

## Leadville Sanitation Meeting Minutes of November 4, 2020

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 11/4/2020. The meeting was called to order by board Vice President, Ken Berger. Board members present: Ken Berger, Robert Vigil, Joe Hren, Dan Osborn and Jane Gowing. Staff present: Angelina Salazar, Office Manager; John Volk, Water Quality Professionals; and District Attorney, Joe Fattor.

- A. Public comment was first on the agenda. Leadville Mayor, Greg Labbe, spoke to the Board offering to provide City Street Department assistance as needed to help the District's new employee, Martin Tracy, get his CDL license. One other visitor was present, but he did not have any comments.
- B. Operator Responsible Charge (ORC) John Volk, owner of Water Quality Control Professionals was next on the agenda. In this month's board packet, Mr. Volk provided bid information for needed plant upgrades and a bid from JVA for engineering services to update the District's Master Plan. This information prompted a question from Director Osborn about what the District's process was to authorize and fund plant design work as well as equipment upgrades. Director Gowing asked if the District was required to advertise for bids or proposals for the work above a certain cost threshold. Attorney Fattor was not sure if there is a cost threshold stated, and if so, what the amount is and where this information is stated. After discussion, it was agreed that Mr. Volk would provide criteria and suggestions to Attorney Fattor and they would work in concert to discuss the information with Cooper Best of JVA.
- C. JVA – Wastewater Treatment Facility Master Plan/Letter Agreement for Engineering Services – see item B discussion above and item L discussion below. Mr. Volk and Attorney Fattor to work together and provide a presentation at the December meeting for a Master Plan update and District Manager options.
- D. The meeting minutes from October 7, 2020, were tabled until December due to Secretary Gowing sending the incorrect meeting minutes for the board packet. Chair Berger moved to table the minutes, seconded by Director Osborn, all board members agreed.
- E. Minutes from the October 19, 2020, Special Meeting/Executive Session were tabled until December. Chair Berger moved to table, seconded by Director Osborn, all board members agreed.
- F. Next on the agenda was the Check List Approval (bills and payroll). Hearing no questions or objections, Director Vigil moved to approve bills and payroll, seconded by Director Hren, all to approve.
- G. Attorney Fattor was next on the agenda with 3 items.
  - a. First item was to update the board that he had received an Open Records Request from Ted Hess & Assc, for the personnel file of Operator David Gallegos. Attorney Fattor responded and sent the file to Mr. Hess as requested. In addition, a decision needed to be made as to the status of Operator Gallegos' employment. After



discussion by the board, Chair Berger moved to terminate Operator Gallegos, seconded by Director Osborn, all voted in favor.

- b. Second item was in regards to High Country Developers, LLC/Railyard about the “as built” drawings for the Railyard project. The District is requesting confirmation from the Railyards that the “as built” drawings are updated and reflective of the District’s infrastructure at the project.
  - c. Line Extension Applications were Attorney Fattor’s final item.
    - i. Peggy Forney/Snowshoe Rabbit Lane – Attorney Fattor confirmed that District engineer, Cooper Best, reviewed the documents that were available from Peggy Forney’s project and based on the information available, the construction of the sanitary lines appear to be installed per standards. However, Attorney Fattor does not believe the subdivision was approved by the District and the District will not maintain the sewer lines at this subdivision without approved public access to the sanitary lines for maintenance. Attorney Fattor suggests to document this information and notify Ms. Forney accordingly.
    - ii. Kristan Latham/1868 Four Seasons Blvd. – Attorney Fattor was unaware that he was providing information for this item, therefore, this matter is tabled until the December meeting.
- H. Resolution 6 2020 – Delinquent User Fees Accounts was the next item. A motion was made to have Ms. Salazar lien properties for no-payment of sanitary sewer fees at the County Courthouse. Director Vigil made the motion, seconded by Director Hren, all voted in favor.
- I. Next on the agenda was Cura – Compensation Review/Rate Survey. Ms. Salazar provided a summary of the report. The District has adjusted its employee job titles/descriptions and wage ranges to come into line with the report’s recommendations.
- J. The 2021 Proposed Budget was next on the agenda. Ms. Salazar provided additional information about the rationale of allocating more money toward various budget categories. In addition, Ms. Salazar said she was contacted by a former employee who would like to come back to work for the District which would impact the budget as well. Mr. Volk had a question about what funds were left for 2020 in the lab fund, as Mr. Volk would like to purchase an additional piece of equipment. Ms. Salazar will forward a list of items to Mr. Volk to ensure all equipment purchases since his arrival have been placed in the right budget category to determine the lab fund balance.
- K. Permit Update was the next item for discussion, but nothing has been received from CDPHE about the new permit. Director Gowing asked if JVA had responded to a recent Hg discharge violation. Mr. Volk will follow-up to make sure a response was submitted to CDPHE in a timely manner.
- L. RV dump station.
  - a. Chair Berger wants to move forward with JVA on the dump station project due to time constraints to get the project done by summer. Director Osborn proposed to split out the RV Dump Station and have CMC students work on the District’s



GIS/mapping of sewer lines, manholes etc. which will better line-up with CMC's mapping course. Director Osborn volunteered to work with Angelina to provide the information for the students' project.

- b. JVA – Letter of Agreement for Civil Engineering Services. Director Vigil moved to approve the letter of agreement with JVA to engineer the RV Dump Station, seconded by Joe Hren, all voted in favor.

M. The Daily/Plant Report was up next, but no questions or comments were raised by the board.

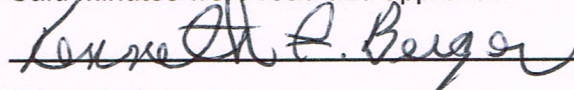
N. Office – Ms. Salazar had 3 items under office.

- a. 214 Elm Street/Mountain Magic Drain Cleaning complaint. The property owner complained that the District's line was plugged which in turn plugged her line. Timmy responded to the call and stated that the District's line was not plugged up. Based on staff's input, the Board denied the request by the property owner to help pay the sewer cleaning bill.
- b. Overtime was the second item. Karen and Timmy have asked to be paid out for their overtime this year because they are unable to use up their time before year's end. Director Vigil moved to pay out both employee's vacation time on a one-time basis, seconded by Director Hren, all voted in favor.
- c. Angelina is still waiting to hear back from Ken Vierczhalek about the banking requirements required by Pueblo Bank & Trust. Item tabled until December's meeting.

O. Other Business Follow-up. There were a couple of items under letters A and B that were over-looked. The first being the status of the wastewater plant's computer CAD recovery. Mr. Volk said the download was completed, but the drive wouldn't spin, therefore the technician handed the computer off to another computer specialist. Secondly, when Gutter Master (gutter installer) evaluated the gutter work needed over the double doors where the flusher truck is parked, he discovered a roof leak on the building. This will be something that needs to be fixed as soon as possible. Director Osborn moved to accept the Gutter Master bid and commence work, Director Vigil seconded, all in favor.

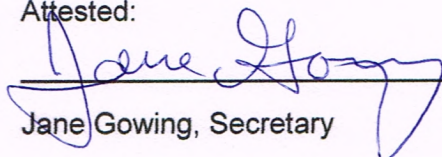
At 5:50 pm Director Osborn moved to adjourn, Director Vigil seconded, all in favor.

Said minutes were read and approved:



Kenneth Berger

Attested:



Jane Gowing, Secretary