

NOTICE OF SPECIAL MEETING

COLLEGE PARK WATER AND SANITATION DISTRICT JEFFERSON COUNTY, COLORADO

NOTICE IS HEREBY GIVEN, pursuant to Section 32-1-903(2), C.R.S., as amended, that the Board of Directors of the College Park Water and Sanitation District, of the County of Jefferson, State of Colorado, will hold a special meeting on Monday, August 17, 2020, at 7:30 a.m. Due to COVID-19 and related public health restrictions, this meeting will be held by video conference and will be accessible for the public to attend using the video conference link set forth below. A copy of the Board meeting packet is available on the District's website at www.cpwsd.org.

MEETING AGENDA

1. Call to Order – George E. Hamblin, Jr, President Presiding
2. Approval of the minutes of the July 20, 2020 Board Meeting
3. Financial and investment reports (July 1st – July 31st) – Mike Bakarich, CPA
4. Approval of vouchers paid or payable – Mike Bakarich, CPA
5. Legal – Timothy J. Flynn, Esq.
 - a. RRCC Flow Monitoring Station License Agreement
6. Engineering – Bill Willis, PE
7. Operator in responsible control – Wayne Ramey
8. Web hosting and design – Walt Frankland
9. Old business:
10. New business:
11. Adjournment (next scheduled meeting – Monday, September 21, 2020 at 7:30 a.m. via Zoom meeting unless otherwise posted).

ALL MEETINGS ARE OPEN TO THE PUBLIC.

VIDEO CONFERENCE LINK:

<https://us02web.zoom.us/j/82845206706?pwd=bytROXJwai8zTHI4RUYYand5aWd2UT09>

Meeting ID: 828 4520 6706

Meeting Password: Please call the District manager Mike Bakarich (720) 499-0020 to obtain the meeting password.

DATED IN GOLDEN, COLORADO, AUGUST 14, 2020.
COLLEGE PARK WATER AND SANITATION DISTRICT
GEORGE E. HAMBLIN, JR., PRESIDENT

MINUTES OF SPECIAL MEETING

BOARD OF DIRECTORS

COLLEGE PARK WATER AND SANITATION DISTRICT

Monday
July 20, 2020
Jefferson County, Colorado

A special meeting of the Board of Directors of the College Park Water and Sanitation District convened on Monday, July 20, 2020, at 7:30 a.m. by audio conference call due to the COVID-19 pandemic and the Governor's Safer-at-Home Order. The video link and conference call information were included in the notice of the meeting so that interested members of the public could attend. The following Directors were in attendance, to-wit:

Greggory D. Carnicello
Anthony M. Dursey
George E. Hamblin, Jr.
Steven J. Livingston
Carl E. Weller

Also in attendance were: Michael Bakarich, the District's manager and accountant; Bill Willis, from Martin/Martin, Inc., the District's consulting engineer; Wayne Ramey, from Ramey Environmental Compliance, Inc., the District's maintenance contractor and Operator-in-Responsible Charge; Walter E. Frankland, the District's website consultant; David B. Green, from Green & Associates, LLC, the District's auditor; and Timothy J. Flynn, from Collins Cockrel & Cole, P.C., the District's legal counsel.

CALL TO ORDER

The meeting was called to order by the District's President, George E. Hamblin, Jr., who presided as Chair.

ACTION ITEMS

1. Approval of the Minutes of the Board's June 15, 2020 Special Meeting.
Following a brief discussion, a motion was made by Director Weller and seconded by Director Carnicello to approve, as written, the minutes of the Board's June 15, 2020 special meeting. The Chair called for a vote, and the vote was as follows:

Greggory D. Carnicello	Aye
Anthony M. Dursey	Aye

George E. Hamblin, Jr.	Aye
Steven J. Livingston	Aye
Carl Weller	Aye

The approved minutes for the June meeting will be presented to each member of the Board for signature as further evidence of ratification, confirmation and approval as soon as is reasonably practical.

FINANCIAL AND INVESTMENT REPORTS

1. 2019 Audit. David B. Green, the District’s auditor, reviewed Green & Associates’ draft audit report for the calendar years ending December 31, 2019 and 2018. He noted that his opinion will be unmodified, meaning that the District’s financial statements present fairly the financial condition of the District in all material respects for the years ended December 31, 2019 and 2018. Mr. Green stated that he received full cooperation from the District’s accountant and that everything went smoothly. At the conclusion of his presentation, the Board thanked Mr. Green for preparing and reviewing the 2019 audit. A motion was then made by Director Livingston and seconded by Director Weller, to accept the 2019 Audit and to authorize it to be filed with the State Auditor’s Office. The Chair called for a vote, and the vote was as follows:

Greggory D. Carnicello	Aye
Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Steven J. Livingston	Aye
Carl Weller	Aye

At the conclusion of the discussion, Mr. Green exited the conference call.

2. Financial Statements. The Board and received the following unaudited financial statements, prepared by the District’s accountant:

(a) Statement of Revenues and Expenditures – Combined Funds for the six-month period that ended June 30, 2020, which included a statement of cash and investments as of June 30, 2020; and

(b) Detail of Cash Received and Disbursed from the District’s checking account at Wells Fargo Bank, N.A., for the one-month period ending June 30, 2020; and

(c) Statement of Changes in Investments for the one-month period ending June 30, 2020; and

(d) Statement of property taxes remitted to the District as reported by the Jefferson County Treasurer's Office for the month of May 2020 and received during the month of June 2020.

