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

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

Date: February 11, 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

 Rebecca Urquhart, League of Women Voters

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

There were no comments from the general public.

There were no conflicts of interest noted by Directors.

**A Motion Was Made:** to approve January 14, 2025, minutes.

 Seconded - Motion carried.

Financial statements for the month of January reviewed.

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

 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.

Lines staff and Tony met with Steve Hansen (Ambient H2O) and Jill Davis (E/one) for an introduction to the E/one Sewer System. It is an enclosed pumped collection system that may be a potential solution to the sewer rehabilitation project in the Reclamation District. Directors viewed a video on E/one’s website. One of the major benefits of this system would be the option of eliminating the lake lift station. Questions from Directors followed: does E/one have competitors and if so, can we get quotes from them; what are estimated costs of replacing the current lake lift station; who would own the system and who would maintain it? Cost and neighborhood installation interruption are two reasons Chairman Plummer does not like this option. Staff will work to gather answers to Director questions for the next board meeting.

The Bull Pin would like to install a grease interceptor to eliminate the non-compliance fee paid quarterly. They asked Directors for a $2500 contribution from District’s Interceptor Participation Program for purchase and installation of a 1500-gallon interceptor.

**A Motion Was Made:** to pay $2500 towards installation of an interceptor for The Bull Pin at 555 S St Vrain Ave. Payment shall occur once the interceptor is installed and is properly connected. Inspection and approval by EPSD are required.

 Seconded - Motion carried.

Director Waters attended the Estes Valley Voice Sunshine Law Workshop. Jeffery Roberts, executive director of Colorado Freedom of Information Coalition, answered questions about Colorado’s Open Records Act and Colorado Open Meetings Law. Some key points Director Waters wished to share: an open meeting would be more than two Directors excluding District staff; no formal action may occur in executive session; District must retain executive session recordings for 90 days; and, District Court enforces these laws.

Directors discussed having individual email addresses at a cost of approximately $480 annually. Directors wish to utilize the existing administrative email address currently monitored in-office. Staff will add that administrative email address to District website under each Director name and when necessary, distribute correspondence.

Discussion of employee health insurance coverage options continued from the October 2024 board meeting. All staff expressed interest in health coverage options with affordable spouse and family coverage. Tony will explore options beyond those currently utilized. A committee of staff and Directors may form to discuss future health care benefit options.

Discussion of an additional administrative staff member continued. Tony will work first on the District Manager job description and tasks then through administrative tasks. Doing so should streamline workflow efficiency, implement Director requested redundancy and maintain audit required checks and balances.

Davina reviewed lines’ activities since last meeting. There were no plugged mains. Staff was very busy with locates, interceptor cleanings and assisting contractors with a couple of plugged service lines. During installation of the Cleave Street sewer main, a manhole needed to move 15-18 feet from its originally designed location. This caused the manhole needing to be lowered 12 inches. Staff ordered a two-foot cone and the onsite contractor excavated and replaced the existing three-foot cone. Noah is getting heavy equipment driving lessons and continuing to learn District’s collection system. Finding parts for aging equipment is becoming more challenging for staff.

TJ reviewed plant activities since last meeting. January flow was up 4.93% compared to last year. Jake attended a week-long operator training class then passed his Class D certification. District engineer, Lauren Benton, received the BioWin modeling agreement and will forward a required data list shortly. North side aeration tank drained for repairs. Staff repaired a slide gate, air piping and diffusers, along with inorganics removal. Industrial Service Solutions performed annual blower check and service. TJ is working on the Annual Biosolids Report due in February.

Tony reviewed office activities since last meeting. Election, billing, tax and audit preparations monopolized staff time. A ten-month plastic payment review compared actual bank charges to the miscellaneous income generated by District-imposed 3.5% convenience fee: there were 30 transactions at a loss of $170.

Chairman Plummer adjourned the board meeting.

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

 Secretary to the Board Chairman of the Board

 Tony Drees Todd M. Plummer