

**UPPER THOMPSON SANITATION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
DISTRICT ADMINISTRATIVE OFFICE CONFERENCE ROOM**

Pursuant to C.R.S., §32-1-903, notice is hereby given to the members of the Upper Thompson Sanitation District Board of Directors and to the general public that the Board will hold its regular meeting, which is open to the public, at 4:00 p.m. on Tuesday, June 15, 2021, at the Upper Thompson Sanitation District Administrative Office, 2196 Mall Road, Estes Park, CO, 80517. Individuals who wish to address the Board via public participation may do so “in-person”, via telephone, or virtually through online participation, facilitated by the Microsoft Teams platform. Members of the public wishing to join the meeting via online or telephone participation, please email Ms. Gina Moore, Secretary to the Board, at gina@utsd.org by 2:00 p.m. on June 15, 2021.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call, Absences Excused.
4. Next Meeting Date: July 20, 2021.
5. Agenda: Correction and Approval.
6. Disclosure of Potential Conflicts of Interest.
7. Public Forum: An opportunity for presentation by the public to provide information to the Board of Directors on any non-agenda item. Note: The Board cannot take any action on non-agenda items but may direct staff to include the item on a future agenda.

Public Comment on Agenda Items: Public comments will be heard by the Board at the conclusion of the presentation of the agenda item. Persons addressing the Board shall first be recognized by the District Manager or Board Chairman and may speak only one time per agenda item. Speakers shall state their name and address for the official minutes, address comments to the Board as a Body, and shall be allotted three (3) minutes for public comment.
8. Minutes: Correction and Approval: Regular Board Meeting, May 18, 2021.
9. New Business and Special Orders:
 - a. Project Update: Phase I New Wastewater Treatment Facility and System Improvements - presented by Mr. Ravel, P.E., Mott MacDonald.
 - b. Discussion regarding the Virtual 2021 Special District Association of Colorado Annual Workshop.
10. Reports of Officers, Committees, and Staff: Questions, Comments, Correction and Approval:
 - a. Treasurer’s Report.
 - b. Plant Report.
 - c. System Development Fee Allocation and Connection Report.
 - d. Collection System Report.
 - e. District Manager’s Report.
11. Adjournment.

Upper Thompson Sanitation District (UTSD) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, creed, national origin, age, disability, sex, gender identity or gender expression, religion, political beliefs, marital status, familial or parental status, or sexual orientation in employment or in any program or activity conducted by the District. The District will make reasonable accommodations for qualified individuals with known disabilities. If any person has a disability and requires a reasonable accommodation to fully participate in this event, please contact District Manager, Mr. Chris Bieker, three days before the event via email at chris@utsd.org, or telephone at 970.586.4544, or dial 711 to connect with Relay Colorado.

RECORD OF PROCEEDINGS

MINUTES OF A VIRTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS OF

UPPER THOMPSON SANITATION DISTRICT

Held: June 15, 2021, at 4:00 p.m., at the
District Office, 2196 Mall Road, Estes Park, Colorado

Call to Order A regular meeting of the Board of Directors of the Upper Thompson Sanitation District, Estes Park, Colorado, was called to order at 4:05 p.m. and held as shown above and in accordance with the applicable statutes of the State of Colorado with the following Directors present and acting:

Attendance

Board of Directors:
Jack Reed, Chairman
Greg Cenac, Treasurer
Susan Doylen, Secretary
Kent Bosch, Vice-Chairman/Assistant Secretary/Treasurer
Ronald I. Duell, Vice-Chairman/Assistant Secretary/Treasurer

Staff:
Chris Bieker, District Manager
Suzanne Jurgens, Assistant District Manager
Gina Moore, Financial Officer
Sheryl Ponzer, Customer Accounts Manager
Naomi McCracken, Secretary*
Henry Newhouse, Plant Superintendent
Matt Allen, Collection Superintendent
Nathanael Romig, Collection Foreman

*Joined via web conference call

The Board welcomed a professional photographer to take photos of the Board of Directors throughout the meeting.

**Pledge of
Allegiance**

The Pledge of Allegiance was recited.