During the month of June 2020, \$62,221.75 was deposited into the District's checking account at Wells Fargo Bank consisting of \$34,405.92 in real property and specific ownership tax revenue; \$10,598.97 in first quarter sewer service fees from Jefferson County Public Schools; \$12,078.19 in first quarter sewer service fees from Red Rocks Community College; a \$135.00 sewer inspection fee; and \$4.07 in interest on the District's checking account.

Disbursements for the month of June 2020, as approved at last month's meeting, were \$24,142.30 represented by District check numbers 5765 through 5768, inclusive. Included in the \$24,142.30 were Director and web-hosting fees in the aggregate amount of \$929.10 represented by payroll check numbers 5374 through 5380, inclusive. The disbursements also included electronic fund transfers to Xcel Energy in the amount of \$65.49. and Consolidated Mutual Water Company in the amount of \$21.70.

For the six-month period ending June 30, 2020, the District's unaudited General Fund Revenues were \$570,424, and unaudited General Fund Expenditures were \$382,694. For the six-month period ending June 30, 2020, the District's General Fund Expenditures exceeded General Fund Revenues by \$187,730.

2. Investment Transactions. The following investment transactions occurred during the month of June 2020.

(a) **New Purchases.** During the month, the District purchased a \$1,030,000 par value Federal National Mortgage Association note that matures June 24, 2024 and bears interest at the rate of 0.55% per annum; and

(b) **Redemptions.** During the month, a Federal National Mortgage Association note matured generating \$1 million in principal proceeds plus accrued interest to the District.

As of June 30, 2020, the par value of the District's investments held at Wells Fargo Securities, LLC, was \$5,935,000.

At the conclusion of Mr. Bakarich's review of the financial statements and investment transaction report, a motion was made by Director Weller and seconded by Director Dursey to accept the financial statements, as presented, including the property tax report, and to ratify, approve and confirm the investment transactions report for the month of June 2020. The Chair called for a vote, and the vote was as follows:

Greggory D. Carnicello	Aye
Anthony M. Dursey	Aye

George E. Hamblin, Jr.	Aye
Steven Livingston	Aye
Carl Weller	Aye

A copy of the June 2020 unaudited financial statements is attached to the original of these minutes as Exhibit A (consisting of 5 pages).

3. Accounts Payable. The Board then reviewed a list of accounts payable dated July 20, 2020, in the aggregate amount of \$20,627.58, represented by District check numbers 5769 through 5775, inclusive, and as well as checks for Director and web-hosting fees in the aggregate amount of \$461.00, represented by payroll check numbers P5381 through P5386, inclusive. The list of payables is itemized on Exhibit B as attached hereto and incorporated herein by this reference (consisting of 1 page).

At the conclusion of Mr. Bakarich’s review of the payables, a motion to approve the payables, as presented, was made by Director Weller and seconded by Director Dursey. The Chair called for a vote, and the vote was as follows:

Greggory D. Carnicello
Anthony M. Dursey
George E. Hamblin, Jr.
Steven J. Livingston
Carl E. Weller

LEGAL REPORT

Timothy J. Flynn, the District’s legal counsel, reported to the Board as follows:

1. Jefferson County School Construction Trailer. Legal counsel for Jefferson County Schools recently advised that the construction trailer that will be put on the Jefferson County School property will not need a connection to the sanitary sewer line that serves the school’s property. The construction trailer will be served through a storage tank which will be pumped periodically as necessary.

2. Monitoring Station License Agreement. Legal counsel sent a draft of a license agreement to the Red Rocks Community College’s legal counsel. The draft license agreement was basically the same form of license agreement as the Red Rocks Community College had suggested earlier be used for the monitoring station. The major change that was made to the draft license agreement was to provide that after the initial five (5) term, the license would automatically renew, unless one party or the other provided notice of non-renewal. Mr. Flynn is waiting for the Red Rocks Community lawyer, Heidi Dineen to provide comments regarding the draft license agreement.

3. **Tap Forbearance Agreement – 14775 West Byers Place.** Legal counsel has completed a draft of the proposed forbearance agreement for the property owners at 14775 West Byers Place. Mr. Flynn is waiting to hear whether the Metro Wastewater Reclamation District will waive its connection fees before he delivers a final draft of the agreement to the property owners. It is anticipated that the Metro Wastewater Reclamation District will make a decision in the very near future.

ENGINEERING REPORT

Bill Willis, from Martin/Martin Consulting Engineers, Inc., reviewed Martin/Martin's Engineering Report dated July 20, 2020, a copy of which was previously distributed to each member of the Board. As part of his report, Mr. Willis discussed the following matters:

1. **Jet Cleaning and Televising.** The 2020 Jet Cleaning and Televising program has been substantially completed. Martin/Martin is in the process of reviewing the television footage that has been received from Ramey Environmental. Martin/Martin will prepare a 2020 Capital Improvement Project report after it has completed its review of the television footage it received from Ramey Environmental. It is anticipated that the report will be presented to the Board at its September, 2020 meeting.

2. **2019 Capital Improvements Project.** Mr. Willis reported that the pay request for the 2019 Capital Improvements Project was received on July 15, 2020 which was not enough time for Martin/Martin to review and evaluate the pay application in time for this meeting. It is anticipated that Martin/Martin's recommendation regarding the pay application will be available on or about the 23rd of July. It is anticipated that the pay request will also include a change order because of additional work that was required by Jefferson County with respect to backfill material and other items. The total change order requests are expected to be approximately \$135,000.

