bid process. This will speed up the selection of a contractor. The bid for the Crossings line is planned to be published in January and M/M hopes it will come in below the cost of the 2018 projects. M/M will work on survey and design in December in order to meet this schedule. Finally, the District will publish a request to bid on the ORC (Operator in Responsible Charge) services next week. C&L is the current contractor. The work has not been bid in many years and it is good practice to bid it periodically. Line cleaning will be included as an optional item in the bid request. It would be good to have an alternative resource in this area. Proposals will be considered at the November board meeting.

- **Underdrain Remediation.** As of this morning, DRC has completed the annual cleaning in Images and has remediated 80 more feet of line in Hillsboro that is almost completely blocked by calcium. The calcium is grinding very finely and re-solidifying so M/M recommended flushing with water from above. The service line on the first tap is also full of calcium. It could be accessed from the cleanout if there is one. Staff will photograph the line and notify the owners. Mr. Meeks said it might be cheaper to replace the service line than to clean it.

- **2018 Sewer Maintenance.** All residential videos have been reviewed by M/M except a few which were corrupted. About half of the areas with ultra-rib pipe are deformed but replacement can be delayed for now because the video camera can still pass through. The golf course line is scheduled to be cleaned the first week of November.

- **2018 Capital Projects.** Brannan Construction Company has completed the final project for this year. There are two change orders, one for additional soil which had to be

replaced and the other a reduction in work because the contractor found that there is a 25 foot long steel casing for the sewer pipe under the concrete wall, which eliminated the need to replace about 50 feet of pipe. The overall contract price was reduced by \$10,000. The change order was approved on motion of Mr. Garza seconded by Mr. Mulholland. Mr. Mulholland then moved to approve a single payment for the contract in the amount of \$215,804.59, subject to publication of the final payment as required by law. The motion was seconded by Mr. Garza and approved. Ms. Nicki Simonson will release the check to Brannan once the publication requirement is satisfied.

- **Blue Heron Park.** Mr. Meeks walked the park this morning with a Bowles Metro representative. Designsapes repaired the ruts from the manhole lining project and the costs will be billed to DRC which caused the damage.

GWSD sent a letter to Bowles Metro about the new bushes and was told that the planting locations had been specified by its landscape architect (who also sits on its Board). Bowles Metro will relocate the bushes as requested by GWSD.

Mr. Meeks also discussed long term access across the north part of the park until the permanent GWSD easement is cleared. Bowles Metro has an irrigation main in the area with valve boxes and wants GWSD to coordinate with it before doing any work in the temporary easement. Bowles Metro plans to re-grade the area coming out of the parking lot and up the hill and will stabilize it and put in bollards with chain to block unauthorized access. They will also stabilize the “Y” area on the east end where GWSD needs to make a turn to the north along the path. They may also raise the new sidewalk GWSD just put in. Mr. Meeks said we have an underdrain manhole which is now set higher than the nearby sewer manhole and runoff was entering the sewer. A collar was placed around the sewer manhole to keep the runoff away. Bowles Metro also planted three bushes right next to the bridge on the grass path where we had to drive with our equipment for the

construction project. These will be in the way of GWSD access, as will the railings Bowles Metro proposes to put on the bridge. The Board discussed the cost of all the ongoing accommodations to both Districts and wondered how much less it would cost the customers of both Districts over time if GWSD just cleared its easements and used them going forward.

- **Lift Stations.** A quote of \$20,509.68 was received from Ramey to replace two check valves at the northeast lift station and also the flanges, vent and fan on the pump no. 1 control panel. The quote and proposal were approved on motion of Mr. Mulholland seconded by Mr. Garza.

- **Bowles Crossing.** M/M reviewed plans for the Broadstone Apartments. Mr. Meeks said there were questions about the easements which would be required and said the developer thinks these will be covered in the plat drawings which M/M has not seen.\*

\* *The District does not accept easements on plats. A deeded easement, backed by title insurance, is required. It should be granted prior to plat approval so that it will be shown and labeled on the plat, with recording information.*

M/M approved the Longhorn Steakhouse grease interceptor plans and will observe construction when it takes place.

- **Bowles Village Center.** Another complaint about strong odor was received. C&L responded and found strong odor and sewage backing up near Red Lobster. C&L cleaned those mains and the odor abated. Another call was received last week from a tenant complaining about odor. The tenant referenced plumbing work going on behind the shopping center. GWSD was not on site at the time. Mr. Meeks will follow up with the shopping center owner about venting and HVAC issues raised the last time there were odor problems.

