

## Leadville Sanitation Meeting Minutes of October 7, 2020

The monthly Leadville Sanitation District (District) board meeting was held in the District's office located at 911 S. Highway 24, Leadville at 3:33 pm on 10/7/2020. The meeting was called to order by board Vice President, Robert Vigil. Board members present: Robert Vigil, Joe Hren, Dan Osborn and Jane Gowing. Board President, Ken Burger was absent. Staff present: Angelina Salazar, Office Manager; John Volk, Water Quality Professionals; David Gallegos, Plant A Operator; and District Attorney, Joe Fattor.

- A. Public comment was first on the agenda. No public comment at this time, other than the scheduled board agenda.
- B. Operator Responsible Charge (ORC) John Volk, owner of Water Quality Control Professionals was next on the agenda. Mr. Volk provided a list of recommended WWTP upgrades for the board's review. There was a lengthy discussion about the upgrade priorities for the plant, costs, the District's pending NPDES permit and how best to proceed. At the end of the discussion Director Vigil moved to purchase two new flow meters, one for the RAS and one for the WAS, along with evaluating the purchase of a new plant influent pump, Director Osborn seconded, all voted in favor. In addition, Mr. Volk and Director Osborn were going to see if the hard drive in the computer at the plant could be salvaged in order to restore the data, specifically District sewer line mapping and an update will be provided to the board at the next meeting.
- C. The meeting minutes from September 2, 2020 were next on the agenda. Director Vigil moved to approve, seconded by Director Hren, all were in favor.
- D. 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 voted to approve.
- E. The following agenda item was to approve the job descriptions as drafted by District staff. Ms. Salazar explained that the Special District Association (SDA) does not require board adoption, just acceptance by the board. Therefore, Director Vigil moved to accept the job descriptions, seconded by Director Hren, all voted in favor.
- F. Adoption of the District's Covid-19 Company Policy was the next agenda item. The Covid-19 policy provides guidance and requirements for District staff to ensure the safety, health, and well-being of staff and the general public during the pandemic. Director Gowing asked if the policy had been reviewed by the SDA for feedback/comments and Director Osborn asked if the plan had been vetted by Lake County Public Health. Ms. Salazar explained that the District used the template provided by Department of Local Affairs (DOLA) to draft the policy. With no other board comments, Director Vigil moved to adopt the policy, seconded by Director Osborn, all voted in favor.
- G. An item from the 2019 audit was up next on the agenda. The item concerned reporting requirements by Pueblo Bank & Trust for two Certificates of Deposits (CDs) the District has with the bank. The auditor, Ken Vierczhalek, had recommended the District move the CDs to a different fund due to a low return on investment and onerous reporting

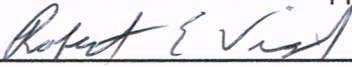
requirements. Salazar is waiting for a letter from Mr. Vierczhalek to provide to the board, therefore this item is tabled until next month, pending receipt of the auditor's letter.

- H. The 2021 Proposed Budget was next on the agenda. Ms. Salazar provided a brief summary of changes from the 2020 to 2021 budget. Payroll will increase in 2021 due to staff wage increases and the addition of a new wastewater operator position. Given the increase from a 5 person staff to a 7 person staff, additional money was budgeted for mobile phones and IT services/support. In addition, director stipends will be paid per meeting rather than on a monthly basis. There was also a discussion about funding left in the 2020 budget for some much-needed building exterior work at the plant. Finally, upon recommendation from Engineer Sherrie Jones, author of the District's Rate Study, the District will raise rates from \$1/month/EQR for In-District customers and \$1.50/month/EQR for Out-of-District customers in 2021.
- I. Joe Fattor was next on the agenda with a line extension application from two individuals. The first applicant was Peggy Forney/Snowshoe Lane (West Pines Subdivision) who was represented by her attorney, Carol Bellhouse. Ms. Bellhouse questioned Attorney Fattor if it would be better for the applicant to withdraw her In-District application. Mr. Fattor stated that this would be the applicant's decision, but there needs to be a full engineering review of the situation because the District has no file on this line extension. The second applicant was Kristan Latham/1868 Four Seasons Blvd. (Four Seasons Subdivision). Mr. Latham currently has a lot and is trying to find out what would be required to connect to the District's line as well as necessary easements to cross neighboring property, rather than install a septic system. This is larger than the scope of work for a typical line extension and will require an in-depth review of this entire neighborhood and the possibility of a line installation project with a recovery cost paid when customers connect to the District's line.
- J. Permit Update was the next item for discussion, but nothing has been received from CDPHE about the new permit.
- K. Next on the agenda was an update on the RV dump station. Director Osborn has talked with Dara Siedel at CMC about the possibility of having the GIS students evaluate possible RV sites with a focus on the District's vacant land west of the District's office. Director Osborn will continue discussions with CMC with a possible start for the students' project for the January 2021 semester.
- L. The Daily/Plant Report was up next, but no questions or comments were raised by the board.
- M. Office Manager Salazar provided a review of the SDA Conference to the board. She thought that the conference was worthwhile and informative and provided a summary of the topics presented. If any of the board would like to watch any of the presentations, they are available on the SDA website.

N. The last agenda item was scheduled to be an Executive Session with the board's attorney to receive legal advice, however the item was tabled until a future board meeting given that not all board members were present.

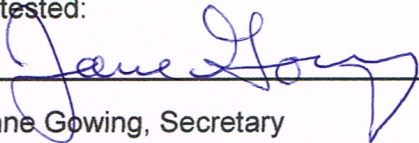
At 5:25 pm Director Vigil moved to adjourn, Director Osborn seconded, all in favor.

Said minutes were read and approved:

  
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~~Kenneth Berger~~ Robert E. Vigil

Attested:

  
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Jane Gowing, Secretary