**ROUND MOUNTAIN WATER AND SANITATION**

**BOARD OF DIRECTORS MEETING**

**THURSDAY, December 15, 2022**

**2:00 P.M. – 3rd Street Gallery Building Conference Room**

**Call to Order at 2:00 p.m.**

**Roll Call: Charles Bogle, Steve Lasswell, Randy Wilhelm, George Mowry, Connie Thompson, Dave Schneider, Peggy Quint**

**Pledge of Allegiance led by Steve Lasswell**

**Additions to the January 19, 2023, Board of Directors Meeting Agenda**

1. **Fee Increases in 2023**
2. **Resolution 2023-1 Approval Meeting Locations and Times**
3. **Audit Presentation**

**Administrative Reports**

1. **District Business Manager – Peggy Quint**

**Office has been busy with staff vacancy; however, all tasks have been covered. Resumes have been received and interviews will take place next week.**

**Auditors are wrapping up the information needed, and the presentation should be scheduled for the January meeting. Peggy explained the delays. Property tax checks for 2022 will be held until the Audit is presented and approved. Connie asked if a monthly audit prep could be done. Peggy knows now what is needed and can be worked on monthly and quarterly rather than wait until the next year. Thank you to all that attended the Christmas party. Steve Lasswell said he enjoyed spending time with the Field Techs and their families. Peggy suggested that it become an annual event!**

1. **ORC – Steven Koch – Report is in the Board Packet. Field Techs have been extremely busy. The camera van came in handy when the new sewer line for the Haga project was inspected. There was a significant issue where the sewer line went into one of the manholes. This saved a huge repair cost. Shining Mountain has a low-pressure grinding system. They found an airlock preventor that needed repair. A new service truck has been found. A service bed for the other truck was included at a great price! Cross Connection class is coming up for Steven and Jackson. The highway project has uncovered a very old line in Silver Cliff. A service line was damaged that serviced Tony’s Pizza. It was repaired before the business was aware there was a problem. Charles Bogle would like the Field Techs to know how much the board members appreciate their hard work.**
2. **District Operations Manager – Dave Schneider**
* **Smith Well – well pump is installed into the new well. A generator will be brought in to allow testing to be done. A water quality test needs to be done before the end of the year to keep the project moving forward.**
* **Electrical completion is struggling due to parts availability. We are not able to install a temporary system.**
* **Mountain States Pipe and Supply was onsite to train Field Techs on the updating of datapoints for the Kamstrup meters that were installed. There is a device that is on order so that RMWSD can update the meters with our staff.**
* **Reservoir Project – Engineering company is working on the final construction drawings. A meeting will take place after the first of the year that will involve the attorneys and Upper Ark. Dave feels that everyone is in agreement, for the most part, thanks to the negotiations that took place. We have a $500k grant that was received for the reservoir. The Intergovernmental Agreement is the next hurdle. The grant is on hold until that is finalized.**
* **WWTP – very profitable meeting with CDPHE, Powell Water and RMWSD. CDPHE defined what was left that they need from us to be comfortable to put the approval stamp on this design. The two issues are arsenic and phosphorus. The tests completed before were done on Powell Water’s Electro Coagulation process instead of ours and the parameters were different than ours. Engineers prefer that the parameters were the same. Plans are being made to get samples down to Texarkana and then up to Red Rocks Community College. Due to the holidays and the end of the year projects, it may delay the process. The other big issue is the ability to remove the nitrogen pollutants which is ammonia, total organic nitrogen, nitrates and nitrites by the end of the plant. Historically, lagoons didn’t do a good job treating these issues. CDPHE has largely accepted our pilot projects. DOLA has extended our $1m grant until 2025.**
* **Nolan Tiny Home Park – all underground infrastructure is installed. Water/Wastewater/Electrical is all installed. CDOT has installed the culverts. When CDOT nicked our line, due to the fact that it was a quick and easy repair, we fixed it ourselves. They have been very careful and have asked for locates from Field Techs when they need them.**