- **Red Lobster.** C&L found lots of silverware and massive amounts of grease in the line downstream from Red Lobster. It appears that not all Red Lobster's drains are hooked to the grease interceptor. Mr. Meeks said we need to get its as-built plans for plumbing, if possible, to see if all non-toilet drains are connected to the grease trap. If the plans look all right, we will require dye testing to determine where the grease is coming from. We will also hold them responsible for any more silverware which has to be removed from the sewer line.

- **Raccoon Creek Wastewater Spill.** Mr. Meeks said CDPHE has accepted the spill response close-out report. Staff discussed with Larry Larson the incorrect comment that a District contractor removed cleaning valves. However, we will not require Larry to correct his statement unless Vestar complains about the bill.

- **GIS System.** M/M is continuing to integrate District data into the GIS. The browser version of the GIS is installed and M/M has met with Simonson & Associates. M/M has received an update from the software company and will meet with the District manager again to provide staff with live log-ins for the system. Mr. Meeks said the budget item for the GIS is \$4,500 for 2019, including license fees and training for users. He said the cost will go down as more users buy into the system and training is completed. M/M expects to add three or maybe four more users in 2019.

- **Buffalo Wildwings.** Buffalo Wildwings had a grease interceptor failure on Friday. They were given until Monday to replace it, which they did. They put in new cleanouts including one outside. DRC cleaned the line to Crestline and did not see too much grease.

5. **Community Entity Meeting.** Mr. Cowan will provide an introduction for GWSD. Ms. Simonson and Mr. Meeks will speak about next year's projects in the Crossings and the Blue Heron Park manholes. Ms. Simonson will explain that the District does not expect to increase rates

for 2019, in part because of higher interest rates. Mr. Cowan will highlight challenges faced by the District, including lift stations, easements, underdrain hotspots and sewer hotspots, including commercial.

**6. Draft Budget for 2019.** Ms. Simonson reviewed the draft budget provided to the Board. She said the District is very close to reaching its budget limit for 2018, not including the emergency reserve amount. There is a small excess in the funds available for the operating budget but an overage on the capital expenses due to higher than anticipated costs for construction. For 2019, Ms. Simonson is projecting the same amount of income from service fees as in 2018, and also the same costs for delinquencies and inspection fees. She expects some operating expenses to go down. For example, there is no election in 2019. However, she has heard that insurance costs will go up, especially directors and officers' insurance on which the insurance pool has received a number of claims arising from Board members doing work for their districts. General engineering costs are expected to go up, but maintenance will go down. Utility locates will go up because all governments will now be Tier 1 entities under a new law. With respect to capital revenue, Ms. Simonson estimates \$200,000 of tap fees and an increase in interest income from \$32,000 to \$65,000.

**7. Financial Report.** Mr. Mulholland presented the financial report.

**A. Disbursements.** Mr. Mulholland said the check register totals \$215,000 and said we will need to transfer funds from ColoTrust to the checking account to pay Brannan Construction. The disbursements were approved on motion of Mr. Garza seconded by Mr. Bradshaw.

**B. Financial Statements.** Mr. Simonson pointed out that there is \$621,000 of work in progress which consists of construction projects, some of which will be completed before

year end and moved into sewer capital. She said the District will start depreciating the GIS system this year as well. Developer receivables are \$16,901, of which \$12,000 is Vestar. The remainder is mostly Broadstone. She said the District is under budget so far on sewer and underdrain and will be done with sewer maintenance in November. She is not sure if underdrain work will continue into December. Mr. Guard moved to approve the unaudited financial statements for September 30, 2018. The motion was seconded by Mr. Garza and approved.

**C. Investment Report.** Ms. Simonson said there are no maturities coming up and no calls are expected. The ColoTrust interest rate is now 2.27%.

**8. Other Business.** Ms. Simonson said the next meeting is the day before Thanksgiving. The Board saw no reason to change that.

Ms. Simonson asked for Board approval of the license agreement for Longhorn Steakhouse. She said it is on the standard District form but is a three party agreement between the District, Rare Hospitality International as ground lessee, and Vestar Bowles Crossing LLC as ground lessor. It also specifically provides that no trees are allowed in the licensed premises at any time. The license agreement was approved on motion of Mr. Mulholland, seconded by Mr. Bradshaw.

**9. Adjournment.** There being no other business, the meeting was adjourned by Mr. Cowan at 10:40 a.m.

Respectfully submitted,

  
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Judith C. Simonson, Secretary