

Leadville Sanitation Meeting Minutes for November 30, 2023

The Leadville Sanitation District (LSD) held its monthly board meeting at the district's office located at 911 S. Highway 24, Leadville at 5:00 pm on 11/30/2023. Board members present: Chair Ken Berger, Directors Bob Vigil, Sterling Mudge, Mike Smith and Jane Gowing. Staff present: Angelina Salazar, Office Manager; Chelsea Fagan and Janet Hausman, JVA Consulting (via Zoom); Joe Fattor, district's attorney (via Zoom), Allison Ulmer and Isuri Lawson, Special Counsel (via Zoom).

- A. Chair Berger called the meeting to order at 5:00 pm and at 5:01 pm Director Smith motioned for the board to move into Executive Session, seconded by Director Vigil, all voted in favor. The Executive Session was pursuant to Section 24-6-402(4)(b), C.R.S. for the purpose of a conference with the district's legal counsel regarding specific legal questions pertaining to Weideritch Construction LLC. After an update on the status of the matter by Ms. Lawson and a short Question and Answer session with the board, Director Smith moved to return the board to the public portion of the meeting, seconded by Director, Vigil all were in favor. With no action taken, the public portion of the meeting resumed at 5:25 pm.
- B. Public Comment-General Items. No public comments were voiced.
- C. Jonah Frykholm, IT Specialist conducted plant site and office visits to review the LSD computer needs and provide options/bid proposals to the board for IT services. Two options were presented with the first one being a "pay as you go" option where staff would accumulate maintenance tickets over 1-2 months and then Mr. Frykholm would bundle them for a 2-3 hour block and bill LSD for the work done. The second option was to pre-purchase a "bucket of hours" (with a set dollar amount) of IT work up-front and then debit the amount from the bucket until the bucket of hours is used and then the LSD would buy another "bucket of hours". In addition, if a critical emergency arose, Mr. Frykholm would be available to respond. Chair Berger moved to approve the "pay as you go" option, seconded by Director Vigil.
- D. JVA
 - a. WWTP Improvement Plan Update-district staff and the CMAR team met for their WWTP project kick-off meeting. The CMAR team toured the plant earlier in November which resulted in additional ideas for the project. The district received the Rice Lake West CMAR contract and Ms. Hausman requested Chair Berger to sign and forward the agreement to JVA. Finally, Chair Berger asked if Director Mudge could attend/participate with the WWTP combined meetings which are every other Wednesday at 11:00 am. JVA offered to record the meetings and provide meeting notes for the district. Director Mudge will do his best to attend the meeting but would also like to have the meeting recordings and minutes for review.
 - b. Collection System Improvement Project – Ms. Fagan is trying to wrap up the survey information for the East 8th and Poplar Street project so it can go out for bid in January 2024. Chair Berger asked about the GPS mapping project. Ms. Fagan is trying to coordinate with WHS to get this project wrapped up.

- E. Joe Fattor
 - a. Steven Bain, the specialty attorney, who is working on the CJK matter is retiring and he is suggesting LSD hire his colleague, Danielle DiMauro, to represent the district going forward.
 - b. West 6th Street/Narduzzi – Attorney Fattor wants to review the detailed breakdown of the gravity flow option from Mr. Narduzzi before he makes a recommendation to the board. Ms. Fagan state that JVA’s construction engineer reviewed the information and said the costs appear to be accurate. The board has already received the information.
 - c. Mountain Pines extension ownership/draft letter to property owners. This project is in process between JVA, Ms. Salazar and Attorney Fattor. Attorney Fattor did not realize there were operational issues in this area. The sewer lines in the area are not owned by the LSD and therefore is not required to conduct maintenance on these lines. There are issues to resolve before letters can be sent out to the property owners.

- F. 2024 Proposed Budget. The draft budget was discussed, and a budget work session was scheduled for 12/4/2023 at 3:15 pm.

- G. Covid Policy. Director Smith moved to discontinue the Covid Policy, seconded by Director Vigil, all voted in favor. Staff will now just use their sick time in lieu of the Covid Policy.

- H. Employee Handbook and By-Laws. A work session to continue review and updates is set for 12/5/2023 at 3:15 pm.

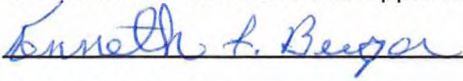
- I. District Organization Chart, Job Description, Housing Assistance Policy, District Policies and Procedures. These items tabled to a future meeting in 2024.

- J. Plant Update.
 - a. Flushing Schedule-No update available. The plant is still waiting to get the generator set at the plant.
 - b. Employees at the plant requesting a meeting with the entire board and the district’s attorney. Director Gowing moved to table this motion in order to meet individually with each staff member so each person has an opportunity to speak with board members, seconded by Chair Berger, all voted in favor.

- K. Office.
 - a. Ms. Salazar confirmed that board members had received the sample performance review forms she had emailed.
 - b. Office Assistant, Andrea Byrne, will be out on vacation next week and Ms. Salazar will be out on sick leave the following week.
 - c. January /February statements will be mailed 12/27/2023. Ms. Salazar will include a second notice in the billing about the 2024 rate increase.


At 6:30 pm Chair Berger moved to adjourn, seconded by Director Vigil, all were in favor.

Said minutes were read and approved:



Kenneth Berger

Attested:



Jane Gowing, Secretary