

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
December 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, December 13, 2023, at 7:00 p.m. by President Debra Brynoff. Present were Board members Debra Brynoff, Casey Farrell, Kelly Griesch and Chaz Fox. The absence of Chuck Crossan was excused by the Board. Also in attendance were District Administrator Tammy Granger; District Operations Superintendent Hopper Becker; and the District's attorney Kent Whitmer. 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. The PC pumps have been started and are functioning. All pump testing has been completed. The south digester tank (#2) has been receiving sludge and the contents are being aerated. The FKC equipment start-up will occur tomorrow. A punch list walk-through is also scheduled for tomorrow. The delivery of the blowers is expected on January 8, 2024. Upon delivery, blower installation will take place the next week, followed by blower start-up. The final punch list walk-through will then be conducted. If the above proceeds as planned substantial completion could occur by the end of January, 2024.

The punch list walk-through tomorrow will technically be the final walk-through except for the permanent blowers. Hensel Phelps will fix the punch list items and then demobilize. They will return for the final walk-through which should only relate to the blowers. During an earlier walk-through there were some grading/drainage/paving issues identified that due to weather and ground conditions will be completed in the spring of 2024.

Mike presented Change Order No. 2 submitted by Hensel Phelps requesting a 91-day extension due to the delay in the delivery of the blowers. This would extend project completion from December 31, 2023, to March 31, 2024, with a substantial completion date of April 1, 2024. After considerable discussion was held regarding the change order and liquidated damages Casey Farrell moved to amend and approve Change Order No. 2 reducing the extension from 91 days to 45 days, establishing a substantial completion date of February 14, 2024, and final completion on March 15, 2024. Kelly Griesch seconded, and the motion was unanimously approved. Mike left the meeting at this time.

Tammy Granger presented a copy of the project plaque. She also advised that Change Order No. 3 is expected to be submitted for consideration at the January, 2024 meeting. The change order will request approval for payment of trend log items that were beyond the scope of the Guaranteed Maximum Price.

December 13, 2023

The minutes from the regular meeting held on November 8, 2023, were considered. Casey Farrell moved to approve the minutes as presented. The motion was seconded by Kelly Griesch and unanimously approved.

Next, the bills and financial reports were reviewed. Kelly Griesch moved to pay the bills, including Hensel Phelps Pay Application No. 20, and approve the financial reports. Chaz Fox seconded, and the motion was unanimously approved.

The delinquency report was reviewed. Kelly Griesch moved to authorize staff to proceed with collection and disconnection proceedings on accounts 32000.2, 1850.2, 47000.5, 20800.1, 40500.4 and 3710.2. Casey Farrell seconded, and the motion was unanimously approved.

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

- The plant continues to experience low flows. Hopper presented a graph showing the flow trend in November, 2022 and November, 2023 noting that an underloaded plant can be challenging to operate. Flows are slowly increasing.
- Northern Water's real estate staff has begun contacting landowners impacted by the proposed relocation of the District's outfall. Gary Nordloh's ranch manager contacted him about the project and Hopper discussed the potential benefits to the District.
- Compliance schedules are due December 31, 2023. Metals removal is the most immediate concern. The pilot study did not produce as much reduction as hoped. There are questions whether current low flows and solids handling transition could have impacted the results. Hopper has asked Miller & Associates to prepare a request for a 4-5 year extension to provide time to identify the potential benefits of outfall relocation and allow for continued progress on the project and/or redoing the pilot study once the District's treatment process is no longer disrupted by construction.
- ECS has a potential party interested in the compost mixer and conveyor belt. Washington State University is conducting a pilot study on compost and the equipment could assist in their efforts. Casey Farrell moved to approve the donation of the mixer and conveyor if WSU pays for the shipping. Kelly Griesch seconded, and the motion was unanimously approved.
- Hopper advised the Board that Grand County is applying for a grant from the Colorado Water Conservation Board, Wildfire Ready Watershed Action Plan Grant Program to develop a Wildfire Ready Action Plan. Katherine Morris is trying to raise enough money to qualify for matching funds from the program. After discussion of the Plan's benefit to the District, Kelly Griesch moved to donate \$1,000.00 to Grand County for the Wildfire Ready Action Plan project. The motion was seconded by Chaz Fox and unanimously approved.

In the Administrator's report, Tammy Granger presented an Audit Engagement Letter from Fiscal Focus Partners, LLC for conducting the District's audit for the fiscal year ending December 31, 2023. Casey Farrell moved to approve the letter and engage Fiscal Focus Partners, LLC to conduct the District's 2023 audit. Kelly Griesch seconded, and the motion was unanimously approved.

December 13, 2023

Next, Tammy presented insurance renewal rates from United Healthcare for health insurance and Colorado Special Districts Pool for property and liability and worker's compensation coverage. Casey Farrell moved to renew health insurance with United Healthcare, plan DGHJ K13Y, and property and liability and worker's compensation coverage with Colorado Special Districts Pool. The motion was seconded by Chaz Fox and unanimously approved.

Next, the Board held discussion regarding the awarding of holiday bonuses to District staff. Casey Farrell moved to approve pre-tax bonuses of \$2,000.00 to employees employed since January 1, 2023, and prorated bonus to employees employed after January 1, 2023. The motion was seconded by Chaz Fox and approved unanimously.

Tammy advised the Board that she would like to continue working towards paycheck direct deposit through Sage and basic on-line banking with US Bank. She stated that there may be a need for some minor revisions to the District's Personnel Rules and development of a Direct Deposit Authorization form. The Board authorized her working with Whitmer Law to make the necessary changes.

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

In other business, Debra Brynoff asked if there would be any inclination to adjust board meeting times from 7:00 p.m. to 6:00 p.m. After discussion, the Board will continue to meet the second Wednesday of each month with meetings to begin at 6:00 p.m. January through May, 2024 and beginning at 7:00 p.m. June through December, 2024. Attendance by Zoom is allowed but Zoom attendance does not need to be opened to the public.

Due to remote work and board meeting attendance by directors, Kent Whitmer advised that electronic signatures are valid in lieu of real signatures.

There being no further business to come before the Board it was duly moved by Casey Farrell, seconded by Kelly Griesch, and unanimously adopted that the meeting stand adjourned at 8:25 p.m.

approved

Casey Farrell, Secretary