

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

HELD
January 9, 2025

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, January 9, 2025, at 3:15 p.m.

ATTENDANCE

Directors in Attendance:

Kenneth Berger, President & Chairperson
Jane Gowing, Secretary
Sterling Mudge, Director
Michael Smith, Director

Directors Absent and Excused:

Robert Vigil, Director

Also in Attendance:

Allison Ulmer, Esq; Collins Cole Winn & Ulmer, PLLC.

Joe Fattor, Esq; Fattor Law.

Tiffany Skoglund, and Jennifer Ondracek; Pinnacle Consulting Group, Inc.
Joshua Miller, District Manager; Dawna Schneiter, Staff; Leadville Sanitation District.

Chelsea Fagan, Janet Hausmann, and Josh McGibbon; JVA Consulting Engineers.

Jerry Porterfield, Joe Fetters, and Lyndsey O'Connell; (O'Connell Law Group) Members of the Public.

ADMINISTRATIVE
ITEMS

Call to Order: The Special Meeting of the Board of Directors of the Leadville Sanitation District was called to order by Chairman Berger at 3:20 p.m.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: President 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. President 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 Mudge, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as presented.

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Minutes - December 30, 2024: The Board reviewed the minutes of the December 30, 2024, Special Board meeting. Following review and discussion, upon motion duly made by Director Mudge, seconded by Director Smith and, upon vote, unanimously carried, the Board approved the minutes of the December 30, 2024, Special Board meeting, with the corrections.

RESOLVED to approve the minutes, with corrections.

Approval of 2025 Resolution Designating Location to Post Meeting Notice:

Ms. Skoglund reviewed with the Board the 2025 Resolution Designating Location to Post Meeting Notices and answered questions. Following review and discussion, upon motion duly made by Director Mudge, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the 2025 Resolution Designating the Location to Post Meetings, as presented.

RESOLVED to adopt the 2025 Resolution Designating Location to Post Meeting Notice, as presented.

Discussion and Approval of Contract for Designated Election Officer (DEO) for 2025:

Ms. Skoglund reviewed the contract and answered questions related to Judy Egbert with Gov Pro Consulting, LLC, serving as the Designated Election Officer (DEO) for the 2025 election. Following review and discussion, upon motion duly made by Director Mudge, seconded by Director Miller, and upon vote, unanimously carried, the Board approved the Contract for Designated Election Officer for 2025.

RESOLVED to approve the Contract for Designated Election Officer for 2025, as presented.

Public Comment for Non-Agenda Items: There were no Public Comments received.

DISTRICT
MANAGEMENT
/OPERATIONS

District Managers Report: Mr. Miller reviewed his written Managers Report with the Board and answered questions.

Overview of Last Month:

-Rice Lake West and Plant Staff are working on finishing cleaning up of garage bays in Headworks building.

- Currently building concrete forms for HVAC Pads around Headworks building.

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- Currently building concrete forms inside Headworks building for Mechanical Equipment.
- Plant Staff are tracking and monitoring winter line jetting; Focusing on areas known to freeze during the winter.
 - We have not had any lines freeze to date but have noticed some beginning to form ice.
- Discovered collapsed line on Harrison Ave between East 8th St and East 7th Street approximately 10-15 feet south of manhole in front of the Rock Hut.
 - Will coordinate with JVA for recommendations on repair plan.
 - Collapse is severe enough that it may need to be addressed before spring.
- Staff has suspended wasting to completely empty Digester 1 and Digester 2.
 - Water content in mixture is high. Increasing solids by frequent decanting prior to pumping into Digester 2, should help thicken sludge.
- Septic pump is currently working.
 - Still having issues with clogging, not sure how long the pump will last.
- Fleet maintenance is nearly complete.
 - Windshield replaced in Maveric, as well as front axle assembly and brakes.
 - Fluids changed in all vehicles except jet truck.
 - Brakes need to be replaced in Dodge.

Goals for this Month:

- Continue to coordinate with Rice Lake West on preparations for spring construction.
- Continue winter jetting schedule and maintaining lines.
- Summer inspection and tap training begin.
- All staff will participate in confined space training with Rice Lake West.
- Finish fleet maintenance.
- Begin equipment selection and purchasing for spring build season.

Office Operations and Personnel Report

- Auto-pay forms were included with the January/February statements.
 - So far this appears to be successful. Over 50 forms have been returned.
 - These also provide the District with updated phone numbers and emails for property owners.
- Continue digitizing customer files.
 - Database format is built, and we have started scanning customer files as properties sell or as files are pulled for any reason.

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- These files will include records of all emails and emergency-related phone calls.
- Reconcile tap fees paid to date and clean capital account.
 - As fees are paid, all information in the customer file is digitized.
- Bill Pay Consideration.
 - Meet with Pinnacle to discuss details regarding utilizing this software.
- Fillable PDF for New Build Applications.
 - Work on finishing new tap application fillable pdfs.
 - This will help streamline paperwork processing and record keeping.
 - Create additional email account for builders – build@leadvillesanitation.com.
- Work on future tracking for new build progress.
 - Expand upon existing Microsoft planner profile.
- New position for office.
 - Review applications for the last hiring cycle for potential candidates.
 - Rework position for part time office help.

