

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
March 13, 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, March 13, 2024, at 7:07 p.m. by President Debra Brynoff. Present were Board members Debra Brynoff and Chuck Crossan, who appeared by Zoom, Casey Farrell and Chaz Fox. The absence of Kelly Griesch was excused by the Board. Also in attendance were District Administrator Tammy Granger, who appeared by Zoom; District Operations Superintendent Hopper Becker; and the District's attorney Katie Randall appeared by Zoom. Mike Trbovich of Miller & Associates appeared by Zoom for the update on the solids handling project.

Mike Trbovich advised that the Final Certificate of Substantial Completion was issued on February 28, 2024. Upon discussions amongst the project team, coating on the topping slab surfaces will be added to the punch list as an item to be completed once temperatures meet the application specifications. Remaining punch list items include continued work on controls issues along with the warm weather items encompassing the coating on the deck, grading, paving, landscaping and general clean-up and removal of erosion control materials. The Final Completion date is set for March 14, 2024.

Hensel Phelps would like to submit a request for retainage release. Typically retainage is held until all punch list items are completed. The amount of retainage is \$390,888.45. Mike presented three options for addressing the punch list and retainage issue:

1. Hensel Phelps submitted a warranty bond dated February 14, 2024. Punch list items could be moved to a warranty list and worst-case scenario would involve filing a claim on the bond. However, there are costs associated with making a claim and time for resolution should be expected.
2. The entire retainage could be released and the punch list becomes a warranty list.
3. The District could decide to hold the full retainage amount or a portion of the retainage.

It was noted that Hensel Phelps has not yet filed a request for release of retainage; therefore, the Board will not take formal action regarding the release of the retainage. However, the Board gave direction to staff, Miller and Associates and the District's attorneys to work with Hensel Phelps to determine a final completion date, not to exceed June 1, 2024, in order to avoid the \$1,000/day liquidated damages pursuant to Section 4.03 of the CMAR contract. Additionally, the Board indicated that all but \$300,888.45 of the retainage may be considered for release until all punch list items are completed.

March 13, 2024

Hopper stated that the new facility is in use and there are some bugs that are being discovered that will need to be addressed. Mike left the meeting at this time.

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.

The minutes from the regular meeting held on February 14, 2024, were considered. Casey Farrell moved to approve the minutes as corrected. The motion was seconded by Chuck Crossan and unanimously approved.

Next, the bills listing and financial reports were reviewed. Casey Farrell moved to pay the bills, including Hensel Phelps Pay Application 22, 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 40100.2 and 40110.2. Chuck Crossan seconded and the motion was unanimously approved.

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

- The treatment plant is experiencing spring break flows.
- Hopper continues to work with CDPHE and Miller & Associates on the discharge permit compliance schedule and Northern Water's proposed outfall relocation. Increased sampling and analysis is required due to the compliance schedule.
- Once flows stabilize the metals removal pilot program will be repeated to compare the results to last fall's.
- Staff has been addressing some equipment issues. There has been some failure with blower controls. They have been working on sourcing replacement parts and getting repairs made. Hopper obtained a quote for troubleshooting one of the blowers which came in at about \$7,000.00. Hopper will continue to explore options. In response to questions from the Board, a new blower would cost approximately \$150,000 but Hopper doesn't believe that is a necessary purchase at this time.
- Hopper has been discussing some personnel rule matters with Whitmer Law. A worker's compensation claim was made due to an on-duty employee injury.
- Hopper commended the staff for their response to operations challenges presented by equipment malfunctions, bringing the solids handling facility on-line and seasonal flow variations.

March 13, 2024

- Hopper asked that he be authorized to proceed with the purchase of a pressure washer for the solids handling facility. The Board responded that he could proceed as the purchase was in the 2024 annual budget.

In the Administrator's report, Tammy Granger gave the report as written. Discussion was held regarding who to add as administrators and users for on-line banking access. The Board directed Tammy to add a director as an additional administrator and Hopper as a user. They suggested that the District's auditor be contacted for recommendations.

Tammy advised that the District Administrator ad had been renewed for two weeks and was renewed in the Sky-Hi News only.

In the Attorney's report Katie Randall reaffirmed discussions with Hopper regarding personnel rules and advised that the team is awaiting Terra Firma's submission of a sketch plan to the Town of Granby as part of their West Granby Minor Subdivision application before moving forward on the draft Pre-Inclusion Agreement.

In other business Deb Brynoff stated that discussion was needed to clarify a transition plan for Tammy's eventual retirement on December 31, 2025 and the hiring of a new District Administrator. Pursuant to discussion, the following plan was formulated:

- An applicant review and interview process needs to be determined. Tammy advised that the application period ends April 1 and applications will be shared with the Board.
- Aim to hire a new District Administrator by June.
- Tammy Granger will remain District Administrator and the new hire will be a trainee, supervised by Tammy.
- Tammy will begin working remotely in November, 2024.
- During the period Tammy is in office, she will train on accounts receivable and accounts payable. Tammy stated that she hopes she could have the new hire assist with preparation of the 2025 budget as the proposed budget must be presented to the Board by October 15. She also intends to have the new hire shadow her daily work the entire time so that many aspects of the job can be introduced and training on a wide range of duties would be on-going.
- From January – June, 2025 additional tasks such as audit preparation, collections, payroll, election, etc. can be added. Tammy would continue supervision and spot-checking work with the goal of relinquishing more and more tasks to the new employee.
- June-December, 2025 Tammy's duties will decrease with the objective of the new hire being responsible for the bulk of the duties. Tammy would continue spot checking work.

March 13, 2024

Brief discussion was held regarding the hiring process. Directors will submit potential interview questions to Tammy for compilation by April 1 and a workshop will be held on April 15 at 6:00 p.m. to move forward with the hiring process. The final interview questions will be reviewed by Katie Randall.

Deb Brynoff disclosed that her daughter, Amanda, applied for the position and if selected for an interview, she would recuse from that interview.

There being no further business to come before the Board it was duly moved by Casey Farrell, seconded by Chaz Fox and unanimously adopted that the meeting stand adjourned at 8:30 p.m.

approved

Casey Farrell, Secretary