

ROUND MOUNTAIN WATER AND SANITATION

BOARD OF DIRECTORS MEETING

THURSDAY, February 15, 2024

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, Mark Dembosky, Connie Thompson, Peggy Quint, Dave Schneider, Carlan Cardenas (zoom), and Elliott Jackson, Wet Mountain Tribune. There was no public in attendance.

Pledge of Allegiance led by Steve Lasswell

Additions to the March 21, 2024, Board of Directors Meeting Agenda

1. Update on Property for sale by WWTP Plant
2. Resolution approving amendment to Personnel Manual (5.9) addressing evaluations.
3. Resolution approving new evaluation forms.

Administrative Reports

1. Assistant District Manager – Peggy Quint
 - Happy Belated Birthday to Randy Wilhelm
 - Custer County Clerk and Recorder office has informed the district that we are no longer considered a “Quasi Government” when we renew the tags for our vehicles, trailers, jetter, etc. We have always paid .22 per tag. This will change the amount in the budget from a few dollars to around \$1000.00 total for all tags. Next year’s budget will reflect the amount once we know what it will cost.
 - Kathy Reis, Town of Westcliffe, called to make sure the district knew about a House Bill (HB24-1168) that requires State and Local Public Bodies to be ADA compliant on their websites and access to public meetings, so that individuals with disabilities can participate. RMWSD complies with all ADA requirements except the pdfs on the website. Peggy has contacted the web host, Streamline, and they will have the information on how to make pdfs ADA Compliant. Peggy also contacted Ann Terry, SDA, to see what information they had and what needs to be done and when. Ann will respond as soon as she knows.
2. ORC – Steven Koch – ORC Report was emailed to be included in the Board Packet. Sterling’s Backflow Prevention Test results should be here soon. This will increase Sterling’s hourly wage by \$1.00 as per policy.
3. District Manager – Dave Schneider
 - Well/ Meter Project – Generator has arrived and will be connected next week. Norup will deliver the propane tank as soon as they can get it on schedule.
 - Received correspondence from CDPHE (Colorado Department Public Health and Environment) requiring evaluation testing of Smith well for possibility of groundwater under direct influence (GWUDI). This is a 7-month test from April to October sampling creek and well water temperature and conductivity twice a week, including a series of Microscopic Particulate Analysis (MPAs) samples. This makes sure that nothing in the creek shows up in our well water. A GWUDI test was completed on the old Smith well in 2017 where no connection was found between the well and the stream. Their justification for this testing is the increased water pumping rate from 100 gpm to 270 gpm. The well can be used during this time. Cost is \$15k to \$20k and there is only one lab in the State that can conduct those tests. Expense is not covered under the well/ meter project.

- Loan and grant extension – Dave talked to SRF (State Revolving Fund) staff and requested to have a loan extension for another year. If we would not pass the testing, RMWSD would have to redo the whole treatment design of the whole plant. We still have \$200k left in the loan. Dave also requested a year-long extension of the grant from DOLA.
- Reservoir – Division of Water Resources is reviewing our construction drawing. Discharge pipe to stream is not in the original construction drawing. DWR said that is not going to cause an issue and it would not cost us any more for the review. We were not aware of a review cost of around \$18k. Upper Ark will pay for 1/3 of the cost per our cost share agreement. Once approved, the additional grant of \$500K will include pipeline in the construction. The land is flat – to get something to drain, we will need to elevate the pipe. It is gravity fed, which is the cheapest. There will need to be an easement across that property with an elevated pipe. We will be exchanging water all year long with Upper Ark.
- Dola rep said we could apply for a partial grant for the reservoir. Dave sent the information on the reservoir and the rep will look it over and let Dave know what we can and cannot apply for.
- WWTP – Powell Water Electro Coagulation Pilot Project trailer is here. The trailer is on loan for the district to use at no cost to us. This is much more conveniently located for Powell Water and CRWA (Colorado Rural Water Association) to use. It is safely located and will stay for a while. CRWA asked to take it to Loveland for the Conference. Dave declined. RMWSD paid \$3K to have it delivered here. Once our project is complete, they may move it to another location to test for PHOS removal water study. Using this trailer will save RMWSD \$500,000 to \$800,000. Peggy will contact CSD Pool to see what needs to be done about insuring the trailer.
- Pivot Engineering – Final lease agreement is in the works. Revenue will be a stepped increase of 2.5% annually for inflation. Removed liability on us as landowners and the liability is now on Pivot. During the 20-year lease, we cannot sell the land. It takes roughly 2 years to construct, and the district will receive \$1500 to \$2000 per year until it's complete. Revenue will be around \$20k a year with some electric rebates included. Dave's goal is to collect enough for the land each year and the electric credits, that all of the district's water and wastewater costs for electricity will be absorbed. A Resolution will be written to approve the agreement.
- Dave attended the DeWeese Algae Bloom meeting – DOW presented on the contamination in DeWeese and Grape Creek. At the end, the presenter said that there are certain percentages of what is to blame. It was brought up that the Water and Sanitation District is struggling due to the cost to resolve the issue. The presenter stated that there are funds out there to assist this issue. This gave Dave the opportunity to inform her of the district's struggle to find funds. There were about 40 people there to hear his response. There has not been a TMDL (Total Maximum Daily Loading) completed on the stream. Dave does not understand how the regulators decide the limits because there is no data to support it. RMWSD has been begging CDPHE to do a stream study for the last four years to get some real data. The water and wastewater studies in the valley are late and insufficient.