District Management Report (PCGI):

Ms. Skoglund presented the District Management Report for Pinnacle Consulting Group, Inc., to the Board and answered questions. Discussions were had concerning all PCGI invoices moving forward, which will be sent to the Board for transparency. Following review from President Berger and Mr. Miller, the District will proceed to pay the invoices.

Discussion and Approval of Employee Handbook and Resolution: The Board reviewed the Employee Handbook updates and Resolution as presented. Following review and discussion, upon motion duly made by Director Smith, seconded by President Berger and, upon vote, unanimously carried, the Board approved the 2025 Resolution Designating the Location to Post Meetings, as presented.

RESOLVED to adopt the Employee Handbook and Resolution, as presented.

Approval of Cost Share for 2025 Medical, Vision and Dental Insurance Premiums: President Berger recommended the District continue to pay 90% and the employees pay 10% for cost share for Medical, Vision and Dental Insurance Premiums. Following review and discussion, upon motion duly made by President Berger, seconded by Director Smith and, upon vote, unanimously carried, the Board approved to have the District pay 90% and employee 10% for Medical, Vision and Dental Insurance Premiums.

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ENGINEERING ITEMS Collection System Project Update: Ms. Hausmann provided an update regarding the Collection System Project. JHL contracted to do the work in 2025. Currently, they are working to reduce the project scope to stay within the two-million-dollar budget. JVA is recommending that the work near the Kiddie Koral be removed from the project since there is no easement from Lake County. The Board discussed this proposal and decided to move forward with removing the Kiddie Koral area from the project; they will readdress the Kiddie Koral area at a later time.

Wastewater Treatment Plant (WWTP) Project Update: Ms. Hausmann updated the Board regarding the WWTP project and answered questions. Rice Lake West is making good progress; however Ms. Hausmann advised that this is an active construction site at this time and anyone visiting will need to stop at the Rice Lake West trailer to check in. Mr. Miller is working to complete the second pay application this week.

FINANCIAL ITEMS

Ratification of Claims: Ms. Ondracek reviewed with the Board the claims for the period of November 27, 2024, to January 2, 2025, totaling \$1,498,074.48 and answered questions. Following review and discussion, upon motion duly made by Director Mudge, seconded by Director Smith and, upon vote, unanimously carried, the Board approved the Claims for the period of November 27, 2024 to January 2, 2025, totaling \$1,498,074.48.

Discussion and Approval of 2024 Auditor: Ms. Ondracek reviewed two quotes received from John Culter & Associates, LLC and Haynie & Company to preform 2024 audit services for the District. Following discussion of the auditors, President Berger requested a quote from the District's previous auditors. This item was tabled until the February meeting.

LEGAL ITEMS

Discussion of W 6th Street Construction / Porterfield: Attorney Fattor discussed the District's contract with Porterfield to extend a sewer line to three lots on W 6th Street. The work was completed in the summer but was not done in accordance with approval guidelines. Currently, Porterfield is requesting conditional approval from the Board for this project. Attorney O'Connell for Porterfield reported that all of this project's work has been completed and Porterfield has worked with JVA to resolve documentation deficiencies. Attorney O'Connell has sent new photos to JVA and Mr. Miller. Mr. Major completed vacuum and pressure testing with Mr. Miller present. Due to Mr. Miller being present, Mr. Major did not complete the necessary County requirements for documentation of testing. Porterfield is

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working with Mr. Major to re-test as soon as possible to ensure all documentation is completed. Porterfield had the entire line camera scoped yesterday and all the footage was delivered to Mr. Miller. Mr. Miller has sent the footage to JVA for review. Currently, JVA is reviewing these photos and camera footage. There have been issues with the service connection from the 902/904 West 6th Street (duplex) to the main line, and the installation was completed without approval. Mr. Roberts has completed as-builts and has camera scoped all the lines. There has been a request to re-test in the spring during peak run-off for one of the boot connections that is presumed to be fine, but we need to clarify the flow and service connection. The Board has not received an as-built as of today. Ms. Fagan reported there are outstanding items needing to be addressed as of now, and they are still reviewing the project to determine if there are any other outstanding items. There is a line that was previously installed, and the project was supposed to include capping or removing the manhole. Mr. Porterfield reported that the manhole was not capped or removed; it was filled with concrete; this manhole will need to be re-tested. Director Gowing noted that the Board needs evidence that this work was completed prior to granting any approvals. Ms. Fagan stated there is still one line that has not been tested, and per the rules and regulations, this needs to be tested and documentation needs to be provided to JVA. Ms. Fagan noted she had received one as-built, but that measurements were missing. The District has not received a copy of the building permit from Lake County for this project. Ms. Fagan stated that the rules and regulations were never followed and the contractor never contacted the District or JVA for inspection; at this point, they are working to analyze the photos, but they do not match the drawing submitted. Attorney O'Connell stated they are willing to get the entire system re-tested and ensure the proper documentation is completed. Attorney Fattor noted there is no conditional approval for this project, it is approved or not approved. Attorney Fattor requested that a request be submitted in writing to the Board and JVA at this time. Director Mudge suggested Porterfield provide one document with all this information for JVA, Mr. Miller, and the Board to review. The Board then moved to table this discussion until the February meeting.

DIRECTOR ITEMS

There were no Director Comments received.

OTHER MATTERS

There were no other matters to come before the Board.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mudge, seconded by Director Smith and, upon vote, unanimously carried, the meeting was adjourned at 4:40 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