*The following are minutes taken at a meeting of the Board of Directors of:*

# **Estes Park Sanitation District, Larimer County, Colorado**

Date: April 8, 2025

## Meeting Location: 1201 Graves Avenue Suite A

Directors Present: F. R. Houser Todd M. Plummer Jennifer Waters

####  Anthony Ricciardi Ryan Leahy

Meeting called to order by: Todd M. Plummer, Chairman

### Secretary to the Board of Directors: Tony Drees, District Manager

Also Present: Thomas Gassmann (TJ), Plant Superintendent

 Davina Gladson, Collections Superintendent

 Stew Squires

Chairman Plummer called the meeting to order at 1:30 p.m.

There was one comment from the general public. Mr. Squires was excited to see District

purchased the BioWin modeling software as he is interested in the benefits it may provide.

There were no conflicts of interest noted by Directors.

**A Motion Was Made:** to approve March 11, 2025, minutes.

 Seconded - Motion carried.

Financial statements for the month of March reviewed.

**A Motion Was Made:** to approve Bills Due and Paid.

 Seconded - Motion carried.

**A Motion Was Made:** to award a “Night on the Town” ($200) to Jason Jeffcote for passing his Wastewater Treatment Class A certification exam.

 Seconded - Motion carried.

Cash and cash investments reviewed.

Elkhorn Lodge made no system development fee payment. Interest of 1% per month continues accruing until District receives full payment. The permit expired so they will not appear on future agendas. Trailborn Rocky Mountains’ permit voided so they will not appear either. Tony will apprise Directors of any permit status change.

Tony received an estimated cost from District engineer, Lauren Benton, for lake lift station replacement. This was necessary as one of the considerations for using E/one sewer system in the Reclamation District. The conceptual cost for a new lift station to meet CDPHE’s current design criteria is approximately $749,000. Due to price and to limit neighborhood disruption, Directors feel the best course of action for sewer main repair is slip lining and rehabilitation.

Tony spoke with local special districts regarding staff health benefits garnering providers and levels of contribution for spousal and family coverage. A committee of Chairman Plummer, Director Leahy and District Manager will meet to discuss survey results and potential options District may pursue.

There was no new information available pertinent to the additional administrative staff agenda item.

Tony met with Joe Diaz with Gaze Productions concerning District’s website and the July 1, 2025, ADA compliance deadline. Joey will work to bring our website 100% compliant as

determined by Special District Association’s ADA compliance check.

Tony asked Directors for a motion to amend District operating account authorized signers due to Ron Duell’s retirement. All checks will continue to require two signatures. The limit for either TJ or Davina to sign with District Manager will remain $2,000 and the limit for District Manager and a Director, $25,000.

**A Motion Was Made:** to approve the addition of Thomas Gassmann (TJ) and Davina Gladson and removal of Ron Duell as authorized account signers.

 Seconded - Motion carried.

Optional provision of elective deferrals generally limited to regular contribution limit also known as Roth mandate 603 for the Secure 2.0 Act will be mandatory after December 31, 2025, because District currently allows age-based catch-up contributions to the 457(b)-retirement plan. District either needs to add a designated Roth account feature or prohibit catch-up contributions.

**A Motion Was Made:** to approve addition of a Roth 457(b) provision to the retirement plan.

 Seconded - Motion carried.

Tony will work with MissionSquare and Passport Business Solutions (PBS) to add provision, obtain instruction assistance and ensure payroll software readiness for employee Roth 457(b) contribution.

Davina reviewed lines’ activities since last meeting. Staff worked on a main partially blocked by roots. Jetting did not free the plug so they had to excavate and repair the problem area. They discovered roots came through a Fernco fitting used in a previous repair. There were 86 locates in March. Noah passed his Collection 1 certification exam. TV and Jetting completed from Grand Estates Drive to Vista Lane. Reclamation District manhole rehab from 16” to 24” diameter continues: to date, four completed with three to go. One manhole had two 8” squares cut into the walls so staff repaired with concrete and water stop. Staff spoke with TOEP Water Department about removing abandoned water mains from manholes. The Water Department reported being too busy to complete the project and told staff to find a contractor or do the work themselves then bill the Water Department: staff feels they can complete the work themselves. Director Leahy requested staff get water main removal details documented in writing. Safety is a major concern and staff is looking to purchase a tripod and new gas detector before work commences. Once water mains removed, staff can TV sewer mains to determine condition. Davina met with Matt Allen of UTSD about future pipe-lining projects. Each District hopes to utilize the same contractor to limit project costs, specifically mobilization fees.

TJ reviewed plant activities since last meeting. March flow was down 15.92% compared to last year. As discussed previously, Jason Jeffcote passed his Class A Wastewater certification exam. The north clarifier drained to diagnose an ongoing issue. Staff feel they resolved the issue by taking apart and rebuilding a gear. The EQ tank also drained for repairs to Pulse Air piping. There is a large amount of residual Mag Hydroxide in the tank. They will budget to get the tank cleaned next spring. Staff switched back to Univar, the Mag Hydroxide manufacturer previously utilized, as it left no residual. Staff also fixed a motor coupling on the DAF. Reg 85 nutrient report completed and submitted. Data collection for BioWin modeling commenced: it will be intensive.

Tony reviewed office activities since last meeting. Commercial and residential billing kept staff busy. Tony met with Greg Muhonen to express challenges encountered with the Cleave Street contractor. Along with other local special districts, Tony gave a small presentation to Community Information Academy.

Chairman Plummer adjourned the board meeting.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Secretary to the Board Chairman of the Board

 Tony Drees Todd M. Plummer