

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

HELD
November 21, 2024

The Regular Meeting of the Board of Directors of the Leadville Sanitation District was held at Leadville Sanitation District Office, 911 Hwy 24, Leadville, CO 80461, and via Zoom and Teleconference on Thursday, November 21, 2024, at 3:15 p.m.

ATTENDANCE

Directors in Attendance:

Kenneth Berger, President & Chairperson
Jane Gowing, Secretary
Micheal Smith, Director
Robert Vigil, Director

Directors Absent but Excused

Sterling Mudge, Director

Also in Attendance:

Tiffany Skoglund, and Jennifer Ondracek; Pinnacle Consulting Group, Inc.
Joshua Miller, District Manager; John Volk, Staff; Leadville Sanitation District
Chelsea Fagan and Janet Hausmann; JVA Engineers
Ian Munoz; Member 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 3:16 p.m.

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 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 Vigil, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as presented.

Public Comment for Non-Agenda Items:

RECORD OF PROCEEDINGS

Ian Munoz commented regarding plumbing issues possibly caused by past construction near his home and ongoing complications with establishing a sewer connection. Ian Munoz requested Board direction regarding the restoration of plumbing at his home at 139 E 9th Street. The Board and Mr. Miller reviewed the details of sewer connections near his home and inquired regarding potential damage caused by Sitewise in the past. The Board requested clarification regarding connections currently established at the home and Mr. Munoz noted there is no active connection to the District sewer system. Mr. Munoz described the lack of connectivity, and the Board discussed the potential deposit locations of sewage from the home. Ms. Fagan requested clarification regarding the details of the sewer discharge from the home and Mr. Munoz responded noting the discharge and evidence of the sink hole was reported by the previous residents of the home and had been mitigated. Director Gowing stated that Mr. Miller would remain in contact to assist in resolving the matter so Mr. Munoz can plan for occupancy in the summer.

CONSENT AGENDA

Ms. Skoglund reviewed the items on the consent agenda with the Board. The Board reviewed the consent agenda and requested more details in the meeting minutes. This item was tabled for approval at the next board meeting.

DISTRICT MANAGEMENT /OPERATIONS

District Manager's Report – Josh Miller: Mr. Miller presented the District Manager's Report to the Board. Mr. Miller highlighted a recent inspection completed by JVA for a Grit Chamber and noted the condition of the chamber was better than expected. Mr. Miller discussed planning and the evaluation of plans to recognize potential savings that could be implemented to bolster the contingency fund. Mr. Miller noted Ms. Schneider's training has been going well. Mr. Miller discussed plans to digitize records, create a structure for records retention, and the creation of fillable PDFs to aid in record keeping.

District Management Report – Pinnacle Consulting Group, Inc.: Ms. Skoglund presented the District Management Report for Pinnacle Consulting Group, Inc. to the Board. Ms. Skoglund highlighted her recent on-site visit, noting efforts for records cleanup and digitization of records. Ms. Skoglund highlighted the recent board meeting to hold executive sessions, Ms. Ondracek's creation of the District's financial statements, the creation of the District's 2025 budget, website implementation, and revisions to the District's Rules and Regulations to be presented at the December 5th Board meeting.

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Resolution Authorizing Director Compensation: Ms. Skoglund presented the Resolution Authorizing Director Compensation to the Board. Director Berger requested clarification regarding if Directors are compensated when attending Board meetings virtually and Ms. Skoglund responded in the affirmative. Following review and discussion, upon a motion duly made by Director Smith, seconded by Director Vigil, and upon vote, unanimously carried, it was

RESOLVED to approve the Resolution Authorizing Director Compensation, as presented.

ENGINEERING ITEMS

Collection System Project Update: Ms. Hausmann provided the Collection System Project Update to the Board. Ms. Hausman highlighted the completion of Phase 1 and noted 2130 linear feet of line was replaced, 36 tie ins, and 14 manholes were replaced. Ms. Hausmann noted the extension of work to be completed in Alley No. 3 due to work being completed by Xcel Energy impeding work by JVA Engineers. Ms. Hausmann noted Alley No. 3 work will be moved into Phase 2 to be completed in 2025. Ms. Hausmann noted discussions with Mr. Miller regarding agreements needed to complete collections systems improvements in 2025. Director Berger discussed the need to address sewer line connectivity issues at Mr. Munoz's property during Phase 2 of the project and Ms. Hausmann concurred. Ms. Fagan noted the need to survey Alley No. 3 to ensure Mr. Munoz's property is included in the Phase 2 project. Ms. Hausmann discussed the completion of an archeological survey for the Phase 2 project required by SHIPO for historical significance and that they are waiting to receive final results.