Next Meeting

The next regular meeting of the Board of Directors will be held on July 20, 2021.

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Approval of Agenda

The Board considered the Agenda.

It was MOVED by Ms. Doylen and seconded by Mr. Bosch to approve the Agenda as presented. Motion carried unanimously.

Disclosure of Potential Conflicts of Interest

Disclosure of potential conflicts of interest is a topic of discussion at every Board meeting to address potential conflicts of interest that may arise as new agenda items are introduced. District Directors who have disclosed potential conflicts of interest can vote as issues arise.

Public Forum

Mr. Reed opened the meeting for public comment.

Mr. Reed explained the Public Forum is an opportunity for presentation by the public to provide information to the Board of Directors on any non-agenda item. He further explained the Board cannot take action on non-agenda items but may direct staff to include the item on a future agenda.

One member of the public joined the meeting via web conference call.

In attendance was Mr. Stew Squires, of 618 Park River Place, Estes Park. Mr. Squires indicated he was attending the meeting for general interest and did not offer comment on a non-agenda item.

Ms. Doylen informed the Board that before the meeting was called to order, a District customer who is a developer of employee housing, informally addressed the Board members in the board room to request consideration of creating a separate customer class for minimum fixture count developments. The Board discussed the matter and concurred to consider this topic as an agenda item at a future meeting if requested formally by this customer.

Regarding public comment on Agenda Items, Mr. Reed provided the following statement:

Public comments will be heard by the Board at the conclusion of the presentation of the agenda item. Persons addressing the Board shall first be recognized by the District Manager or Board Chairman and may speak only one time per agenda item. Speakers shall state their name and address for the official minutes, address comments to the Board as a Body, and shall be allotted three (3) minutes for public comment.

Approve Minutes from Prior Meeting

The Board reviewed and discussed the Minutes of the May 18, 2021, Regular Board Meeting.

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It was MOVED by Ms. Doylen and seconded by Mr. Duell to approve the Minutes of the May 18, 2021, Regular Board Meeting as presented. Motion carried unanimously.

New Business and Special Orders

Project Update: Phase I New Wastewater Treatment Facility and System Improvements – presented by Mr. Bieker:

Mr. Reed announced that Mr. Ravel was unable to attend the Board meeting; therefore, Mr. Bieker would be presenting the update on the Phase I New Wastewater Treatment Facility and System Improvement Project (Project).

Mr. Bieker reviewed the following list of Project accomplishments, provided by Mr. Ravel, that occurred following the May 18, 2021, Regular Board Meeting:

- Continued weekly review meetings with the project team.
- The Thompson River Interceptor (TRI) and the Fish Creek Interceptor (FCI) Technical Memorandum (TM) was submitted to the District on May 10, 2021. Comments will be incorporated into the TM upon receipt from the District.
- Prepared a process selection summary presentation for the May 18, 2021, Board meeting.
- The Liquid Treatment Process Alternatives TM was submitted to the District on May 24, 2021. Comments will be incorporated into the TM upon receipt from the District.
- Updated the draft preliminary engineering report (PER) and site location application forms. The draft PER and site application forms are anticipated to be submitted to the District June 15, 2021, pending final interceptor alignment and liquid treatment process TM review.
- Coordinated completion of the Fish Creek Lift Station (FCLS) site survey and base map preparation.

In addition to the Project update, Mr. Bieker elaborated that District staff is reviewing the TRI, FCI, and liquid treatment process alternatives technical memorandums as well as the preliminary engineering report and have scheduled a meeting with Mr. Ravel the week of June 21st to discuss comments.

Mr. Bieker then informed the Board that Mott MacDonald is assessing where a new Fish Creek Lift Station may be located (adjacent to, or near current location) for the site map. Once a location is identified, an appraisal of the property's value will be pursued and reported to the Board. Mr. Bieker commented he, Ms. Jurgens and Matt Allen have met with one potential

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alternative project delivery contractor to familiarize themselves with that firm's qualifications.

Mr. Bieker stated District staff is also continuing weekly monitoring of the groundwater table at the new wastewater treatment facility site. Currently, it is higher in piezometer B2 PZ-1 (north), 4.5 feet below the surface. The groundwater level in piezometer B3 PZ-2 (east) is 8.9 feet below the surface.