COLLECTION SYSTEM OPERATOR'S REPORT

Wayne Ramey, from Ramey Environmental Compliance, Inc. the District's Operator in Responsible Charge, reviewed Ramey Environmental Compliance's report for the period beginning June 1, 2020 and ending June 30, 2020. As part of his review, Mr. Ramey discussed the following matters:

1. **2020 Maintenance Program.** The 2020 Maintenance Program has been completed and the televised inspection tapes of the District's lines have been delivered to Martin/Martin for review.

2. **Locates.** During the month, Ramey Environmental performed a number of locates, as more particularly reflected in Ramey's written report. In addition,

Ramey Environmental checked the compressor and other equipment in the DeFrame Street Lift Station and performed one confined space entry for dealing with roots that had be removed at Indiana Street and the West 6th Avenue Frontage Road.

3. **Flows from the Education Complex.** Wayne Ramey reviewed with the Board the recorded wastewater flows for the Education Complex for the month of June 2020. Nothing remarkable was noted regarding these flows.

WEBSITE AND WEB HOSTING SERVICES REPORT

Walter E. Frankland, the District’s Website Consultant, reported to the Board as follows:

1. **Website Traffic.** Mr. Frankland noted again the traffic on the District’s website has decreased. Most of the visitors to the District website appear to be coming from out of the United States, and in particular, the Peoples Republic of China. During the month, the total number of visits to the District’s website was approximately 64.

2. **Postings on the Website.** Mr. Frankland noted that us usual, the July meeting packet was posted on the website, but that meeting packet will be removed from the website as soon as is reasonably practical following the meeting.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

1. The District’s accountant, Michael Bakarich reported that the second quarter sewer service bills were sent out last week to the Education Complex and to Jefferson County Schools. So far, the schools at both entities **have being** the District’s sewer service bills and he does not anticipate any significant problems.

ADJOURNMENT

There being no further business to come before the Board, a motion was made by Director Weller and seconded by Director Livingston to adjourn. The Chair called for a vote, and the vote was as follows:

Greggory D. Carnicello	Aye
Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Steven Livingston	Aye
Carl Weller	Aye

WHEREUPON, this special meeting of the Board of Directors of the College Park Water and Sanitation District adjourned at approximately 8:40 a.m. The next special monthly meeting of the Board will be held on Monday, August 17, 2020, at 7:30 a.m. as a virtual meeting, the same as today's meeting. Director Livingston indicated that he would not be available for that meeting.

Respectfully submitted,

Timothy J. Flynn, Recording Secretary

THE MINUTES OF THIS REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLLEGE PARK WATER AND SANITATION DISTRICT ARE HEREBY RATIFIED, CONFIRMED AND APPROVED BY THE FOLLOWING NAMED INDIVIDUALS WHO, INDIVIDUALLY AND AS MEMBERS OF THE BOARD OF DIRECTORS OF THE SAID DISTRICT, WAIVE ANY AND ALL NOTICE THAT MAY BE REQUIRED BY THE STATUTES OF THE STATE OF COLORADO PERTAINING TO THE CONVENING AND THE CONDUCTING OF THIS REGULAR MEETING OF THE DISTRICT'S BOARD OF DIRECTORS, AND THE UNDERSIGNED DO HEREBY CONSENT TO THE SAID MEETING BEING HELD ON THE DATE, AT THE TIME AND AT THE PLACE AS HEREINABOVE SET FORTH.

Greggory D. Carnicello

Anthony M. Dursey

George E. Hamblin, Jr.

Steven Livingston

Carl E. Weller

EXHIBIT A
COLLEGE PARK WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
COMBINED FUNDS
(MODIFIED ACCRUAL BASIS - UNAUDITED)
FOR THE SEVEN MONTHS ENDED JULY 31, 2020