**Consent Agenda**

1. **Approval of the Minutes of the November 17, 2022, Regular Board Meeting**
2. **Financial Report and Approval of Checks for November 2022**

**Motion to approve: Randy Wilhelm Second: George Mowry Vote: 5-0**

**New Business**

1. **Resolution 2022-16 To set Mill Levies**

**Motion to approve: Connie Thompson and Second: Randy Wilhelm Vote: 5-0**

1. **Colorado FAMLI Program Resolution 2022-15**

**Motion to approve “opting out”: George Mowry and Second: Steve Lasswell Vote 5-0**

1. **Streamline Website Management – by consensus of the board to approve Streamline’s website management. It is $200/mo. for support. Our attorney had contacted RMWSD informing us about the ADA assessable requirements. There are people out there that “look” for websites that are not compliant. Streamline has a great product that addresses this and have attorneys on-site.**
2. **ColoTrust Discussion regarding interest rate – Cathy Fromm suggested that RMWSD look into ColoTrust for a higher interest rate account for the funds in checking.**

**Old Business**

1. **Staff Vacancy Update – Interviews will take place and Peggy Quint will update the board members with the decision to fill the vacancy.**
2. **Bulk Water Increase – Discussion took place regarding the amount charged for bulk water, which is currently .02 per gallon. This price is well below the state average of around .05 per gallon. Dave proposes a .02 per gallon increase. Bulk water is fee-free and most goes out of the district. The board could implement this by the end of the first quarter of 2023. More discussion will take place at the next board meeting in January 2023.**
3. **Resolution 2022-06 Amended District By-Laws**

**Motion to approve: Connie Thompson Second: Randy Wilhelm Vote: 5-0**

1. **Resolution 2022-13 Budget Amendment Decision**

**This resolution was to be used if in fact there needed to be an amendment. Dave looked at the current budget and found that the amendment was not needed.**

1. **Resolution 2022-17 Employee Policy – Sick Leave Policy amendment**

**4.31 Sick Leave**

 On July 14, 2020, Colorado enacted the Healthy Families and Workplaces Act (HFWA), which currently requires Colorado employers to provide two types of paid leave to its employees: paid sick leave and public health emergency-related paid leave. The paid sick leave requirements of the Act took effect January 1, 2021, for employers with 16 or more employees and January 1, 2022, for all employers. The supplemental public health emergency-related paid leave takes effect for all employees, regardless of size, upon declaration of a public health emergency.

 The District will provide each employee with one hour of paid sick leave for every 30 hours worked, up to 48 hours per year. An employee will be allowed to use their paid sick leave as it accrues. Employees will be allowed to roll over year to year up to 160 hours of unused paid sick leave, but the District can restrict an employee from using more than 48 hours of paid sick leave in a year.

 Employees who know in advance that they will be using sick leave (for example, when a health examination or medical treatment has been scheduled) are expected to notify their supervisors promptly of the time and anticipated duration of their absence. However, if an employee misses 3 or more days a note from a doctor/hospital/clinic may be required.

 Sick leave may be used for fractions of workdays; however, employees will be charged for at least one (1) hour each time sick leave is used. If illness or injury impairs an employee's job performance, the District may require that the employee use sick leave for the remainder of his or her workday or shift.

The District will require employees to maintain a minimum of 80 hours accrued sick leave to be used solely for “Qualifying Reasons for Taking Leave” (Section 4.31.1). However, any sick leave accrued over the 80-hour threshold may be used for Personal or Vacation time, subject to District Management approval.

**Motion to approve: Connie Thompson Second: Randy Wilhelm Vote: 5-0**

1. **Audit Update – Peggy Quint will update the board as to when the audit presentation will take place. It will most likely not be until after the first of the year.**

 **Adjourn at 4:03 p.m.**