Mr. Bieker answered questions of the Board regarding the monitoring of the water table and soil conditions.

The Board thanked Mr. Bieker for the project update.

Discussion regarding the Virtual 2021 Special District Association of Colorado Annual Workshop:

The Virtual 2021 Special District Association of Colorado Annual Workshop will be held on June 29, 2021. There are four meeting sessions with various educational topics applicable to Board members and District staff. Ms. Moore commented each session requires separate registration to attend. Mr. Reed encouraged each Board member to register and attend the workshop. He stated the workshop provides valuable content and has found previous workshops to be very informative in areas such as legislative updates. Mr. Reed then suggested the Board attend the virtual workshop as a group in the UTSD Board Room. Ms. Doyley commented that, due to work schedules, each Board member may register and view the workshop recording after June 29, 2021. Mr. Reed stated he has already registered to attend the virtual workshop. Ms. Doyley and Mr. Cenac stated they intend to register.

Reports of Officers, Committees, Professional Consultants, & Staff

The Board considered the Reports of Officers, Committees, Professional Consultants, and Staff.

Adding to the Treasurer's Report, Ms. Moore highlighted a recent investment maturity as well as three remaining upcoming maturities in the LPL account.

The Board, Mr. Bieker and Ms. Moore then discussed current price increases on material goods and the potential financial impact on the new wastewater treatment facility. District budgetary practices and amendment processes, as well as capital and operational contingencies were also discussed.

Adding to the Plant Report, Mr. Newhouse informed the Board that Force Main No. 2 in the Fish Creek Lift Station was drained, and a valve and chain actuator were installed. Mr. Newhouse and Mr. Bieker answered questions of the Board regarding lead times for obtaining valves.

Mr. Stew Squires left the meeting at 4:56 p.m.

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Ms. Ponzer presented the System Development Fee Allocation and Connection Report. She highlighted that Rocky Mountain National Park (RMNP) has an approximate 299 percent increase in gallons of wastewater treated in May 2021, compared to May 2020. The percentage of increase in gallons of wastewater treated for the YMCA is 153.50 percent in May 2021, compared to May 2020. The Board asked Ms. Ponzer about 2019 figures of wastewater treated for the RMNP and YMCA. Ms. Ponzer responded to the Board stating she will provide 2019 data for these customers at a future meeting.

Adding to the Collection System Report, Mr. Allen thanked the Board for approving the collection department request to purchase pipe patch equipment. He informed the Board this equipment has been very effective to repair cracks in sewer mains. Mr. Allen stated there are several more point repairs to complete and he will continue to update the Board on repair progress.

The Board asked Mr. Allen about clay pipe verses PVC pipe utilized in the District's sewer mains. Mr. Allen stated he would provide data regarding pipe type and size to the Board at a future meeting. Mr. Bieker invited the Board to attend a pipe patch repair demonstration to better understand the technology. The Board discussed and expressed interest in attending.

Ms. Jurgens added to the District Manager's Report stating she and Plant Operator, Mr. Bryk, recently attended the Wastewater Fundamental School in Loveland. She reported it was very beneficial and there was a variety of classes taught by active and retired plant operators and industry professionals. Ms. Jurgens then expressed her gratitude to plant staff and Mr. Bieker for their mentorship while she was shadowing operators at the Plant in the weeks prior to attending the school. Ms. Jurgens also thanked the Board for the opportunity to attend the Wastewater Fundamental School.

The Board did not have corrections to the departmental reports.

The Board thanked the District staff for preparing the reports.

It was MOVED by Ms. Doyley and seconded by Mr. Bosch to accept the Treasurer's Report, Plant Report, System Development Fee Allocation and Connection Report, Collection System Report, and District Manager's Report. Motion carried unanimously.

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Adjournment

Having no further business, at 5:28 p.m., it was MOVED by Ms. Doylen and seconded by Mr. Bosch to adjourn the meeting. Motion carried unanimously.



Susan L. Doylen, Secretary



Jack E. Reed, Chairman of the Board

Date: 7-20-21