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Total 2020	2020 BUDGET
Revenues:									
Property Taxes	\$ -	\$ 46,553	\$ 178,214	\$ 30,763	\$ 164,850	\$ 36,905	\$ 129,196	\$ 586,481	\$ 601,584
Specific Ownership Taxes	4,021	4,339	3,640	2,768	2,604	3,034	4,507	24,913	48,000
Interest Income	20,648	2,467	8,999	7,122	1,463	28,972	11,035	80,705	100,000
Sewer Services - School Districts	-	-	-	22,677	-	-	22,677	45,354	90,709
Inspection Fees	-	125	125	-	-	135	-	385	-
Licenses and Miscellaneous Income	-	-	-	-	-	-	-	-	100
Transfer from Fund Balance	-	-	-	-	-	-	-	-	170,382
Total Revenues	24,668	53,484	190,979	63,330	168,917	69,046	167,415	737,839	1,010,775
Operating Expenditures:									
Sewer Lines & Equipment Replacements	-	-	-	-	-	-	-	-	300,000
Sewer Treatment Charges	-	1,624	62,855	1,624	-	1,624	-	67,728	275,000
Repair of NWLSD Interceptor Line	-	-	-	-	-	-	-	-	160,000
Repairs & Maintenance of Lines - REC	1,148	1,410	1,765	1,030	1,689	1,090	1,945	10,076	40,000
Line Maintenance - Jetting	-	16,947	-	-	4,859	286	-	22,092	25,000
Line Maintenance - Televising	-	11,726	5,728	-	2,697	1,762	-	21,913	20,000
Specific Ownership Taxes	-	-	-	-	-	1,332	-	1,332	-
Locates & Inspection	1,364	845	1,040	2,022	1,595	2,353	1,327	10,546	20,000
Connection Fees Paid - Metro	-	-	-	-	-	-	-	-	-
Operator In Responsible Charge Fee	400	400	400	400	400	400	400	2,800	4,800
Total Operating Expenditures	2,912	32,952	71,788	5,076	11,239	8,847	3,672	136,486	844,800
General and Administrative Expenditures:									
Legal	4,094	3,630	4,150	3,549	3,023	1,371	3,474	23,290	50,000
Engineering	-	1,829	1,368	1,528	843	813	1,018	7,398	30,000
County Treasurer's Collection Fee	-	698	2,673	461	2,473	554	1,938	8,798	9,325
Directors' Fees	500	400	1,500	500	500	400	500	4,300	6,000
Accounting & Administration	3,927	6,140	5,159	3,426	5,616	2,572	3,112	29,951	38,000
Audit	-	-	-	-	-	5,050	-	5,050	5,000
Bank Charges	-	-	-	-	-	-	-	-	50
Insurance	7,233	-	200	-	-	-	-	7,433	9,500
Memberships & Meetings	669	-	-	-	-	-	-	669	1,500
Miscellaneous Expense	-	-	-	-	-	-	-	-	1,000
Taxes - Payroll	46	38	138	46	46	38	46	398	500
Telephone & Office Expense	28	509	27	32	405	333	31	1,365	2,000
Web Hosting Expense	100	100	300	100	100	100	100	900	1,500
Utilities - Pump Station - So. DeFrame Way	74	75	78	80	87	134	148	675	1,600
Capital Expenditures - Lines	157,642	4,430	3,008	1,385	2,376	1,180	168	170,188	10,000
Total General and Administrative Expenditures	174,312	17,850	18,599	11,107	15,468	12,545	10,535	260,416	165,975
Total Expenditures	177,223	50,802	90,387	16,183	26,707	21,392	14,207	396,901	1,010,775
Excess (Deficiency) of Revenues Over Expenditures	\$ (152,555)	\$ 2,682	\$ 100,592	\$ 47,147	\$ 142,210	\$ 47,654	\$ 153,208	\$ 340,938	\$ -

ALL DISCLOSURES ORDINARILY INCLUDED IN MODIFIED ACCRUAL BASIS FINANCIAL STATEMENTS ARE OMITTED.
FOR MANAGEMENT USE ONLY. NO ASSURANCE PROVIDED.

EXHIBIT A
COLLEGE PARK WATER AND SANITATION DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
COMBINED FUNDS
(MODIFIED ACCRUAL BASIS - UNAUDITED)
FOR THE SEVEN MONTHS ENDED JULY 31, 2020

Cash and Investments:	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020
Checking - Operating Account (Wells Fargo Bank)	\$ 233,423	\$ 111,380	\$ 241,024	\$ 186,042	\$ 462,454	\$ 500,533	\$ 611,111
Money Market Account (Wells Fargo Brokerage)	3,095	3,234	1,260,113	5,554	5,728	3,660	13,750
Local Gov. Investment Pool (ColoTrust Prime)	1,329,641	1,331,498	1,333,147	1,334,359	1,335,177	1,335,724	1,336,166
Cert of Deposit - Fortis Bank - Due 08/25/19 1.800%	269,273	269,738	270,204	270,671	271,139	271,607	272,076
Fannie Mae - Due 10/23/23 1.700%	1,210,000	1,210,000	1,210,000	1,210,000	1,210,000	1,210,000	1,210,000
Fed Farm Credit Bank - Due 10/19/20 1.375%	1,250,000	1,250,000	-	-	-	-	-
Freddie Mac - Due 06/23/22 1.750%	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	-
Federal Home Loan - Due 01/25/25 1.940%	1,040,000	1,040,000	1,040,000	1,040,000	1,040,000	1,040,000	1,040,000
Fed Farm Credit Bank - Due 12/14/20 2.750%	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000
Freddie Mac - Due 1/27/23 .650%	-	-	-	1,260,000	1,260,000	1,260,000	1,260,000
Freddie Mac - Due 6/24/24 .550%	-	-	-	-	-	1,030,000	1,030,000
Total Cash and Investments	\$ 7,730,432	\$ 7,610,850	\$ 7,749,488	\$ 7,701,626	\$ 7,979,498	\$ 8,046,524	\$ 8,168,103
<i>Month Over Month Change in Cash & Investments</i>	\$1,545	(\$119,582)	\$138,638	(\$47,862)	\$277,872	\$ 67,026	\$ 121,579

ALL DISCLOSURES ORDINARILY INCLUDED IN MODIFIED ACCRUAL BASIS FINANCIAL STATEMENTS ARE OMITTED.
FOR MANAGEMENT USE ONLY. NO ASSURANCE PROVIDED.

