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

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

Date: June 10, 2025

## Meeting Location: 1201 Graves Avenue Suite A

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

####  Ryan Leahy Anthony Ricciardi

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 May 13, 2025, minutes.

 Seconded - Motion carried.

Financial statements for the month of May reviewed.

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

 Seconded - Motion carried.

Cash and cash investments reviewed.

Tony posted a public notice June 3 to consider rate increase and penalties for negligent destruction of district property. Discussions pertinent to that public notice will occur during the July 8 regularly scheduled board meeting.

Anderson & Whitney is nearing completion of the 2024 financial audit. Matthew Sudduth requested a brief interview with a director to discuss his/her involvement conducting District business: Director Waters nominated herself to field Matthew’s questions. Alanna Moses hopes to present audit findings at the July board meeting.

The employee health insurance committee of Director Leahy, Chairman Plummer and District Manager met Friday, May 16. Tony will work to gather requested information. A follow up meeting will schedule to report his findings.

There was no new information pertinent to the additional administrative staff agenda item. Directors requested this item be addressed promptly.

Gaze Productions continues work on District website to meet the July 1 ADA compliance deadline: they’re optimistic work will wrap in the next two weeks. PDFs hosted on District website are the final phase of compliance and may temporarily remove until non-compliant issues resolve.

Carma inquired whether directors wanted changes to the delinquency process as initial certification notices mail in July with a copy of District Rules and Regulations – Delinquency. Each detail steps District will take to collect the delinquent balance. Failure to act may result in delinquency certification to Larimer County Treasurer for collection on the customer’s tax bill. At certification, Larimer County assesses a 2% collection fee and 30% penalty with EPSD assessing a 15% penalty. Currently, there are nine residential and two commercial customers subject to certification: last year there were three. Directors requested the annual review continue and declined making changes to existing policy (lien recordation at three or more quarters delinquent; certification once delinquency exceeds one year and $1000.00 with 15% penalty).

Larimer County Clerk & Recorder mailed District a letter summarizing **House Bill 1269 – Modification of Recording Fees**. This legislation changes the Clerk’s current recording fee structure to a simplified flat-rate model with increased fees effective July 1, 2025. For example, a lien recording fee will increase from $13.00 to $43.00. District currently charges $25.00 for each Lien Recording, Lien Release and Certified Mailing.

**A Motion Was Made:** to immediately increase each Lien Recording and Lien Release fee to $50.00. Certified Mailing will rename to Processing fee and change to $125.00 to include two (2) hours administrative fee ($50.00/hour).

 Seconded - Motion carried.

Lakeview Business Center Condo Association annual meeting convened May 20. No changes to association dues are anticipated. The snow plow company remains unchanged. All unit owners are expected to participate in a semi-annual property clean up. Association hopes to obtain two quotes for asphalt repair and resurfacing. The owner of unit 1203 approached District inquiring if there was interest in purchasing the unit due to its office proximity. Directors had no interest in purchasing the unit as there would be no direct District benefit.

Collection staff had an informal meeting with Insituform and UTSD about CIPP (cured in place pipe). CIPP is considered the best option for sewer mains in the Reclamation District. UTSD has plans for some CIPP projects as well. Working with UTSD and Insituform on project timing may help each District save mobilization fees. Staff will meet Insituform June 24 in the Reclamation District to discuss our project. Director Ricciardi would like to know what warranty CIPP carries. Chairman Plummer would like to see a map of the project area showing each main and service tap location and condition.

Davina reviewed lines’ activities since last meeting. There were no plugged lines. Staff received 74 locates in May. Cleave Street project should wrap shortly so there will no longer be a need to visit the site daily: only one manhole lid needs replacement. The Far View Lane project commenced with one manhole replacement and some pipe installation. Evan passed the Collection 4 exam.

TJ reviewed plant activities since last meeting. Flow was down 16.95% compared to last May. The second clarifier is up and running after off-season repairs. Landscaping, irrigation and annual maintenance kept staff very busy. TJ continues work with BioWin to organize a plan for summer testing and data modeling needs.

Tony reviewed office activities since last meeting. Anderson & Whitney representatives, Matthew and Tyler, were in office several days for the 2024 financial audit. Tony had a virtual meeting required by our liability insurance carrier, Arthur J. Gallagher, for Wildfire Mitigation and Inspection Survey: the meeting went well and they expressed treatment facility grounds are well protected and maintained. It looks as though their requirements will be to trim a tree and develop a Wildfire Mitigation and Response Plan. We should receive their official report in 30 days. Tony attended a quarterly meeting with UTSD staff to discuss all things sanitation. Tony was added to Town of Estes Park DRT (development review team) meeting schedule for future attendance. Carma and Tony attended an SDA webinar for complimentary Amazon Prime Business membership: staff will work to get the existing membership converted for future purchasing. Tony is also working with Colorado Networks to get offsite data backups underway: these will be in addition to local backups with external hard drives.

Chairman Plummer adjourned the board meeting.

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

 Secretary to the Board Chairman of the Board

 Tony Drees Todd M. Plummer