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**PAGOSA SPRINGS SANITATION GENERAL
IMPROVEMENT DISTRICT MEETING MINUTES
THURSDAY, MAY 21, 2015
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 P.M.**

- I. **CALL MEETING TO ORDER** – Board President Volger, Board Member Alley, Board Member Bunning (5:10), Board Member Egan, Board Member Lattin, Board Member Patel, Board Member Schanzenbaker
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **PUBLIC COMMENT** – None
- IV. **CONSENT AGENDA**
 1. **Approval of May 5, 2015 Meeting Minutes**
 2. **Approval of April Financial Statement and Accompanying Payments** – Board Member Alley moved to approve the consent agenda, Board Member Lattin seconded, unanimously approved.
- V. **REPORTS TO BOARD**
 1. **2014 Annual Audit Report** – **Michael Branch, CPA** – Mr. Mike Branch, CPA, presented the financial report. He said the general fund reserves represent 11 months of operations. He suggests the Town use impact fees before capital funds for projects. In the General Fund, revenues were above budget and expenditures were under budget. The sanitation fund had a large revenue over the expenditures budgeted. After the pipeline is finished, the district will have \$1 million in reserves. The geothermal fund is upside down \$30K and it looks like the general fund will have to subsidize geothermal operations. Sales tax represents the majority of the revenues for the town.
 2. **Sanitation District Report** – The \$363K Small Communities Grant was executed May 16, 2015, this grant will be applied to the pipeline project leaving a substantial amount in the reserves for other projects. Cleaning, televising and some lining of the collection system started this week and staff has identified approximately 4,000 feet of work to be completed this year. The average daily effluent flow rate for April was .225 million gallons per day with the typical violation for ammonia. With the recent wet weather, flows are back up slightly.
 3. **PAWSD/Pipeline Update Report** - Pipeline excavation has begun on the section from pump station #1 uphill onto school district property. Blasting areas along Trujillo Rd is expected to begin in June. Representatives from the biological consultants at Ecosphere have visited the sight and approved work in sensitive areas near wetlands and Pagosa Skyrocket locations. As soon as a workable solution between the county, PAWSD, and the PSSGID is reached, work on Trujillo Road will commence going southerly around the curve and to the bottom of the hill past the transfer station. The roofs are nearly complete on both pump buildings now and more mechanical and

electrical work continues. Hammerlund will be hiring a new Project Manager specifically for this project to see it through to completion. We are still on track to meet the contract completion date in October this year.

VI. NEW BUSINESS

- a. Dormant Sewer Accounts** - Staff has been requested to research what options are available for customers whose properties are no longer occupied and are perceived to have no impact on the District's collection or treatment system. Staff checked with PAWSD to find out what their fees were when an account goes dormant. PAWSD does not have a classification for this type of service, however any account that uses no water or produces no sewer is charged \$23.50 per month for water which includes 2,000 gallon of water in that tier, and in addition they pay \$32.00 per month for sewer service. Most research done on this item showed dormancy was not an option without complete disconnection (excavation and plugging of the line). Some items for the board to consider include how often this might be allowed each year, how to handle cracked pipes and ground water coming into the system, property owner agreements and what options the board might consider. Board Member Bunning said he believes a list of shut offs from the District and then a request to PAWSD for confirmation of water usage should be easily accessible. Board Member Lattin said there should be quarterly checks and allow it only once per year and a fee to request this status. Board Member Schanzenbaker said to stay away from seasonal shut offs, but make it available only as a permanent shut off, and ask the customer to request to remain dormant, also a small monthly fee would be appropriate. Board Member Schanzenbaker moved to direct staff to work with the Town Attorney to propose revisions to the PSSGID Rules and Regulations that would allow the permitting of dormant sewer accounts and to explore and recommend an appropriate pricing structure for dormant accounts, Board Member Egan seconded, unanimously approved.

VII. NEXT BOARD MEETING JUNE 2, 2015 AT 5:00PM

- VIII. ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 5:48pm.