**COLLEGE PARK WATER AND SANITATION DISTRICT
 DETAIL OF CASH RECEIVED AND DISBURSED
 WELLS FARGO CHECKING
 ONE MONTH ENDED JULY 31, 2020**

Date	Remitter / Payee	Check No.	Amount	Description
Beginning Cash Balance - 07/01/20			<u>\$ 500,533.10</u>	
<u>Deposits</u>				
07/10/20	Jefferson County		\$ 131,793.47	Property & ownership taxes, net
07/31/20	Wells Fargo Bank		5.02	Interest - checking account
	Total Cash Received		<u>\$ 131,798.49</u>	
<u>Disbursements</u>				
07/20/20	Ramey Environmental Compliance Inc.	5769	7,222.73	June line maintenance and ORC
07/20/20	Pleasant View Water & Sanitation District	5770	1,624.32	Sewer Treatment Charges - Services 5/1/20-6/30/20
07/20/20	Morain Bakarich, CPAs	5771	2,650.25	June accounting, administration and audit assistance
07/20/20	Collins, Cockrel & Cole	5772	1,371.00	June legal
07/20/20	Walter Frankland	5773	255.03	GoDaddy website builder, domain, and SSL renewal
07/20/20	Martin & Martin	5774	1,992.50	May engineering
07/20/20	Green & Associates LLC	5775	5,050.00	2019 financial statement audit
07/20/20	Payroll - Directors & Web Hosting	(5381-5385)	461.75	May 2020 Director pay, net
07/06/20	Xcel Energy	Bank	80.95	Utilities - Pumping Station
07/20/20	Consolidated Mutual Water	Bank	52.90	153 S. DeFrame Utilities
07/31/20	Internal Revenue Service	Bank	459.00	2Q 2020 Payroll Taxes
	Total Cash Disbursed		<u>\$ 21,220.43</u>	
Ending Cash Balance - 7/31/20			<u><u>\$ 611,111.16</u></u>	

**COLLEGE PARK WATER AND SANITATION DISTRICT
STATEMENT OF CHANGES IN INVESTMENTS
FOR THE MONTH ENDED JULY 31, 2020**

Beginning Investment Balance - 7/1/20:

Investment Description	Maturity Date	Interest Rate	Balance
Fed Farm Credit Bank	12/14/2020	2.750%	\$ 1,395,000
Fannie Mae	10/30/2023	1.700%	1,210,000
Federal Home Loan Bank	1/25/2025	1.940%	1,040,000
Freddie Mac	1/27/2023	0.650%	1,260,000
Freddie Mac	6/24/2024	0.550%	1,030,000
			5,935,000

Investments Sold, Matured or Called:

-
-

Investments Purchased:

-
-

Ending Investment Balance - 7/31/2020:

Investment Description	Maturity Date	Interest Rate	Balance
Fed Farm Credit Bank	12/14/2020	2.750%	1,395,000
Fannie Mae	10/30/2023	1.700%	1,210,000
Federal Home Loan Bank	1/25/2025	1.940%	1,040,000
Freddie Mac	1/27/2023	0.650%	1,260,000
Freddie Mac	6/24/2024	0.550%	1,030,000
			\$ 5,935,000

**COLLEGE PARK WATER & SANITATION DISTRICT
PROPERTY TAX**

**Property Taxes as Reported by County Treasurer
2020**

For the Month	(Following Month) Bank Deposit	Deposit Date	Net Received	<u>381</u> CY Prop Tax	<u>387</u> Int/PP	<u>382</u> Own Tax	<u>381</u> PY Del.Tax	<u>812</u> Treas Fee	<u>381</u> Urban Tax/Int
Dec	4,020.76	1/10/2020	4,020.76	-	-	4,020.76	-	-	-
Jan	50,193.87	2/10/2020	50,193.87	46,552.67		4,339.49		(698.29)	-
Feb	179,181.07	3/10/2020	179,181.07	178,214.41		3,639.88		(2,673.22)	-
Mar	33,069.75	4/10/2020	33,069.75	30,763.21		2,767.99		(461.45)	-
Apr	164,980.65	5/10/2020	164,980.65	164,849.65		2,603.74		(2,472.74)	-
May	39,405.52	6/10/2020	39,405.52	36,905.43	20.36	3,033.62		(553.89)	-
Jun	131,793.47	7/10/2020	131,793.47	129,196.30	28.80	4,506.75		(1,938.38)	-
Jul		8/10/2020	-						-
Aug		9/10/2020	-						-
Sep		10/10/2020	-						-
Oct		11/10/2020	-						-
Nov		12/10/2020	-						-
Subtotal	602,645.09		602,645.09	586,481.67	49.16	24,912.23	-	(8,797.97)	-
Dec Prior	(4,020.76)		(4,020.76)	-	-	(4,020.76)	-	-	-
Dec Current	-	1/10/2020	-	-	-	-	-	-	-
TOTAL	598,624.33		598,624.33	586,481.67	49.16	20,891.47	-	(8,797.97)	-

