

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
September 13, 2023**

The regular meeting of the Board of Directors of the Granby Sanitation District was duly called to order at the Granby Sanitation District Treatment Plant on Wednesday, September 13, 2023, at 7:12 p.m. by President Debra Brynoff. Present were Board members Debra Brynoff, Casey Farrell, Kelly Griesch, Chuck Crossan and Charles Fox. Also in attendance were District Administrator Tammy Granger; District Operations Superintendent Hopper Becker; the District's attorney Kent Whitmer and Gabe Barnett of Hensel Phelps Construction Co. Mike Trbovich of Miller & Associates appeared by telephone for the update on the solids handling project.

Mike Trbovich appeared by telephone to provide the following update on the solids handling project. According to Hensel Phelps' pay application through August 31, 2023 the project is 93% complete and the balance due on the Hensel Phelps contract is less than \$1 million. The piping in the digesters has been completed. The non-potable water pumps are on-site and the team is working on installation plans to minimize shut-down time. The metal building for the container garage is nearly complete. Site grading is being finished to get ready for paving.

Next, Gabe Barnett, project manager from Hensel Phelps, had a few issues to discuss with the Board. Gabe has been working on getting the natural gas meter installed, which is work outside the scope of their contract. There is a site meeting scheduled with Xcel, Hensel Phelps, Miller and Associates and Hopper Becker to discuss if the location of the new meter to serve the solids handling facility meets Xcel requirements and whether existing meters need to be moved and gabled. Further examination of the BTU load for the District's facilities (treatment plant, headworks and solids handling facility) is on-going. If it is found that the BTU load exceeds capacity of the gas main, Xcel may need to reinforce the main/line. This work would need to be completed by October 15, 2023 or it could be delayed until next spring. Charles Fox suggested that Grand County be contacted should a variance beyond October 15 be needed. A potential delay until next spring prompted discussion of its implications and possible alternatives. The Board asked for an update after Thursday morning's meeting with Xcel.

In regards to paving the construction area, Gabe stated that the plans Hensel Phelps was working off of didn't include paving but since areas were disturbed due to construction activity. Hensel Phelps they will be replacing it. Gabe asked the Board if there was any room to work with Hensel Phelps to help absorb the overages. One potential cost savings is to leave the concrete pad west of the animal shelter building rather than removing it and paving the area. Hopper stated that it was a workable option even though the benefit of having a uniformly level space

September 13, 2023

would be lost. Leaving the pad helps the animal shelter by providing a platform for their outdoor kennels but once kennels are removed there will be variation in grading. After discussion Chuck Crossan moved to allow a modified paving plan as proposed by Hensel Phelps, whereby part of the existing concrete by the animal shelter shall remain in place, as opposed to being demoed and replaced. The motion was seconded by Casey Farrell and unanimously approved.

The minutes from the regular meeting held on August 9, 2023 were considered. Chuck Crossan moved to approve the minutes as presented. The motion was seconded by Casey Farrell and unanimously approved.

Next, the bills and financial reports were reviewed. Discussion was held regarding Hensel Phelps Trend Log and the expectation of a change order being presented for consideration at the October meeting. Kelly Griesch moved to pay the bills, including Hensel Phelps Pay Application No. 17, and approve the financial reports. Charles Fox seconded and the motion was unanimously approved.

The delinquency report was reviewed. It was noted that there were no account holders in attendance. Kelly Griesch moved to authorize staff to proceed with collection and disconnection proceedings. The motion was seconded by Casey Farrell and unanimously approved.

Hopper Becker presented the Operations report and discussed the following topics:

- Flows dropped significantly after Labor Day. Staff is working to get caught up on solids processing and efforts are hampered by repairs to the polyskid.
- Hopper is awaiting quotes for contract lab work.
- Simon Pipeline Services has completed this year's section of collection system inspection and cleaning. He will be returning to perform root removal on a section of sewer main.
- The metals removal pilot project continues to move forward. Chemical injection pumps have been delivered and chemicals are on order. The pilot study should commence soon.
- Hopper shared his September 5, 2023 e-mail to CDPHE regarding Norther Water's proposed relocation of the District's outfall.
- The sealed bid for the 1999 Ford F550 dump truck ended September 12, 2023 with a minimum bid price of \$12,500.00. One bid was received for \$12,900.00.
- Hopper expressed concern should Xcel require relocation of existing gas meters and the cost of re-piping existing heating units.

In the Administrator's report, Tammy Granger reviewed some 2023 legislation that could impact the District. In regards to SB 23-017 Additional Uses Paid Sick Leave, Tammy is working with Clay Culbreath of Whitmer Law to draft a resolution to amend the District's Personnel Rules.

September 13, 2023

Tammy advised that she had reviewed the District's job applications and determined that they comply with SB 23-058 Job Application Fairness Act.

Tammy then advised the Board that she and her husband had recently purchased a home in Montrose, Colorado. Tammy presented a proposal to continue her job as District Administrator by working remotely for the next two years or so. She cited the 28 years she's been employed by the District and having proven to be a productive and dependable employee who always fulfilled her duties in addition to completing many self-initiated projects. Remote work would allow her to transition to retirement, allow time to train a potential replacement and complete additional SOPs. She stated she felt it could be an arrangement beneficial to both the District and herself. She also recommended that the District keep essential duties such as billing, accounts receivable and payable, general ledger entries and payroll in-house. She believes a new administrator cannot be effective in the position without knowing all aspects of the job. She presented a work plan and list of equipment that would need to be provided for remote work. She also stated that she has spoken with the administrator from Winter Park Water and Sanitation District who has been successfully working remotely for seven years and the plan presented was very similar to how Winter Park operates. Kent Whitmer who also represents Winter Park Water and Sanitation District stated that their arrangement had been working seamlessly.

The Board approved Tammy's proposal and agreed that it would be a beneficial arrangement.

Tammy also presented a quote for two desktop computer work stations, one for her assistant and one for her remote office. She also stated that she would like to purchase an iPad for each Director along with I-annotate software for board packet transmission and retrieval. Each iPad would cost approximately \$500.00 plus set-up. The Director would retain the iPad as a parting gift when they leave their position as a Director. Each director would be assigned a granbysanitation.com e-mail address to be used to access board packets.

Hopper stated that it would be useful to have some audio/visual capabilities in the Boardroom, consisting of a 360° microphone/camera device and smart tv for video meetings.

Casey Farrell moved to authorize staff to purchase the necessary equipment for the Boardroom, iPads for the directors and equipment/supplies necessary for a remote office. Chuck Crossan seconded and the motion was unanimously approved.

Tammy advised that TerraFirma continues to work with the Town of Granby for development of their property and are working through a property line issue.

In the Attorney's report Kent Whitmer stated he had nothing more to report.

There being no further business to come before the Board it was duly moved by Casey Farrell, seconded by Chuck Crossan and unanimously adopted that the meeting stand adjourned at 8:45 p.m.

approved

Casey Farrell, Secretary