Consent Agenda

1. Approval of the Minutes of the January 18, 2024, Regular Board Meeting
2. Financial Report and Approval of Checks for January 2024

Motion to approve Consent Agenda made by Randy Wilhelm and seconded by Connie Thompson. Motion carried with a 5-0 vote. Due to a few expenses that have already come up, there will be a few budget amendments.

Old Business

1. Discussion regarding Review Process for Management Job Performance – Connie Thompson
Connie presented documents that support her findings and job descriptions and evaluations. The issue is coordinating the evaluations with the job descriptions of the District Manager and the Assistant District Manager. Job descriptions need to be fine-tuned so that the evaluations reflect what is in the job descriptions. More work is needed. Connie and Steve Lasswell will meet and work on what has already

been seen. The detailed, comprehensive job descriptions need to be summarized. Connie worked on the Assistant District Manager's job description, and had it state more of what the job entailed. The responsibility for all office tasks falls to the Assistant District Manager. Steve Lasswell would like the job description to be one page with backup from the other documents. There can be a summary and a detailed list of what the summary states, then a working evaluation sheet that reflects what is in the summary. Steve Lasswell and Connie Thompson will work on getting job descriptions that meet the criteria that the rest of the board would like. One reality that Charles would like to state is that the titles are primary and assistant and not co-managers, and it is not practical to expect that in the absence of one, the other could cover their job. That should be reflected in the evaluations and compensations – that these are two different jobs. Connie had suggested changing the verbiage in the personnel manual to state that the annual reviews are required by the board of directors. It will no longer state that it is “expected” that annual reviews of the managers will be done by the board of directors. Peggy sent out a Board of Director's Calendar that reflects the dates when the reviews will need to be done. Charles would like all the changes to be made and separate resolutions to be written to address them.

2. Discussion on property list for sale located adjacent to the WWTP – Dave Schneider
Dave met with the contractor to discuss the ADA compliance renovation that would be needed. This would include upgrading the upstairs bathroom, widening hallway doors, replacing carpet with tile or some kind of planking, ADA access to upper level and lower level, and egress windows downstairs in the two bedrooms. If there is an ADA bathroom on the upper level that has access from the lower level to the upper level to the ADA bathroom, then there would not be a need for an ADA bathroom on the lower level if the lower-level meeting room were used. The contractor had some ideas of where to meet upstairs if the lower level was ruled out as a meeting room. Dave will update the board when he gets the quote. The seller is currently refusing to separate the properties. Peggy will check with propane companies to see if they can give a cost estimate to heat the property.

New Business

1. Resolution 2024-2 Updated signature card for United Business Bank – Peggy recommended that the district has an updated signature card for the bank. Checks require two (2) signatures. One signature being a duly elected member of the board, and the other signature being either District Manager or Assistant District Manager. Only in an emergency or if a Board Member is not available, will both District Manager and Assistant District Manager sign a check. If you have an established relationship with United Business Bank you will not be required to fill out the Personal Account Worksheet. The new signature card will include Dave Schneider, Peggy Quint, Charles Bogle, Steve Lasswell, Randy Wilhelm, Connie Thompson, and Mark Dembosky. Jerry Lacy will be removed from the previous signature card. Motion to approve Resolution 2024-2 reflecting the changes on the signature card was made by Randy Wilhelm and seconded by Connie Thompson. Motion carried with a 5-0 vote. Once the minutes are complete and the final Resolution signed, Peggy will take the form to the bank. Everyone on the signature card will be required to go to the bank and sign the signature document.
2. Employee Wage Review – Connie Thompson
Executive Session. Wage Presentation and discussion– per Connie Thompson
Executive Session: §24-6-402 (4) (f), C.R.S. Personnel Matters
Peggy Quint, Assistant District Manager.

Charles Bogle stated pursuant to §24-6-402 (4) (f), C.R.S. Personnel Matters, the Board will move to Executive Session at 3:20 p.m. This Executive Session will involve personnel matters discussing Peggy Quint, Assistant District Manager.

At 4:11 p.m. the Board adjourned Executive Session and resumed Regular Session

Connie Thompson made a motion that she and Steve Lasswell will look at job descriptions and create evaluation forms. They will bring them to the next board meeting with recommendations. Seconded by Mark Dembosky. Vote was 5-0 in favor of the motion.

Connie Thompson made another motion stating that Steve Lasswell and Connie will perform an off-cycle review of the Assistant District Manager and will bring recommendations comments, and suggestions to the board for a onetime adjustment that goes back to 2019 based on performance and the data provided. They will also look at the process to support the future evaluations and finalize the review process. Motion was seconded by Randy Wilhelm. Motion carried 5-0.

Adjourn at 4:32 p.m.