- Delinquent Tax

- TIF/Urban Renewal

\$ 586,481.67 **Total 2020 PT**

COLLEGE PARK WATER & SANITATION DISTRICT
CHECKS WRITTEN REPORT
August 17, 2020

DATE	CK. #	INV. #	NAME	DESCRIPTION	ACCT#	AMOUNT	CH TOTAL
8/17/2020	5778	5012-001M	Collins,Cockrel,Cole	July Legal	830	\$ 3,473.54	
8/17/2020	5779	13092	Morain Bakarich, CPA's	July 2020 accounting, administration and 2019 audit assistance	803	\$ 3,112.50	
				Reimbursement for July Vonage phone exp	851	\$ 25.00	
				Reimbursement for July postage	842	\$ 6.50	\$ 3,144.00
8/17/2020	5780	17.0634-(0075-0076)	Martin & Martin	June 2020 Engineering	821	\$ 1,017.50	
				2019 CIP Video Review & CIP Report	900	\$ 167.50	\$ 1,185.00
8/17/2020	5781	20970	Ramey Environmental Compliance, Inc.	Locates-July	507	\$ 1,326.75	
				Monthly line maintenance - July 2020	508	\$ 1,945.25	
				ORC July 2020	512	\$ 400.00	\$ 3,672.00
8/17/2020	P5386		Greggory D. Carnicello	July Director Fees	818	\$ 92.35	
8/17/2020	P5387		Anthony M. Dursey	July Director Fees	818	\$ 92.35	
8/17/2020	P5388		Walter E. Frankland	July Web Hosting	856	\$ 92.35	
8/17/2020	P5389		George E. Hamblin, Jr.	July Director Fees	818	\$ 92.35	
8/17/2020	P5390		Steven J. Livingston	July Director Fees	818	\$ 92.35	
8/17/2020	P5391		Carl E. Weller	July Director Fees	818	\$ 92.35	\$ 554.10
TOTAL EXPENDITURES BEING PAID						\$ 12,028.64	
Add: Xcel Energy July bill paid Aug via autopay						\$ 89.49	
Add: CMW July bill paid Aug via autopay						\$ 58.10	
TOTAL ACCOUNTS PAYABLE AT 7/31/2020						\$ 12,176.23	

College Park Water and Sanitation District Engineering Report August 17, 2020

2020– Jet Cleaning and Televising

Total Footage 38,910

Zone B – (CCTV and Jetting) – 35,436 LF

Accelerated Maint. (Cleaning and Televising Recommended) – 2,074 LF

Root cutting Accelerated Maintenance – Annual Lengths (Throughout District) – 462 LF

Mineral Cutting 1,283 LF (345 LF is within Zone B)

- May and June flow meter reads and monthly report were received by Ramey on July 1, 2020. REC has completed and delivered the CCTV work for the year to get reviewed and incorporated into the 2020 CIP report. We anticipate the report for October review.

Update: July meter reads were received from REC on August 3, 2020 and their monthly report was received on August 7, 2020.

The Cliffs: East of Holman Way and South of W. 3rd Ave: JeffCo Referral for Landscape modifications

Update: A referral was received on 8/12/20 related to landscape modification through a county site development plan process. M/M is responding such that all newly acquired sanitary mains that are within District easements must have the MH rims adjusted to any final grade and that no structures or trees will be allowed in the easements.

2019 Capital Improvements

CIP report is anticipated to be provided as a hard copy at the April board meeting.

The following lists the jetting and televising lines for 2019. Root Cut and Hot Spot videos are ongoing with REC. 2019 CIP report will be presented to the Board. M/M sent out revised costs for the trunk line.

Advertisement for Invitation to Bid to occur on August 22, 29, and September 5, 2019 through Denver Daily Journal and the Golden Transcript with bid opening occurring on September 10, 2019 at 10:30 am. A bid was received, and pricing appears reasonable for the current bidding market. A recommendation is attached for consideration. M/M sent Insituform/Aegion a Notice of Award on October 10, 2019. Insituform's excavator will be Lucky Dog. A pre-construction meeting is planned for October 23, 2019. A fee breakdown has been requested. Documents will be ready for signature the week after the Board meeting so if arrangements can be made for signature, it would be helpful. Preconstruction meeting occurred on October 23, 2019.

Contracts and project manuals were sent to Aegion on October 28, 2019 and M/M received executed project manuals on October 31, 2019. A Notice to Proceed was sent November 6, 2019. Submittals have been almost completed and reviewed. Work was being prepared to begin the week of the 16th pending weather. Aegion got ROW permit approved on December 17, 2019. Lucky Dog's intention was to start December 20, 2019 M/M sent a letter to Aegion on December 20, 2019 regarding Bid Item B7. On December 19, 2019 it was discovered that there is an existing Consolidated Mutual water line directly above the sanitary mainline stub/location of the new manhole. As such, we will have to extend the sanitary mainline



approximately 20' to the south and install the manhole at this location. The CIPP lining will also be extended to run to the new manhole. An additional repair also took place along one of the CIP lines and will be reflected in a Change Order. CIPP work was completed on February 6, 2020. Coordination is ongoing for remaining items and pay applications. CCTV for each point repair, CIPP lining, and manhole invert are needed. M/M has reached out to Insituform for their March pay app but as of March 13, 2020 this has not been received. When received, we will complete and submit early for April payment. Did not receive the final invoicing as yet. Will ask for final walk through and billing for next month. 1) Monthly reports were received from Ramey on May 8, 2020. April Flows were received from Ramey on May 1, 2020. 2) The resident at 90 S Deframe Way was concerned about rock in front of his house but it appears that the rock is actually in front of 161 S Deframe Way. Martin/Martin asked the Contractor to clean this up on April 27, 2020. 3) Martin/Martin and Insituform held a meeting on April 29, 2020 for the March and April Pay App and charges. Added information is still pending from Insituform. Still waiting on specific backup information requested for the pay request from Insituform. The pay request was received 07-15-20 and we have been unable to process in time to get the final pay request completed. We will have this ready around the 23rd. If an issue arises, we will keep the board aware.

Update: MM and Insitu continue to discuss the requested additional services by Lucky to present at the Board meeting for consideration. However, if they are unable to provide the information requested, another month will be required to close out the project in which case we will put a deadline for completion based on contract timeline.

