

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
GRANT WATER & SANITATION DISTRICT
NOVEMBER 17, 2021, at 9:00 a.m.**

The regular meeting of the Board of Directors of the Grant Water & Sanitation District was held on Wednesday, November 17 2021, at the hour of 9:00 a.m. at the Raccoon Creek Golf Course, 7301 West Bowles Avenue, Littleton, Colorado and via Zoom conferencing. Directors present were Mike Cowan, Bruce Guard, Sam Garza, Darren Bradshaw, and Eric Edwards. Also attending were Justin Meeks, Judy Simonson, Nicki Simonson, Rebecca Hill, and Jennifer Bailey. Mr. Cowan presided.

1. Administrative Matters

a. Disclosure of Conflicts of Interest. There were no changes to the board member disclosures.

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

c. Minutes. The minutes of the regular meeting held on October 19, 2021 were approved upon motion by Mr. Bradshaw and second by Mr. Edwards with two amendments.

d. Meeting Schedule. The 2022 Meeting Schedule was approved upon motion by Mr. Garza and second by Mr. Bradshaw.

2. Engineering & Maintenance Matters

Engineering Report. Mr. Meeks reported as follows:

a. **Underdrain Remediation.** DRC has not worked on the underdrain remediation for the past month in favor of focusing on the completion of the annual maintenance of the underdrain and sanitary sewer systems.

b. **Annual Maintenance.** DRC continues to work on the annual maintenance and intends to have it completed by year end. There is approximately 7,320 LF of underdrain main regular cleaning and inspection and approximately 4,060 LF of accelerated cleaning left to complete.

c. **2021 Capital Improvement Projects (CIP).** JBS Pipeline Contractors has completed the removal/replacement of the first two sanitary sewer mains on the south side of the SW Health Park and the Long Drive location near IHOP. They are now working on the line in San Marino and should be complete with the asphalt patch by end of week. JBS will then focus on cleanup next week and mobilizing over to Poppy Hills. They will not start work until Monday, November 29, 2021 as to not disrupt the community during the Thanksgiving holiday.

i. **Change Order No. 2.** Change Order No. 2 was presented to the Board and includes several modifications to the contract based on encountered site conditions. The total change order request increases the contract price by \$66,172.82. The modifications per the Field Directives (FD) are as follows:

1. **FD #1.** There was an existing utility crossing found that was not shown on the construction plans or located in the field. \$1,277.68 is requested to cover time to hand excavate this utility crossing.

2. **FD #2.** There was an existing utility crossing painted in the field that was not found during construction, \$3,704.57 is requested to cover time to hand excavate this utility crossing when nothing was found.

3. **FD #3.** Modifications were required to raise the invert on an existing manhole to achieve positive flow through the manhole, \$15,466.64 is requested to cover time and materials for this extra work.

4. **FD #4.** The estimated quantity between manholes G-1 and SW-1 was not shown correctly on the plans, \$10,974.52 is requested to cover the extra 41 LF of sanitary main removal/replacement required. After discussion, the Board was not comfortable paying the overhead and profit amounts. The payment application amount will need to be revised to reflect this.

5. **FD #5.** The manhole behind IHOP was found to have the invert out approximately 6” higher than the invert into this manhole. This appears to be related to the previous pipe bursting project behind Bowles Village Shopping Center to expand the capacity to accommodate development at Bowles Crossing. \$34,749.41 is requested to cover time and materials for this extra work.

Change Order No. 2 was approved with an amendment to FD #4, upon motion by Mr. Guard and second by Mr. Garza.

ii. Pay Application No. 2. Mr. Meeks presented Pay Application No. 2, payable to JBS Pipeline Contractors, which was approved subject to FD#4 amendment upon motion by Mr. Bradshaw and second by Mr. Garza. The Board gave Judy Simonson authorization to sign the revised check.

d. District Easements Coordination. The joint easement committee with Bowles Metro District (BMD) met on November 9, 2021. BMD redlined changes to the draft intergovernmental agreement (IGA), and the Board reviewed their proposed language changes. The IGA itself may change to an “agreement between two parties” which does not require legal

recording. Further discussion regarding state protocols and exhibits will be held at the December Board meeting to finalize the agreement terms. Verbiage regarding the agreement requiring annual renewal will be removed.

e. Sump Pumps. Sump pump inspections for properties without existing variance agreements are planned for next year.

f. 2020 Capital Improvements Projects (CIP).

i. Service Line Break. Brannan is coordinating repairs to the service line which was found to be damaged in the portion that was replaced as part of the 2020 capital improvements project. No repair schedule has been provided at this time.

