

Leadville Sanitation Meeting Minutes of April 7, 2021

The monthly Leadville Sanitation District (District) board meeting was held in the District's office located at 911 S. Highway 24, Leadville at 3:30 pm on 4/7/2021. The meeting was called to order by board president, Ken Berger. Board members present: Ken Berger, Robert Vigil, Dan Osborn, Joe Hren and Jane Gowing. Staff present: Angelina Salazar, Office Manager; Jon Volk, Water Quality Professionals; District Attorney, Joe Fattor and plant personnel Evan Bockstiegel and Martin Tracy.

- A. The meeting was called to order and Chair Berger asked for public comment. No public comments were forthcoming, but Chair Berger added 3 items to the end of the Agenda: discussion of the Pretreatment building roof, hiring temporary summer help at the plant, and truck purchase discussion.

- B. Attorney Fattor introduced the speakers for the next item on the agenda which was a presentation from Marchetti & Weaver, LLC, a consulting company that provides Special Districts with general management, financial planning/advice, and administrative/accounting services. The District's Attorney, Joe Fattor, had asked the firm to present a brief summary of the services they could provide to the District. The firm's representatives discussed their expertise which was financial advice such as calculating future capital expenditures, the associated financing, administrative and annual budgeting. The Board thanked the firm for their presentation and will consider their services for future work if needed.

- C. Next on the agenda was Cooper Best with JVA Consultants who made a presentation and answered questions via Zoom about the RV dump and water-fill stations. Mr. Best provided the Board with a revised drawing and fielded questions from Board members about adequate electrical and water services, maximum vehicle stacking space, contractor availability to perform the work, construction timeline and compliance with CDOT regulations. The project will consist of minor grading, concrete curbs, water service line, wastewater line tie-in and electrical service installation for the card reader and station cap release. Mr. Best believes there are contractors available to perform the work and estimated construction timeline for 6-8 weeks. However, he has not reached-out to CDOT to confirm signage and ingress/egress compliance. Mr. Best will follow-up with CDOT and then provide an in-person final proposal for the project at the May board meeting.

Other projects that JVA is working on for the District is the Master Plan presentation for the May board meeting and the jetting, cleaning and inspecting per CDPHE's Notice of Violation/Cease and Desist Order (NOV/CDO). Mr. Best will be meeting with Operators Jon Volk and Evan Bockstiegel to coordinate this work over the summer. Next, Mr. Best discussed the Railyard Phase I as-builts. It appears that the "final" as-built drawings that High Country Development (HCD) sent to the District are merely a copy of the original HCD drawings submitted to the District. Mr. Best will provide an engineering review of the HCD as-builts to Attorney Fattor, who will then follow-up with a written letter to HCD's engineer and John Lichtenegger. Mr. Best is also working on the Phase II plan review and it should be completed soon. The Edmonds Terrace plan review by JVA was just completed, but not in time to place on the board agenda. Finally, Mr. Best did not get the

engineering review done for the Tabor Star development, but he is committed to completing the Tabor Star review and will send a status update letter to Attorney Fattor.

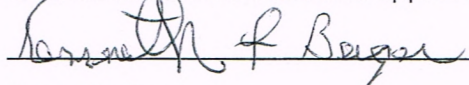
- D. The Tabor Star development was next on the agenda. There was a lengthy discussion about the letter to send to Mr. Saunders. Chair Berger moved to authorize Attorney Fattor to draft a "will serve" letter to Mr. Saunders for the Tabor Star, seconded by Director Vigil, all voted in favor. This will allow Mr. Saunders to move forward with the County on project approval. However, it was made clear that the project must be reviewed and approved by Mr. Best (JVA Consulting) prior to construction.
- E. Next on the agenda was the monthly operations report from the District's Operator Responsible Charge (ORC), Jon Volk with Water Quality Professionals. The following items are in progress:
 - a. The new lights are installed and working in the Headworks building. There is a bad electrical wire between the VFD out to the agitator. The electrical line appears to be collapsed so there is a plan to install a new power line in a different location to provide power.
 - b. Big Horn Electrical recently toured the plant and will draft an electrical design plan and provide a cost analysis proposal to upgrade the building ventilation systems plantwide.
 - c. Mr. Volk explained that he and staff would be meeting with Mr. Best tomorrow to plan the District's Inflow and Infiltration (I/I) project in order to comply with the NOV/CDO from CDPHE.
 - d. The Chlorine building will need building exterior work and Jon would like to see this budgeted for 2022.
 - e. Mr. Volk replaced the battery for the chlorine shut-off valve and is looking to upgrade the chlorine gas monitor so it will automatically shut-off the chlorine gas if there is a gas leak detected.
- F. The Permit Monthly report was up next. Evan and Karen are pulling BTEX samples as required by CDPHE at the Tabor Grand and in other suspect areas. In addition, the District is in compliance with its mercury limit.
- G. Approval of the March 3, 2021 meeting minutes was the next agenda item. Chair Berger had one edit, then Director Vigil moved to approve the minutes, seconded by Director Osborn, all voted in favor.
- H. Next on the agenda was the Check List Approval (bills and payroll). With no corrections or comments, Director Vigil moved to approve, seconded by Director Osborn, all voted in favor.
- I. Attorney Fattor was next on the agenda. His agenda items on the Tabor Star and HCD/Railyard development were covered earlier in the meeting (see above).
- J. The Daily/Plant Report was up next. A question was raised about line cleaning on Orange Street between East 11th & East 12th. Plant staff said there was a new house being built

and the owner needed a manhole depth. When staff went out to confirm the depth, they noticed the line needed cleaning. No other questions were raised.

- K. The Office update was brief. Office Manager Salazar asked for the Board's approval that she be allowed flexibility to use accrued vacation time this summer. The Board was fine with Ms. Salazar's request, only asking that she keep Chair Berger informed of her schedule to ensure adequate office coverage. Also, a new furnace has been installed in the office and is working well.
- L. Chair Berger talked to the Board about the roof on the Pretreatment building. There were cost overruns due to the rotten sheeting on the decking that had to be replaced, plus an increase in the cost of the metal roof. In addition, the roof's structural support did not meet current code, necessitating additional work. Chair Berger had canvassed all the Board members individually to notify board members of the increased costs and he garnered consensus/approval to proceed with the project.
- M. Operations staff would like a part-time worker this summer to help with line jetting and general laborer duties. Director Gowing mentioned to the Board that there is a new state law effective as of 1/1/2021 that all part-time employees are to be compensated with paid time off for sick leave. Ms. Salazar said she will contact the SDA for guidance to ensure that the District is in compliance with the new law. Director Osborn moved to approve the hiring of a temporary person for the summer, seconded by Director Hren, all noted in favor. Finally, additional discussions took place about the purchase of a second new truck. Office Manager Salazar said that there is money in the Capital Fund to purchase a second truck. However, after a lengthy discussion by the Board, it was decided to wait until later this year to see what the budget looks like with regards to escalating construction costs for scheduled projects identified in the Master Plan and the costs involved with CDPHE's NOV/CDO requirements.
- N. The last item discussed was about plant operations and oversight, staffing, state licensing and succession planning for the District going forward from 2022 and into the future.

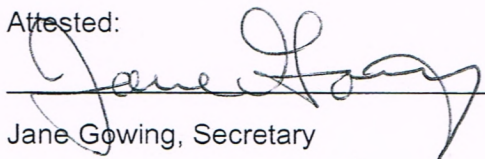
At 5:20 pm Director Osborn moved to adjourn, Director Vigil seconded, all in favor.

Said minutes were read and approved:



Kenneth Berger

Attested:



Jane Gowing, Secretary