Wastewater Treatment Plant (WWTP) Project Update: Ms. Hausmann provided the Wastewater Treatment Plant project update to the Board. Ms. Hausmann described work completed by Rice Lake West and the realization of cost savings. Director Gowing asked if the District could utilize solar technology to aid in cost savings to the District and Ms. Hausmann responded noting solar technology had not been considered at this time but that she could look into it in coordination with Rice Lake West engineers. Director Gowing asked if similar plants they work for use co-generation and Ms. Hausmann and Ms. Fagan responded in the negative noting the need for extensive modifications. Ms. Hausmann discussed the approval provided to Rice Lake West for the Grit chamber.

W 6th St. Main Line Extension: Ms. Fagan provided an update regarding the W 6th St. Main Line Extension development review to the Board. Ms. Fagan noted the delivery of punch list items needed for JVA Engineers to issue a preliminary acceptance letter.

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Lake County Affordable Housing W 3rd St.: Ms. Fagan provided a brief update on the Lake County Affordable Housing West 3rd Street Project to the Board and highlighted needed infrastructure replacements before the District could issue an acceptance.

Tabor Star Development: Ms. Fagan discussed the Tabor Star Development noting communications with Jack Saunders regarding an analysis performed to ground a system through a cemetery and noted his request to install a lift station. Director Berger discussed potential options to address the request.

FINANCIAL ITEMS

Ratification of Claims Through November 13th, 2024: Ms. Ondracek requested ratification of the claims through November 13th, 2024, from the Board. Director Gowing requested clarification regarding the allocation of expenses for certain projects and line items and Mr. Miller responded noting specific delineations are required and that past invoices may need to be reviewed. Ms. Ondracek commented regarding the implementation of GL Codes and Director Gowing commented on the significant improvement of the documentation presented by District staff compared to previous payables tracking. Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Gowing, and upon vote, unanimously carried, it was

RESOLVED to ratify the Claims through November 13th, 2024, as presented.

Financial Statements: Ms. Ondracek reviewed the unaudited Financial Statements for the period ending September 30, 2024, with the Board and answered questions. Following review and discussion, upon a motion duly made by Director Berger, seconded by Director Vigil, and upon vote, unanimously carried, it was

RESOLVED to accept the unaudited Financial Statements for the period ending September 30, 2024, as presented.

Draft 2025 Budget: Ms. Ondracek discussed the Draft 2025 Budget with the Board. Ms. Ondracek discussed obtaining proposals from auditors to perform the 2024 audit and stated she will bring recommendations for engagement at a regular board meeting. Director Berger and Mr. Miller discussed a 2.5% cost of living salary increase for plant employees. Director Berger noted the increase of user fees by \$5.00 bi-monthly, the increase of tap fees to \$18,000, the increase of septic haulers to \$275.00 per thousand gallons, and requested Board comment regarding the

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increase in cost for RV dump fees. The Board discussed and agreed to increase RV dump fees to \$25.00. The Board discussed and resolved to prohibit the delivery and dumping of porta potty's and 5 gallon buckets to the plant. Delivery must be by pump truck only. Ms. Skoglund discussed the need to distribute to the Board the redline copy of the changes to the District's Rules and Regulations. Board review of the draft revised Rules and Regulations prior to the December 30, 2024 board meeting is necessary to ensure the board is prepared to adopt the revised Rules and Regulations at the December 30th, 2024 meeting.

LEGAL ITEMS

Resolution and Agreement for W 3rd: Ms. Skoglund presented the Resolution Approving a Sewer Line Extension Construction Agreement with Lake County and the Agreement for W 3rd to the Board. Following review and discussion, upon a motion duly made by Director Gowing, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the Resolution and Agreement for W 3rd, as presented.

Resolution and Agreement for Timber Ranch: Ms. Skoglund presented a Resolution Approving a Sewer Line Extension Construction Agreement with Lake County and the Agreement for Timber Ranch to the Board. 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 and Agreement for Timber Ranch, as presented.

DIRECTOR ITEMS

District Legal General and Special Counsel: Director Berger discussed the assignment of Allison Ulmer as primary District Legal General Counsel and Joe Fattor as Special Counsel for the District. 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 assign Allison Ulmer Primary General Legal Counsel and Joe Fattor as Special Counsel for the District.

Rod and Gun Club Utilizing the Leadville Sanitation District Conference Room Monthly for 2025 Member Meetings: Director Berger discussed the Rod and Gun Club utilizing the District conference room for their monthly meetings. Director Berger recommended discontinuing this arrangement. Following review and discussion, upon a motion duly made

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by Director Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to deny the Rod and Gun Club access to the Leadville Sanitation District Conference Room for monthly 2025 Member Meetings and any other users from utilizing the Conference Room.

OTHER MATTERS

Mr. Volk commented regarding “failing the WET, we did the accelerated, I don’t have the result for that”. Once this one is passed there will be one more test to get operations back to normal. Currently, issues with bar screen at plant bar screen is working correctly, it is the compression and the auger that pushes it up the shoot prior to cleaning the screen up the screen, the motor and the transformer is going bad. Working with Clean Tech to order new parts as quickly as possible unsure of the turnaround time. Currently, operating on manual rate until this is repaired.

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 5:21 p.m.

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