

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

HELD
February 13, 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, February 13, 2025, at 3:15 p.m.

ATTENDANCE

Directors in Attendance:

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

Directors Absent and Excused:

Robert Vigil, Director

Also in Attendance:

Joe Fattor, Esq; Fattor Law.
Tiffany Skoglund, and Jake Downing; Pinnacle Consulting Group, Inc.
Joshua Miller, District Manager; Dawna Schneiter, Staff, John Volt, Staff;
Leadville Sanitation District.
Janet Hausmann; JVA Consulting Engineers.
Jerry Porterfield, Joe Fetters, and Lyndsey O'Connell; (O'Connell Law
Group) Members of the Public.
Aiden Fleming; 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 President Berger at 3:16 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 President Berger, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as presented.

RECORD OF PROCEEDINGS

Minutes – January 9, 2025: The Board reviewed the minutes of the January 9, 2025, Regular Board meeting. Following review and discussion, upon motion duly made by President Berger, seconded by Director Mudge, and upon vote, unanimously carried, it was

RESOLVED to approve the January 9, 2025 minutes, as presented.

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

Director Comment: There were no Director Comments received.

DISTRICT MANAGER ITEMS

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 completed garage bay prep.

- Concrete forms are built for pads in bay for floors.

-Plant staff are tracking and monitoring winter line jetting. Focusing on areas known to freeze during the winter.

- Still continuing to jet lines. Staying on top of Mt. Pines Ct., jetting twice a week.

-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.

- JHL will be on site tomorrow to discuss repair and timeline.

-Toledo sewer main leak.

- The leak appears to have been stopped by Vero's Crew.
- Repair does not meet District standards. Currently coordinating to dig that section up again and correct the previous repair attempt. Vero to be billed for the line damage/repair.

Goals for this Month:

- Continue to coordinate with Rice Lake West on the preparations for spring construction.
- All staff will participate in confined space training with Rice Lake West. Working to finalize date for training.
- Begin equipment selection and purchasing for spring build season.
- Working toward completing inventory checks for new tap materials and purchasing necessary inventory for this season.
- Staff are working on preparing the break room.
 - Relocating old files to main office for storage.
 - Putting walls and prepping for paint.

RECORD OF PROCEEDINGS

- Will reach out to Triangle or local electrician for new circuits.
- Plan to install rough plumbing for dish sink.

Office Operations and Personnel Report:

-With the January/February statement, Auto-Pay forms were included.

- Continuing to update customer contact information.
- Reviewing properties current EQR assessments vs. information in SAGE.
- Tracking all customer addresses that have had an EQR review.
 - This will help determine how many accounts are left to be reviewed.
 - Will work on setting target goals for how many properties to review each month and determine how long this process will take.
- Continuing to digitize customer files.
- Looking at possible software replacements for SAGE to improve office operation efficiency.
- Developing fillable PDF for New Build Applications.
 - Finishing new tap application fillable PDF's.
 - This will help streamline paperwork processing and record keeping.
 - Creating additional email account for builders: build@leadvillesanitation.com.
 - New position for office; posting will be in the next newspaper cycle.
 - First Pay App from DOLA submitted and completed. These take approximately 45 days for District to receive funds.
 - Pay App #7 for Collection System Phase 1 was issued – Still holding portion of retainage until work is completed this year.
 - Pay App #2 and #3 for WWTP Project received and being issued.

District Management Report (PCGI):

Ms. Skoglund presented the District Management Report for Pinnacle Consulting Group, Inc., to the Board and answered questions. Ms. Skoglund highlighted the status of the District's compliance items and introduced Mr. Downing to the Board. January 9th district compliance deadlines were met, including map filings, 2025 transparency notice, budget adoption, and SDA renewal invoices were sent to Ms. Schneider for processing. Pinnacle is currently working on website ADA compliance.

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ENGINEERING ITEMS Collection System Project Update:

Wastewater Treatment Plant (WWTP) Project Update: Ms. Hausmann presented the Wastewater Treatment Plant (WWTP) Project Update to the Board. Collection project phase one has been completed, and staff are working on cost savings measures and project submittals. The District is ready to mobilize to take advantage of the construction timeline as weather allows. Project will pick up in April 2025.