g. Martin/Martin Engineering Contract for 2022. The Board considered the Martin/Martin contract for engineering services in 2022. The Martin/Martin engineering contract was approved upon motion by Mr. Bradshaw and second by Mr. Guard.

h. Service Contracts for 2022

i. C&L Water Solutions. The C&L 2022 maintenance and service contracts were approved on the motion of Mr. Garza and second by Mr. Bradshaw.

ii. Brooks Grease Service. The Brooks Grease Service 2022 contract was approved upon motion by Mr. Edwards and second by Mr. Guard.

iii. DRC Construction Services. The DRC 2022 contract was approved upon motion by Mr. Bradshaw and second by Mr. Edwards.

iv. Ramey Environmental Compliance, Inc. The Ramey Environmental 2022 contract was approved upon motion by Mr. Edwards and second by Mr. Bradshaw.

v. Lamb-Star Engineering LLC. The Lamb-Star Engineering 2022 contract was approved upon motion by Mr. Bradshaw and second by Mr. Edwards with an amendment by Mr. Meeks with regards to rate.

3. Budget and Rate Hearing. The budget and rate hearing was opened upon approval of the motion by Mr. Bradshaw and second by Mr. Garza, the notice for which was published in the local newspaper as required by law. No public comments were received on the proposed budget.

a. 2021 Rates and Fees. Ms. Judy Simonson gave a high-level overview of how the 2022 rates were determined. Water meter readings were provided to the District by Denver Water and those numbers were used to calculate overall usage and rates. The commercial customers rate will stay the same at \$2.80 per 1,000 gallons. The single-family residential rate will increase by \$8 to \$306 per household. The multi-family rate for units with underdrains will increase by \$4 to \$214 per unit and the rate for units without underdrains will decrease by \$35 to \$75 per unit. The large decrease in the rate per unit for the multi-family units without underdrains was partially due to the additional multifamily units coming online for the new Broadstone project at Bowles Crossing.

b. 2021 Budget. Ms. Judy Simonson explained that the main things that had changed from the draft budget provided in October was a more specific breakout of the service fees based on the rates determined. She indicated that she had color coded sections of the data to correlate with the engineering budget. The 2022 rates were approved upon motion by Mr. Bradshaw and second by Mr. Edwards. It was noted that the Board was able to keep the rate increase to residential customers at a minimum. Rather than a large rate increase, the District is

using its capital reserves to offset a portion of the cost of the underdrain system repairs. The 2022 budget was approved upon motion by Mr. Guard and second by Mr. Edwards.

c. Budget Resolution No. 5. A motion was made by Mr. Bradshaw to approve 2021 Resolution No. 5 and adopt the 2022 budget. The motion was seconded by Mr. Edwards and approved.

d. Appropriation Resolution No. 6. Mr. Bradshaw then made a motion to approve 2021 Resolution No. 6 to appropriate funds for the District's 2022 expenditures which was seconded by Mr. Edwards and approved.

e. Budget Message. Mr. Edwards then moved to approve the 2022 Budget Message. Mr. Bradshaw seconded, and the motion was approved.

Mr. Cowan closed the budget and rate hearing. Mr. Meeks then left the meeting.

4. Financial Matters

a. Disbursements. The October 22, 2021 through November 17, 2021 check register was approved upon motion by Mr. Bradshaw and second by Mr. Edwards with one amendment to exclude JBS check #582.

b. Financial Statements. Mr. Bradshaw moved to approve the October 31, 2021 unaudited financials and they were approved upon second by Mr. Edwards.

c. Investment Report. Ms. Nicki Simonson advised that the Colotrust Edge account was opened and \$1.5 million was moved on November 16, 2021

5. Other Business

a. Simonson & Associates, Inc. Contract. The Board considered the contract submitted by Simonson & Associates for management services in 2022. The contract

with Simonson & Associates was approved as presented on motion by Mr. Edwards and second by Mr. Bradshaw.

b. Audit Services. Ms. Nicki Simonson reviewed the Request for Proposals received for audit services. The Board unanimously decided to continue to retain Schilling & Company for audit services. A contract will be presented for approval at the December 2021 meeting.

c. 2021 Holiday Party. The Board agreed upon December 15, 2021 for the date of the holiday party to be held at the Raccoon Creek Golf Course Restaurant.

6. Adjournment. There being no other business, the meeting was adjourned by Mr. Cowan at 11:48 a.m.

Respectfully submitted,

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Bruce Guard, Secretary