

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF LEADVILLE SANITATION DISTRICT

HELD
October 24, 2024

The Regular Meeting of the Board of Directors of the Leadville Sanitation District was held at Leadville Sanitation 911 Hwy 24, Leadville, CO 80461, and via Zoom and Teleconference on Thursday, October 24, 2024, at 3:15 p.m.

ATTENDANCE

Directors in Attendance:

Kenneth Berger, President & Chairperson
Jane Gowing, Secretary
Sterling Mudge, Director
Michael Smith, Director

Directors Absent but Excused:

Robert Vigil, Director

Also in Attendance:

Tiffany Skoglund and Jennifer Ondracek; Pinnacle Consulting Group, Inc.
Joshua Miller; Leadville Sanitation District
Chelsea Fagan and Janet Hausmann; JVA Engineers
Joe Fattor; Fattor Law
Meagan Pauly; Watson Coon Ryan LLC.
Amy Morrison, Candace Alonzo Oncho, Heather Lindh; Members of the Public.

ADMINISTRATIVE ITEMS

Call to Order: The Regular Meeting of the Board of Directors of the Leadville Sanitation District was called to order by Director Berger at 3:21 p.m.

Excused Absence: Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to excuse the absence of Director Vigil.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Director Berger noted that a quorum was present, with four out of five Directors in attendance. All Board Members confirmed their qualifications to serve on the Board. Director Berger noted there are no potential or existing conflicts of interest regarding any

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matters scheduled for discussion at the meeting. No additional disclosures were noted.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as amended to add Resolution to Approve the Application of Timber Ranch for Service of the District as the first item in VII Legal Items.

714 Pine Street ADU & Restroom: Mr. Miller discussed the tap fee due dates and tap fee price increases with the Board. Director Gowing recommend the Board review the matter with the Districts legal counsel. It was the decision of the Board to table this matter until the next regular Board meeting.

Sewer Line & Boulder Wall on 1719 Poplar Street: It was the decision of the Board to table this matter until the next regular Board meeting.

Sanitation Line Extension for Cascade Site: It was the decision of the Board to table this matter until the next regular Board meeting.

Public Comment for Non-Agenda Items: There were no Public Comments received.

Director Comment: There were no Director Comments received.

CONSENT AGENDA

Ms. Skoglund reviewed the items on the consent agenda with the Board. Ms. Skoglund advised the Board that any item may be removed from the consent agenda to the regular agenda upon the request of any Director. No items were requested to be removed from the consent agenda. Upon a motion duly made by Director Mudge, Seconded by Director Smith, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. Minutes – September 12, 2024, Regular Meeting.
- B. Contract with Streamline.
- C. District By-laws Adopted in 2023.
- D. Adoption of Employee Handbook.
- E. Retention of Records Resolution.
- F. 2024 CORA Policy Resolution.

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FINANCIAL ITEMS

2023 Audit: Ms. Pauly, Auditor Manager, Watson Coon Ryan LLC. reviewed the 2023 Audit with the Board and answered questions.

DISTRICT MANAGER ITEMS

District Manager's Report: Mr. Miller presented the District Manager's Report to the Board and answered questions.

Progress on Goals from Last Month:

- Clarifier # 1 is online; Clarifier # 2 has been taken off-line.
- Coordinating with RLW to complete solids removal in preparation for rehabilitation.
- Have started work in headworks ahead of Rice Lake West arriving.
- RLW and Plant staff are winterizing the building currently.
- Temporary Ventilation is installed.
- Coordinating with Rice Lake West for pipe routing, to avoid conflicts when building retro fits begin.
- Grit Chamber maintenance –
 - Diverters have been pulled and effluent removed.
 - Using Trailer to vacuum and pressure wash settled grit.
 - Assessing the condition of chamber to determine if lining is necessary.
- Coordinating install of new auto sampler, Coordinate appropriate time to install this in the Headworks old chlorine room.

Goals for this Month:

- Coordinating with Rice Lake West on possible septic pump replacement options.
- Working on servicing current pump.
- Complete overdue services on fleet used for responding to locates, taps and emergency responses.
- Windshield replaced on Maveric
- Routine service scheduled for next week.
- Disassemble and remove old and non-working pumps from pump gallery. Have begun disassembly.
- Need to install tripod in MCC room and chain pulley to start removing heavier sections.
- RLW has purchased one for the district to keep.

Office Operations and Personnel Report:

- Completed Interviews of Candidates for Office Assistants and Plant Staff .
- Offered Office Assistant position to one Candidate – Start date anticipated in next 3 weeks.

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- Pinnacle Consulting is planning an office visit for 11/11/2024 to finish paperwork and policy/procedure implementation.
- Offered Plant Laborer position to one Candidate – Start date was this Monday.
- Marvin is overseeing plant startup and shutdown training as well as Lab training.
- Bill processing for September and October is wrapping up currently. Working towards posting payments due on customer accounts.
- Will begin printing and mailing customer invoices in the next week.