FINANCIAL ITEM Ratification of Claims: Ms. Skoglund reviewed with the Board the claims for the period of January 3, 2025 to February 5, 2025, totaling \$189,716.93, and answered questions. Ms. Schneider presented a copy of the claims in a format broken down by vendor. Ms. Skoglund informed the board that future financials can be provided in the broken-down format if the board prefers. The Board agreed that they would prefer to be presented financials in the broken down format.

Following review and discussion, upon motion duly made by President Berger, seconded by Director Mudge, and upon vote, unanimously carried, it was

RESOLVED to approve the claims for the period of January 3, 2025 to February 5, 2025, totaling \$189,716.93.

Final 2025 Adopted Budget: Ms. Skoglund presented the Final 2025 Adopted Budget to the Board. Ms. Skoglund noted that no action is necessary, and that the item was included in the Agenda for transparency. Ms. Skoglund made the Board aware that the budget has been filed with the State, and that Pinnacle staff are keeping a close track on the financials in order to identify when amendments may be needed.

Discussion and Approval of 2024 Auditor: Ms. Skoglund presented the 2024 Auditor memo provided by Jennifer Ondracek of Pinnacle Consulting, Inc. Three potential auditors were identified, including Haynie & Company, Cutler and Associates, and Watson Coon Ryan CPA. It was the recommendation of Pinnacle that the Board approve Cutler and Associates.

Ms. Schneider inquired as to the performance of Watson Coon Ryan CPA, and asked for the professional opinion of Pinnacle. Ms. Skoglund noted that in conversations with Ms. Ondracek, she anticipates a change in price due to the District moving from being cash based to multiple accounts. Pinnacle has not worked with Watson Coon Ryan CPA in previous years. Ms. Gowing noted to the board that she prefers staying with Watson Coon Ryan CPA for 2024 as they are familiar with the District's operations.

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Upon a motion duly made by President Berger, seconded by Director Mudge, and upon vote, unanimously carried, it was

RESOLVED to approve engaging Watson Coon Ryan CPA as the Districts 2024 auditor.

Resolution Releasing Certain Liens: Ms. Skoglund presented the Resolution Releasing Certain Liens. Ms. Skoglund noted that Pinnacle has worked 45 hours on this project, reviewing over 850 certified and outstanding liens. Pinnacle found many discrepancies, including accounting number errors, incorrect addresses, potential double payments, incorrect liens, liens certified that did not meet the minimum dollar threshold, and unreleased liens following payment. Ms. Skoglund noted that the resolution will allow the district to start with a clean slate going forward, and that it would not affect any future liens going forward. President Berger requested a list of the liens with the dollar amounts, which will be provided by Ms. Skoglund.

Upon a motion duly made by Director Mudge, seconded by Director Smith, and upon vote, unanimously carried, it was

RESOLVED to adopt the Resolution Releasing Certain Leins, as presented.

DIRECTOR
COMMENT

Director Gowing noted that City Council wants to remove the code restriction preventing RV parking, to allow temporary housing within the city. The District will be in talks with City Council on how to proceed as the District has concerns over winter dumping, added taps, and the overall risk to public health.

Director Gowing noted that the District has a list of outstanding items to be discussed by the Board. President Berger recommended that the items be addressed during meetings over time, with higher prioritized matters being brought to the Board in earlier meetings.

Mr. Volk gave plant updates, including issues with the Bar Screen which may have to do with ice chunks. Mr. Volt is working on the status of the motor and gear reducer which he had thought was shipped but has not yet been received. The new motor is not currently running at optimal capacity but is running. A new staff member is currently working on new lab Standard Operating Procedures (SOP) in order to reduce discrepancies in processes. Last month, the plant had 1 chlorine violation. An SOP was created to prevent future violations.

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Mr. Fleming, brought up concerns regarding mercury levels, which he states were below level for years.

Ms. Skoglund made the Board aware of the published Calls for Nominations on the District's website. Board members wishing to remain on the board need to fill out self-nomination forms and forward them to Judy. Director Vigil has missed 2 meetings.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by President Berger, seconded by Director Mudge, and upon vote, unanimously carried, the meeting was adjourned at 4:22 P.M.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully submitted,



Jake Downing, Recording Secretary for the Meeting