Red Rocks School

M/M sent a CCTV review letter to the District on January 21, 2020. A meeting was held with Red Rocks Schools and JeffCo Schools on March 9, 2020. It appears that Red Rocks maybe interested in assistance with Operations. JeffCo Schools submitted their annual plans and O & M manual which appears to be acceptable. Martin/Martin sent meter sizes and Metro based single family equivalents to the District on May 5, 2020. An inquiry to put a temp. (3 years) construction trailer was sent requesting tap fee costs. Based on prior agreements it is understood that JeffCo schools would not need to pay the district a tap fee for the temporary connection. They would still need to pay Metro's fees (1 SFRE) but would receive a standard 1-unit credit once disconnected and a request for new tap is made per Metro standards. A map of the three recorded easements was created on June 12, 2020 and sent to the District's attorney to work with JeffCo Schools

Update: A revised license agreement for a CPWSD meter near 6th Ave frontage was sent to Red Rocks Community College on July 23, 2020 by the District's Attorney.

14775 W. Byers Place – Sewer Availability

Sewer availability form for a College Park property located at 14775 W. Byers Place Golden, CO 80401 for an ADU being added for a disabled child was received on February 12, 2020. Architectural and structural plans were provided on February 13, 2020. M/M has coordinated the completion of the availability letter, the water portion is to be provided by others. In coordination with Metro, it appears that the addition of a kitchen and bath would constitute the need for an additional tap fee. However, connection to the existing sanitary service is typically acceptable. Service fees may also want to be for 2-units. A response was sent indicating that the Tap fee for Metro would be required and the District would waive their tap fee. Service fees were to be included for the two units. The District's attorney is working up an agreement. Martin/Martin sent the revised availability letter on April 22, 2020. Metro Wastewater is requiring an additional tap fee for the second kitchen. The owner may want to request a variance from Metro. An



agreement is needed to initiate going forward. The Owner sent a variance request letter to go to Metro on June 4, 2020. M/M sent on 6/11/20 to Metro explaining the situation and forwarding the request for variance to tap fee. There has been ongoing coordination between the District and Metro on this request. There will not be an increase in the tap size for this addition.

Update: An email was sent to Tammy Walker to get the status of this request. No response as yet.

Miscellaneous:

- M/M sent Walter a map for the past years CIP work on January 6, 2020.
- May 2020 meter reads for the schools, were sent from Ramey on June 1, 2020.
- **4th & Gladiola – REC received a voicemail back on September 27, 2019 from the City of Golden about this issue. They responded to the site and checked flows and everything was good. REC just did an inspection earlier this year with the 2020 Program and the line was good with no signs of any issues.**
- **Rec indicated that Backflow Tech came out and tested a backflow preventer on July 6, 2020 at 150 D. Deframe Way and the Attorney submitted this to CMW on July 20, 2020.**



College Park Sanitation District Monthly Report July 1-31, 2020

Wed 7/1 Performed check and flow meter reading at lift station.
Performed 5 work orders.

Wed 7/8 Performed 1 locate.
Emailed maps for locate at W. 1st. Ave. & Archer Ave. as per request on locate ticket.

Thurs 7/9 Performed 1 locate.

Fri 7/17 Performed 1 work order.

Mon 7/20 Performed 1 locate.
Performed 1 emergency locate at 13670 W. 7th Ave. during normal business hours.
Performed 1 work order.

Wed 7/22 Performed 1 locate.

Fri 7/24 Performed 1 locate.

2020 Maintenance Services					
	Estimated Footage	Non-Scheduled Footage	YTD Actual 2020	Current Monthly Footage	YTD %
ZONE B:					
<i>Jetting</i>	35,436		35,836	328	101%
<i>TV</i>	35,436		36,398.60	327.00	102.7%
<i>Root Cutting w/ Video</i>	462			0	
Annual Jetting	2074			0	
Hot Spots				0	
TV Hot Spots				0	
Minerals	1283				
Total Task #4	73,408	0	72,235	655	98%

College Park Downloaded Flows 2013-2020

2013												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	202,800.00	315,300.00	439,800.00	733,800.00	720,450.00	24,044.96	538,500.00	489,150.00	689,850.00	634,350.00	363,900.00	55,950.00
Average	6,541.94	11,260.71	14,187.10	24,460.00	23,240.32	801.50	17,370.97	15,779.03	22,995.00	20,462.90	12,130.00	1,804.84
Max	20,550.00	21,750.00	27,000.00	35,100.00	37,500.00	1,126.73	28,650.00	28,800.00	54,300.00	32,250.00	26,700.00	7,350.00
Min	0.00	0.00	0.00	7,350.00	13,950.00	211.58	3,300.00	300.00	900.00	5,850.00	0.00	0.00
Total Inches	0.50	1.50	2.00	3.00	3.00	2.00	4.00	3.00	8.00	1.50	0.50	1.00

2014												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	56,250.00	234,200.00	1,167,450.00	1,079,550.00	963,900.00	715,650.00	786,150.00	818,700.00	572,400.00	419,100.00	257,850.00	224,700.00
Average	1,814.52	8,364.29	37,659.68	35,985.00	31,093.55	27,525.00	25,359.68	26,409.68	19,080.00	13,519.35	8,595.00	7,248.39
Max	7,950.00	17,200.00	125,100.00	105,900.00	44,550.00	35,700.00	53,400.00	38,100.00	43,350.00	22,350.00	17,850.00	15,450.00
Min	0.00	0.00	5,400.00	8,550.00	17,700.00	17,850.00	15,750.00	11,400.00	300.00	3,600.00	300.00	0.00
Total Inches	3.00	1.00	2.00	4.00	8.00	2.00	5.00	4.00	2.00	1.50	2.00	1.50