Mr. Volk reported operations updates including the following items, wet samples will be taken next week. They replaced the conveyor belt on the conveyor today. Noting that it is having issues but is continuing to run. Currently, they are working to ensure they can have septic dumping during the winter season.

New Streamline Website: Ms. Skoglund discussed the implementations and presented the new Streamline Website to the Board and answered questions. Mr. Miller and Ms. Skoglund will be meeting with Streamline representatives and the website will go live by November 1st.

District Management Report: Ms. Skoglund presented the District Management Report for Pinnacle Consulting Group, Inc. to the Board and answered questions. Ms. Skoglund and the Board discussed records cleanup and records retention.

ENGINEERING ITEMS

Collection System Project Update: Ms. Hausmann provided an update on the Collection System Project, noting that the improvements planned for this year have been largely completed. Last week, the JVA Field Service Manager, JHL, and Mr. Miller conducted a final walk-through to create a punch list of items that JHL needs to address by the end of the year. The city also performed a walk-through to ensure that all requirements have been met. A few manholes require modifications to prevent them from protruding. Ms. Hausmann responded to questions from the Board

Wastewater Treatment Plant (WWTP) Project Update: Ms. Hausmann provided an update on the Wastewater Treatment Plant, expressing satisfaction that the grit chamber has been drained. It has been determined by Rice Lake and others that the concrete is in good condition. JVA will conduct an inspection next week. This is positive news, as it may save funding for the project if the concrete does not need to be epoxy coated. Ms. Hausmann also responded to questions from the board.

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W 6th St. Main Line Extension: Ms. Fagan updated the Board on the W 6th St. Main Line Extension project, indicating that construction has been completed and testing is now finalized. Reporting that there were issues with inspections due to miscommunications regarding the process. Moving forward, Ms. Fagan emphasized that to prevent this from happening in the future the district should ensure that either staff or JVA representatives are present to observe the project and oversee the testing as it occurs. Ms. Hausmann also responded to questions from the board.

Lake County Affordable Housing 3rd St. and Oro: Ms. Fagan discussed the Lake County Affordable Housing 3rd St. and Oro project with the Board noting status of construction and items to be fixed and replaced. Director Berger requested clarification regarding the replacement of a specific manhole and Mr. Miller and Ms. Fagan responded.

ADU Service Line Regulations and items for Future Regulations Update: Ms. Fagan discussed the engineering standards and recommendations regarding future ADU Service Line Regulations with the Board and answered questions.

FINANCIAL ITEMS
CONT.

Bill.com for the District: Ms. Ondracek presented a memo regarding the implementation of Bill.com for the District to the Board. Director Gowing requested clarification regarding when the District will implement bill.com. Ms. Ondracek stated that this can be implemented before the end of the year. The Board and Mr. Miller discussed the timing of the implementation further. Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the implementation of Bill.com for the District.

Ratification of Claims October 15th, 2024: Ms. Ondracek requested ratification of the Claims ending October 15th, 2024, from the Board. Following review and discussion, upon a motion duly made by Director Smith, seconded by Director Berger, and upon vote, unanimously carried, it was

RESOLVED to ratify the Claims ending October 15th, 2024, as presented.

District Accounting Update: Ms. Ondracek provided the District Accounting Update to the Board, highlighting the implementation of processes and procedures for general accounts and capital, separation of

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duties, sources of funding, budget vs actual reports, and the need to amend the 2024 budget. Ms. Ondracek will be working to develop new Accounting Processes and Procedures for the District. Director Gowing inquired about developing a proforma for the District. Ms. Ondracek stated that PCGI could provide a financial proforma projecting the next five years; this can be updated quarterly or annually as needed.

Draft 2025 Budget: Ms. Ondracek discussed the Draft 2025 Budget with the Board and provided an opportunity for the Board to ask questions.

LEGAL ITEMS

Resolution for 3rd Street and Oro Street: Mr. Fattor presented the Resolution for 3rd Street and Oro Street to the Board and Mr. Fattor and Ms. Fagan answered questions. Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the Resolution for 3rd Street and Oro Street, as presented.

Resolution to Approve the Application of Timber Ranch for Service of the District: Mr. Fattor requested ratification of the Resolution to Approve the Application of Timber Ranch for Service of the District from the Board. Following review and discussion, upon requests for updates to the Resolution it was the decision of the Board to table this item until the next regular meeting.

DIRECTOR ITEMS

Salary Increase for District Manager: The Board discussed the Salary Increase for the District Manager. Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve a 7% Salary Increase for the District Manager.

OTHER MATTERS

There were no Other Matters to come before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Berger, seconded by Director Smith, and upon unanimous vote, the meeting was adjourned at 5:30 p.m.

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The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully submitted,

Tiffany Skoglund

Tiffany Skoglund, Recording Secretary for the Meeting