

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
February 14, 2024**

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, February 14, 2024, at 7:00 p.m. by President Debra Brynoff. Present were Board members Debra Brynoff, who appeared by Zoom, Casey Farrell, Kelly Griesch, Chuck Crossan and Chaz Fox. Also in attendance were District Administrator Tammy Granger; District Operations Superintendent Hopper Becker; and the District's attorney Kent Whitmer. Lauren Benton of Miller & Associates appeared for the update on the solids handling project and consideration of preliminary Certificate of Substantial Completion.

Lauren Benton advised the Board that Substantial Completion is defined as the project being utilized for its intended purposes. She presented a Preliminary Certificate of Substantial Completion and an accompanying punch list of items that are required to be completed before final payment can be issued. The warranty bond will be posted upon issuance of the Certificate of Substantial Completion and extends one year beyond the one-year warranty period.

Hopper Becker added that the punch list items are being worked through. The rotary drum thickener is currently being operated twice a week. The screw press will be put into operation the week of February 26 to start producing cake. As systems are being put into operation, the punch list will be amended as necessary.

Discussion was held regarding three non-punch list items pending resolution. 1. The exhaust fan hood in the blower room needs to be replaced with a 90° hood to prevent snow from entering during snow and wind events. 2. There are cracks in the concrete deck of the digester and the sealant, which the District expected to be applied, may have been removed from the scope of the contract. 3. Insufficient water flow to the dewatering equipment is being experienced and preventing optimal operation.

Casey Farrell stated that tonight's issue is Preliminary Substantial Completion. Kent Whitmer concurred and noted that the project needs to have been built to design and is operating functionally. The three items discussed above would be a topic for later discussion with the design team.

Chuck Crossan moved to approve a resolution accepting the Preliminary Certificate of Substantial Completion and if after seven days there are no objections, then Final Certificate of Substantial Completion is approved. Chaz Fox seconded and the resolution was adopted by a vote of four yeas and one nay.

Casey Farrell asked how the District proceeds on the three unresolved issues. Lauren and Hopper stated that the team is working towards resolution. Lauren left the meeting at this time.

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Tammy Granger advised that property insurance on the new solids handling facility will bind on February 15, 2024.

The minutes from the regular meeting held on January 10, 2024, were considered. Kelly Griesch moved to approve the minutes as presented. The motion was seconded by Chaz Fox and unanimously approved.

Next, the bills and financial reports were reviewed. Casey Farrell moved to pay the bills, including Hensel Phelps Pay Application 21, and approve the financial reports. Chaz Fox seconded, and the motion was unanimously approved.

The delinquency report was reviewed. There were no account holders in attendance. Casey Farrell moved to authorize staff to proceed with collection and disconnection proceedings on accounts 24450.3, 4910.4, 40100.2, 40110.2 and 16280.4. Kelly Griesch seconded and the motion was unanimously approved.

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

- The treatment plant is running well, there has been some fluctuation in flows and effluent quality, which is well within discharge permit limits.
- Regarding Northern Water's proposed relocation of the District's outfall, CDPHE responded that the connectivity channel will not be considered a new body of water. We are still awaiting clarification as to whether the outfall relocation would be considered a new facility or not.
- Hopper stated that Miller & Associates continues to examine metals removal treatment options.
- Hopper informed the Board that the annual treatment reporting period has begun.
- Hopper is pleased with how the solids handling facility is operating and he's optimistic as to how it will assist in treatment and operations. He is happy with the equipment selected as its operation is straightforward and user friendly.

In the Administrator's report, Tammy Granger presented information regarding HB21-1110 requiring government websites be accessible to the disabled population along with a proposal from Streamline, a company that provides a web platform and specializes in special district website compliance. There is a one-time \$500.00 build charge for website conversion and a \$2,400 annual subscription. After discussion Casey Farrell moved to authorize Tammy Granger to execute the necessary documents to procure the services of Streamline. The motion was seconded by Chuck Crossan and unanimously approved.

Discussion was then held regarding Terra Firma's petition for inclusion and their proposed West Granby Minor Subdivision. The Board directed staff and attorneys to proceed with the inclusion negotiations. Kent recommended that the petitioner maintain a \$5,000 deposit each month to cover expenses and that an email stating that requirement sent to the petitioner and their acknowledgment should be sufficient.

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

In other business Deb Brynoff stated that no action was taken after last month's executive session and executive session discussions are confidential. She continued that Tammy Granger will work towards a remote work arrangement and eventual retirement. Tammy advised she expects to be in-house through October. An ad for the District Administrator position should be placed to initiate the hiring process to be followed by training a new hire. After considerable discussion the Board settled on advertising the position on the Special District Association website and with the Sky-Hi News and surrounding area publications for 30 days. After 30 days the Board will evaluate response to the ad and determine if the hiring process can proceed or whether to advertise for an additional period or employ additional means for an applicant search.

Tammy noted that she has been training Josh Hardy on accounts receivable since August, 2023. The Board stated that he is welcome to apply for the District Administrator position if he desires. The Board asked Hopper about operations staffing needs. Hopper replied that his labor needs could be reduced by contracting out lab work, in addition to already contracting collection system cleaning and inspection. He anticipates that the new solids handling facility could reduce labor needs.

Chuck Crossan asked if a training plan had been completed and Chaz Fox asked if payroll direct deposit had been established. Tammy advised them that she is still working on those items and that training Josh, preparing billing, W-2s, 1099s, audit preparation, monitoring substantial completion, pursuing website accessibility compliance and 52 building permit reviews had demanded most of her attention over the past month.

There being no further business to come before the Board it was duly moved by Chuck Crossan, seconded by Casey Farrell and unanimously adopted that the meeting stand adjourned at 9:00 p.m.

approved

Casey Farrell, Secretary