

**Board Minutes of April 15, 2009 Regular Meeting
of the Board of Directors of the St. Vrain Sanitation District**

Attendance:

Directors: Brad Hagen, Wes LaVanchy, Gary Cope, Wayne Ramey,
Attendance by phone-Reggie Golden

Staff: Eric Doering, Jon Peterson, Doug Wertin, Rob Fleck,
Megan Humbrecht, Kim Castonguay, Tara Lloyd,
Dick Lyons-Attorney

Public: Bob Frachetti, Brian Dawe-Frachetti Engineering
Eric Garner, Amber Kauffman, Brian Zick, Eric Larson,
Josh Cook, Warren Mesloh-TEC Engineering,
Dan Dean-Town of Mead

Call to Order: The meeting was called to order at 9:03am by Brad Hagen.

Additions or Deletions to the Agenda: None.

Consent Agenda - 9:04am

Wes LaVanchy asked why the service fee under operational income had a data variance of \$14,000. Jon Peterson explained that it may have something to do with transfer fees. The District issues a credit for the account and later bills the account for the next quarter. Mr. LaVanchy asked the percentage of accounts that are running delinquent or late. Mr. Peterson said around 15 % percent.

Wes LaVanchy made a motion to approve the Consent Agenda.
Wayne Ramey seconded it. **Approved**

Treatment Plant - 9:05am

Wayne Ramey asked Doug Wertin a few questions about his staff report and the flow data for the Treatment Plant. Mr. Ramey offered to provide to Mr. Wertin a phone number for an individual who will come out and calibrate at the Treatment Plant.

RFP Presentation by Frachetti Engineering - 9:10am

Bob Frachetti and Brian Dawe from Frachetti Engineering gave a brief presentation on their proposal for engineering services.

RFP Presentation TEC Engineering - 9:35am

Warren Mesloh and Brian Zick from TEC Engineering gave a brief presentation on their proposal for engineering services.

Reggie Golden called into the board meeting at 9:54am.

Collections/Engineering - 10:05am

Rob Fleck went over the 3 options for the decommissioning of Plant 2 and asked for the Boards direction. Brad Hagen recommended choosing option 2 which is to wait to decommission the Plant until fall of 2009 to minimize odor issues and to remove the sludge and flatten the berms. Mr. Hagen recommended that staff come back to the Board with costs related to option number 2.

Wayne Ramey wanted to know why the State told the staff that they had to test every 4 hours at plant 1 during the UV installation, he requested that staff provide more information on the reasoning for this decision.

Rob Fleck updated the Board on the 3 TA Line change order proposals. Brad Hagen made a motion to approve all three change orders with the District paying \$1,600 on change order 3 which is half of the \$3,200 as presented by Rob Fleck. Wes LaVanchy seconded it. **Approved**

The letter to customers on the decommissioning and remediation of Plant 2 will go out in May after the staff pulls the plug on the TA line. Eric Doering will be in touch with the Town of Frederick and Town of Firestone to do a presentation at their board meetings and Wayne Ramey suggested putting information up on the website to keep the public informed.

Megan Humbrecht discussed with the Board the changes in inclusions and plant investment fees as well as the amount that other Districts charge for inclusions. Reggie Golden was concerned with the fees and rate changes and he would like staff to go back and take a closer look.

Reggie Golden disconnected from the board meeting at 10:44am.

The Board directed staff to come back to the board meeting with a Resolution next month with a few changes to the Rules and Regulations related to inclusion fees, including adding the original mill levy of 3.9 and 10 years. Megan Humbrecht suggested changing the bonding description in the Rules and Regulations and part of the verbiage under the inclusion fees. Eric Doering would also like to add a third change to the Rules and Regulations with the issue on surcharges. The Board would like staff to come back with further justification on the third change to the Rules and Regulations regarding surcharges.

Wes LaVanchy made a motion to set a public hearing for May 20, 2009 on the Rules and Regulation changes. Wayne Ramey seconded it. **Approved**

Eric Doering discussed the Mead letter response and introduced Dan Dean, Town Administrator, to the Board Members.

Staff will come back with more information at the next board meeting and Dan Dean will go back to his Board for more information. No decisions were made.

Finance/Accounting - 11:20am

Jon Peterson updated the Board on his staff report.

Kim Castonguay informed the Board of an issue where a customer in our District capped and buried their sewer tap connection and then contacted the District to inform them that they had abandoned their sewer connection, and no longer would be paying a sewer service fee. Mrs. Castonguay explained to the customer that they would have to unearth the capped sewer connection, and contact our District Inspector to come and inspect the capped connection to make sure it was done properly. The customer would then have to sign an agreement that they were abandoning their sewer tap connection.

Kim Castonguay told the Board that currently, staff is aware of 7 inactive commercial and residential taps. During the discussion on how to allow the customer with an inactive sewer tap pay a lesser monthly fee, Wayne Ramey said that if there is no structure on the property where the sewer connection is then the customer should not have to pay. Brad Hagen directed staff to come back to the next board meeting with a proposal for helping out commercial and residential taps that are inactive.

Wes LaVanchy requested a copy of the audit plan.

Administration - 11:45am

Eric Doering went over his District Manager report with the Board and informed the Board Members about the June 4th "pulling the plug" event on the TA Line.

Eric Doering and the Board discussed a few changes that were made in the Personnel Manual. Brad Hagen suggested that the verbiage needs to be changed in the 401k paragraph adding "as set by the Board of Directors".

Wes LaVanchy made a motion to approve the Personnel Manual with the changes to reflect the language as noted by the Board in the retirement plan for the 401k. Gary Cope seconded it. **Approved**

Board Meeting Adjourned at 11:54am

Tara Lopez
Recording Secretary

R. Wayne Ramsey
Board Secretary

5/20/09
Date

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