2015												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	393,900.00	433,500.00	591,900.00	716,965.47	1,071,203.15	1,168,182.62	990,831.30	698,563.20	825,519.03	837,728.06	736,796.84	646,543.37
Average	12,706.45	15,482.14	19,093.55	23,898.85	34,554.94	38,939.42	31,962.30	22,534.30	27,517.30	27,023.49	24,559.89	20,856.24
Max	24,000.00	25,350.00	34,050.00	40,540.04	69,140.69	50,748.93	54,723.90	32,680.58	38,510.21	42,014.63	46,034.82	36,298.40
Min	2,250.00	4,350.00	2,700.00	8,641.29	19,021.88	28,665.66	23,182.92	12,826.22	14,193.27	11,778.30	10,794.87	7,708.37
Total Inches	1.50	4.00	1.50	5.00	8.00	8.00	2.00	1.50	1.00	3.00	3.00	1.00

2016												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	597,168.23	774,340.80	731,491.11	1,079,044.91	892,686.71	634,936.50	501,185.48	773,539.20	670,672.16	684,449.80	576,842.48	435,200.73
Average	19,263.49	26,701.41	23,596.49	35,968.16	28,796.35	21,164.55	16,167.27	24,952.88	22,355.74	22,079.03	19,228.08	15,542.88
Max	34,177.23	36,734.91	40,559.82	54,455.04	58,071.51	30,090.32	28,473.77	42,531.90	36,680.84	37,222.26	37,613.37	32,479.95
Min	4,907.66	11,799.90	11,383.35	23,166.63	16,258.85	12,972.92	10,984.46	12,895.60	7,419.72	6,890.63	6,268.88	5,981.60
Total Inches	1.00	1.00	5.00	5.00	3.00	3.00	1.00	3.00	0.25	1.00	1.00	1.00

2017												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	491,492.34	617,341.53	700,970.04	796,559.63	946,116.75	733,889.60	549,131.50	825,995.90	977,600.60	968,176.40	432,708.02	310,047.00
Average	15,854.59	22,047.91	23,365.67	26,551.99	30,519.90	24,462.99	17,713.92	26,645.03	32,586.69	31,231.50	14,423.60	10,001.51
Max	26,491.47	35,765.61	37,749.09	48,192.80	45,937.41	33,695.57	28,994.10	46,661.57	45,527.60	59,430.95	28,499.69	22,051.86
Min	5,386.26	8,559.42	2,830.23	10,379.99	13,092.12	5,553.93	7,541.66	12,857.54	17,245.20	15,439.23	3,668.52	888.80
Total Inches	1.50	0.50	2.00	3.00	5.00	1.00	1.50	3.00	2.00	3.00	0.50	0.50

2018												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	202,965.60	141,857.70	376,777.50	430,283.27	655,878.51	630,340.70	631,231.80	483,129.92	483,854.40	482,594.80	367,083.56	272,218.82
Average	65,472.77	5,066.35	12,154.11	14,342.78	21,157.37	21,011.36	20,362.32	15,584.84	16,128.48	15,567.57	12,236.12	8,781.25
Max	13,415.81	16,837.29	28,255.31	27,511.47	30,737.01	30,394.44	33,417.47	25,898.27	28,425.12	24,934.31	21,987.72	22,828.14
Min	536.30	0	313.13	3,238.31	5,924.65	5,556.15	3,236.25	2,486.29	313.67	5,318.21	2,548.37	23.45
Total Inches	1.00	1.00	2.00	2.00	4.00	2.00	3.00	1.00	0.10	2.00	1.00	0.25

2019												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	338,380.06	449,362.56	511,809.03	748,921.07	943,035.38	603,264.54	532,978.77	576,625.43	713,371.59	1,122,432.21	672,132.06	480,299.61
Average	10,915.49	16,048.66	16,509.97	24,964.04	30,420.50	20,108.82	17,192.86	18,600.82	23,779.05	37,414.41	22,404.40	15,493.54
Max	21,444.95	28,812.02	29,049.95	41,703.12	60,425.66	35,729.09	25,239.59	35,273.82	39,668.36	50,869.79	47,957.85	42,500.56
Min	86.48	742.91	3,989.00	6,206.76	5,549.24	7,172.75	6,584.27	9,679.59	8,206.11	9,055.16	6,881.40	1,780.05
Total Inches	2.00	2.00	3.00	2.00	5.00	3.00	4.00	2.00	1.50	3.00	3.50	1.00

2020												
	January	February	March	April	May	June	July	August	September	October	November	December
Total	361,915.79	447,804.11	487,737.95	174,987.23	223,341.23	240,432.63	192,036.80					
Average	11,674.70	15,441.52	15,733.48	5,832.91	7,204.56	8,014.42	6,401.23					
Max	24,646.49	33,361.41	35,427.32	10,853.78	12,847.85	13,799.70	12,046.55					
Min	676.94	3414.765	4,487.52	3,397.82	1,534.29	1,702.16	1,826.00					
Total Inches	0.25	3.00	3.00	3.00	2.00	1.50	1.50					

