

Leadville Sanitation Meeting Minutes of June 3, 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 6/3/2020. The meeting was called to order by board President, Ken Berger. Board members present: Ken Berger, Robert Vigil and Jane Gowing. Director Parlin and Joe Hren were absent. Staff present: Angelina Salazar, Office Manager, John Volk, Plant Operator Responsible Charge (ORC), Evan Bockstiegel, plant operator and District Attorney, Joe Fattor.

- A. Public comment was first on the agenda, but no public attendees were present.
- B. Director Berger introduced the District's new ORC, John Volk, owner of Water Quality Control Professionals to the board. Mr. Volk talked about his company, wastewater experience and said he was looking forward to his new operational duties at the District.
- C. The meeting minutes from May 6, 2020 were next on the agenda. With no edits, Director Vigil motioned to approve, seconded by Director Berger, all were in favor.
- D. Next on the agenda was the Check List Approval (bills and payroll). Hearing no questions or objections, Director Berger moved to approve bills and payroll, seconded by Director Vigil, all voted to approve.
- E. Prior to Attorney Fattor's presentation, Director Berger brought up the Eligibility Survey sent out by CDPHE for the District to complete. A brief discussion about this survey i.e. who would complete/submit the survey, why must the District submit the survey, what information was required and submittal deadline.
- F. Mr. Fattor updated the board about the letter he had sent to Jack Hill, owner of the Scarlet. After review of Attorney Fattor's letter and further explanation by Ms. Salazar, Mr. Hill was satisfied with the explanation of why he could not receive a refund on his sewer bill, even though he was required to shut down by Public Health during the Covid pandemic. This matter is closed, unless Mr. Hill has further questions to bring before the board.

Attorney Fattor will draft a Resolution for a District Representative (President, Vice President) to sign in place of the vacated District Superintendent position for legal documents including letters, contracts and CDPHE correspondence.

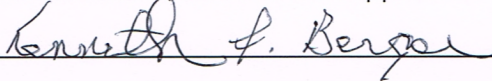
- G. Next on the agenda was the Daily/Plant Report, formerly known as the Superintendent's report. This report is a day to day log of what work is done at the plant (maintenance, line cleaning, other) and will be completed by the plant operators. John Volk will sign the monthly CDPHE Discharge Monitoring Report (DMR) as the ORC. Ms. Salazar has sent in the change of ORC to CDPHE.
- H. Ms. Salazar has proposed to start providing a monthly office report to the board, similar to the report that plant operators provide for the monthly board meeting.

Ms. Salazar will advertise in the Herald Democrat for the next 3 weeks for a part time office assistant, Class B Operator and a CDL operator. In addition, Ms. Salazar would like a board member to assist in interviewing for the new part time office assistant position.

Finally, Ms. Salazar requested a new debit card with a \$5000 limit so plant personnel can order parts as needed. Director Gowing will be the second signer on the debit card which is through First Mountain Bank.


- I. At 4:10 pm, Chair Berger motioned to adjourn into executive session to discuss a personnel matter, Director Vigil seconded, all in favor. At 4:30 pm the board came out of executive session with no decision made.
- J. At 4:33 pm Director Vigil moved to adjourn, Director Berger seconded, all voted in favor.

Said minutes were read and approved:



Kenneth Berger

Attested:



Jane Gowing, Secretary