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

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

Date: July 8, 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

Patti Brown, Estes Valley Voice

Alanna Moses, Anderson & Whitney

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 June 10, 2025, minutes.

Seconded - Motion carried.

Chairman Plummer took the agenda out of order to accommodate our guest, Alanna Moses, who reviewed District’s 2024 Financial Audit. She noted their clean opinion, stated data fairly represents District’s financial position and highlighted portions for director benefit. She mentioned procedures taken to identify fraud or malpractice: it is their opinion that there was no evidence of fraud or misstatement of financials. She also pointed out that actual budget was less than original and final: should actual exceed original in the future, District is required to prepare a supplementary budget.

Alanna fielded questions from Directors. For instance, could the audit packet deliver prior to the board meeting? They would appreciate a chance to review in advance since there is so much information to cover in such a short amount of time.

Chairman Plummer thanked Alanna for her presentation.

Financial statements for the month of June reviewed.

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

Seconded - Motion carried.

Cash and cash investments reviewed.

Tony compiled requested health insurance information and would like to meet with that committee: he will schedule with Chairman Plummer and Director Leahy. During that meeting, Tony would also like to discuss addition of a third administrative member.

There was no new information pertinent to the additional administrative staff agenda item. As detailed above, District Manager intends to discuss during the impending employee health insurance meeting.

Chairman Plummer took the agenda out of order to accommodate directors touring Lakeview Business Center unit 1201-C. The owner intends to sell and contacted District to see if there was any purchase interest since it used to connect to units A & B.

Gaze Productions completed District website ADA compliant work. Tony connected with Paul Fetherston, TOEP Internal Services Department, to discuss continuing website compliance, particularly for existing PDFs. Paul’s recommendation was to replace PDFs with locked

Microsoft Word documents. Tony thanked Paul for his ADA compliance knowledge.

Lines staff met with Leanne Goodhue of Insituform: they walked the entire Reclamation District and opened every manhole. Leanne felt the project feasible and at or near the original $230,000 quote; however, the next step would be for Insituform to TV the entire project area to generate a firm quote. Insituform is willing to work jointly with EPSD and UTSD despite independent projects to save each mobilization and material shipment fees: job specific materials made in Nevada could ship simultaneously. Life expectancy of CIPP is 100 years.

**A Motion Was Made:** to commit to the Reclamation District CIPP project commencing in 2025.

Seconded - Motion carried.

After policy change discussion, District staff time, equipment and material usage rates remain unchanged.

**A Motion Was Made:** that any emergency response necessitated by the negligent destruction of District property – whether or not fully disclosed – may result in the responsible party incurring substantial penalty (at District sole discretion) in addition to full repair costs.

Seconded - Motion carried.

The Beetle, 159 Cleave Street, developer requested permission to use an existing shared service line running through the property to add a sink to a storage container. Director consensus was no existing service line connection; instead, create a new tap or no sink installation.

TJ reviewed plant activities since last meeting. Flow was down 11.9% compared to last June. Majority of staff time was spent finishing irrigation and landscaping around the lab. An exhaust fan on the press building was repaired and annual maintenance, completed, on Graves Ave lift station. Staff attended a final warranty expiration meeting for the new High Peak Camp WWTP. BioWin summer data collection testing is underway.

Davina reviewed lines’ activities since last meeting. There were no plugged lines. Staff received 33 locates in June. Staff helped several ratepayers locate service lines and assisted plant with landscaping. Far View Lane project is almost complete: last manhole to pour tomorrow then backfill, clean up and asphalt repairs. The small dump truck has coolant issues and the excavator, a turntable seal leak: both require repair once the project completes.

Tony reviewed office activities since last meeting. Staff time was consumed with commercial and residential billing, liens, certifications, property sales, website amendments and permit reviews. Tony attended in person meetings and inspections for a sandwich shop, Stanley Chocolate Factory and an ADU. Quarterly commercial meter reads for irrigation credits completed. Final audit information and questions were answered. District now has a free Amazon Business Prime account through SDA.

Chairman Plummer adjourned the board meeting.

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

Secretary to the Board Chairman of the Board

Tony Drees Todd M. Plummer