

ROUND MOUNTAIN WATER & SANITATION DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
October 24, 2017

Board Members Present: Peggy Quint, Charles Bogle, Steve Lasswell, Randy Wilhelm, and Greg Smith.

Board Members Absent: None

Staff Present: George Medaris, District Manager; Dave Schneider, CORC.

Visitors Present: None

Call to Order:

The meeting was called to order at 5:15 p.m. by Peggy Quint.

Roll Call

Pledge Allegiance

Additions to the Agenda for the Next Meeting:

None

Public Input:

None

New Business:

Budget workshop

Manager Medaris began the workshop by explaining that the draft budget as presented is based on no changes from the current operations of the district. However, as everyone knows the district is working diligently to meet a "Compliance Schedule" issued by the Colorado Department of Health and Environment to replace its existing non-compliant treatment system. The Preliminary Engineering Report has been drafted and is currently being reviewed by USDA/RD and initial comments should be received in a few days. Therefore, if all goes to plan, significant changes to the budget will be necessary if construction of a new treatment system begins as scheduled next spring.

He went on to explain that the existing draft budget contains a 1.2% cost of living adjustment for employees, retains the 2nd full time field technician approved in August and provides for hiring of a temporary field employee for next summer if needed.

Manager Medaris also highlighted several other items in the budget that he believed needed further explanation and discussions with the Board. These items included:

1. GIS Implementation – Manager Medaris explained that this past summer showed the need for improved mapping of district assets including valves, manholes, fire hydrants, etc. Dave Schneider, CORC briefed the Board on a GIS (Geographical Information System) product that he reviewed at the Special District Association Meeting in September that he felt might work for what the district needs. The system is currently estimated at \$20,000 for full implementation. Manager Medaris mentioned that the first thing that would need to be done would be to locate all of the assets first which could take a year or two to fully achieve. That it might be best to make partial investment in the system to begin with and to add additional system components as they become useful. After discussion the Board agreed that GIS Implementation might be very useful to the district and requested being provided with further information and cost details.
2. Manager Medaris then brought up the current policy for clothing allowance for field technicians, which is currently set at a total of \$600 per year. With construction of the new treatment facility, the new requirement to clean 25% of the district wastewater collection system annually and other requirements the current allocation is insufficient and is not sufficiently defined as to what is allowed. He suggested that the Dave Schneider prepare a suggested revision to the district's clothing allowance. The Board agreed.
3. Manager Medaris then brought up the need to continue to replace aging vehicles. Several pieces of equipment were nominated for replacement. The consensus was to replace an older pickup with a new pickup to serve as a second service truck. Mr. Schneider was asked to develop an appropriate budget number.
4. District Staffing was the next subject. With all of the new requirements concerning operating the treatment system, complying with new requirements for cleaning of sanitary sewer connection systems, inspection of sanitary sewers by closed circuit television cameras, finding district water system valves, sanitary sewer manholes as well as all of the work previously done by district crews we either need to add staff or change the

way we do things.

Manager Medaris suggested returning to requiring property owners to hire their own contractors to install water and service lines. The district would only do the actual main line tapping and installation of the corporation valve for water lines and/or main line tapping-saddle for wastewater service lines once the required trenches were constructed. The district would remove the cost of installing the service lines from the current connection fee, only charging for the actual cost of supplies and labor required to tap the mains.

Members of the board asked many questions on how this would work. In the end the consensus was that this would be a reasonable way to control and level the work load on district staff.

5. Additionally, Manager Medaris stated that he feels that the district needs additional assistance in properly maintaining the accounting of the district to properly allocate and track expenses between the district Board and the two enterprises. It was suggested that we look at hiring part-time assistance through an accounting firm rather than adding staff. Manager Medaris said he would discuss this with the District Auditors to see if they could suggest a way of doing this.
6. Director Wilhelm brought up the questions of pre-purchased taps. The district has approximately 23 water and sewer connection permits that were purchased, in some cases 36 years ago. The revenue from these permits was expended long ago, but the district remains liable for the cost of installing services lines. Total outstanding liability for these installations is estimated at \$75,000. The Board directed Manager Medaris to write a resolution to control the pre-purchasing of taps in this manner.

The meeting ended with Manager Medaris stating that he would update the budget based on the review comments from the Board.

Meeting adjourned at 7:46 p.m.

Respectfully Submitted by,
District Manager
George Medaris