

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
November 14, 2018**

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, November 14, 2018, at 7:00 p.m. by President, Wayne Kerber. Present were Board members Wayne Kerber, Debra Brynoff, Casey Farrell and Kelly Griesch. The absence of Nancy Stuart was excused by the Board. Also in attendance were District Administrator, Tammy Granger; Operations Superintendent, Andrew “Hopper” Becker; the District’s attorney Rod McGowan; Nick Westfall from Atwell Group and Jim Dawson from Sun Communities.

The first item on the agenda was a request from Sun Communities and Atwell Group to use the District’s Snider/Nordloh easement. Use would be limited to construction access to the Union Pacific Railroad bore and their connection to the District’s main sewer interceptor (manhole A-3). Nick Westfall indicated that they had been unsuccessful in making contact with current property owner Gary Nordloh.

Rod McGowan responded that he had a telephone conversation with Mr. Nordloh today. Gary advised Rod that he had discussed the matter with the District’s Operations Superintendent, Hopper Becker, and had stated that he had no problems with use of the easement as long as Granby Sanitation District supervised the activity. Hopper stated that his discussions with Gary were for initial planning purposes only, not for construction activity.

Nick Westfall stated that work will commence in the railroad right-of-way and that the Nordloh easement would be used primarily for access and he believes that the current easement language would allow them to go outside the ten foot easement for purposes of construction and maintenance. Hopper thought that Sun’s connection to the District’s manhole is within the railroad right-of-way by approximately one foot.

Jim Dawson suggested that Wright Water Engineering and Granby Sanitation District take photographs of the current condition of the easement land to insure that it is restored to original condition or better.

The District Board, staff and attorney all agree that the developer needs to make contact with Mr. Nordloh and obtain written authorization with the conditions that the easement land will be returned to its original state and accommodations will be made to facilitate continued land use by the property owner. Nick will pursue obtaining a construction easement from Mr.

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Nordloh. Sun would also have a survey crew mark and flag the easement for construction crew awareness. Mr. Westfall and Mr. Dawson left the meeting at this time.

Casey Farrell moved to open the hearing to consider the budget for the fiscal year beginning January 1, 2019 and ending December 31, 2019. The motion was seconded by Kelly Griesch and unanimously approved. The budget hearing was opened by Wayne Kerber. It was noted that the Notice of Budget was published in accordance with the Colorado Revised Statutes and that no written comments had been received and no member of the public was in attendance. The proposed budget was reviewed and discussed. Casey Farrell moved to close the budget hearing. Kelly Griesch seconded and the budget hearing was closed.

Casey Farrell then moved to adopt the Resolution to Adopt Budget (Section 1. General Fund \$6,768,421; Restricted Funds \$94,624), said motion was seconded by Kelly Griesch and unanimously approved and the Resolution adopted.

Kelly Griesch moved to adopt the Resolution to Appropriate Sums of Money (General Fund: Current Operation Expenses \$954,137; Debt Service Payment \$311,372; Capital Outlay \$500,000; Unrestricted Operating Contingency \$5,000,937; Emergency Reserve adjustment \$1,975; Restricted Funds \$94,624), said motion was seconded by Debra Brynoff and unanimously approved and the Resolution adopted.

Casey Farrell moved to adopt the Resolution to Set Mill Levies at zero, said motion was seconded by Debra Brynoff and unanimously approved and the Resolution adopted.

The minutes from the regular meeting held on October 10, 2018 were considered. Casey Farrell moved to approve the minutes as presented. The motion was seconded by Debra Brynoff and unanimously approved.

Next, the bills listing and financial reports were reviewed and discussed. Staff advised that the opportunity arose to purchase a 1999 4x4 Ford F550 for \$10,000.00. This truck will be used as the chassis for a dump truck. The purchase had been made and a dump box will be added in 2019. Kelly Griesch moved to pay the bills, including the purchase of the 1999 Ford F550, and approve the financial reports. Casey Farrell seconded and the motion was unanimously approved.

The delinquent account list was reviewed. Disconnect hearings were scheduled, however, there were no account holders in attendance. Debra Brynoff then moved to authorize staff to proceed with collection and disconnect proceedings on accounts:

30850.2, 39150.4, 23900.2, 46225.6, 29362.3, 37340.1 and 46500.2

The motion was seconded by Casey Farrell and unanimously approved.

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

- The District's effluent passed the final WET test of the year.
- The plant recently experienced a considerable drop in dissolved oxygen, an indicator of high loading to the plant. There must be a sufficient level of dissolved oxygen in order to remove ammonia. Hopper noted that it is very unusual to experience such a severe drop, however, adjustments to operations were made and the plant remained in compliance.
- On November 1, 2018 staff responded to sewage backups at 171 and 181 E. Topaz. Hopper advised that this sewer main was jetted in September, 2017 and passed video inspection in June, 2018. The main was also dosed with root control product in June, 2017 and July, 2018. A partial blockage was suspected but staff could not determine the cause.
- On November 10, 2018 a second sewage backup occurred at 125 W. Topaz. This main had been jetted and dosed with root control in June, 2017 and again in July, 2018. Staff found a substantial amount of wet wipes and rags when clearing the blockage.
- Staff found an abnormal amount of rags, wet wipes and unidentifiable organic matter in the headworks. An effort will be made to educate customers of items that should not be disposed through their plumbing fixtures.
- A shortage of dry wood chips has been experienced which presents a concern about future supplies.
- The Site Application for the River Run Ranch RV/Smith Creek Crossing lift station has been submitted to Colorado Department of Public Health and Environment (CDPHE). The Board ratified Debra Brynoff and Hopper Becker's October 25, 2018 signatures on the Site Application to facilitate its submission to CDPHE.
- While attending a CDPHE presentation Hopper learned that many facilities are operating on administrative extensions of their discharge permits.

Tammy Granger gave the Administrative Report as written. Tammy advised the Board that claims have been filed with the District's insurance for the sewage backup incidents. The homeowners at 171 E. Topaz and 125 W. Topaz have filed claims with their homeowner's insurance and the District's insurance claims adjusters have been in contact with the homeowners' adjusters. The homeowner at 181 E. Topaz has submitted photos of the damage and an itemization of their cleanup expenses to the District's insurance company. The District will await their insurance company's decision regarding coverage.

Debra Brynoff moved to authorize Tammy Granger to sign the November 5, 2018 Audit Engagement Letter from Fiscal Focus Partners, LLC to conduct an audit of the District's financials for fiscal year 2018. The motion was seconded by Casey Farrell and unanimously approved.

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Debra Brynoff moved to authorize Tammy Granger to sign the Colorado Water Resources and Power Development Authority Annual Tax Compliance Questionnaire Regarding Use of Facilities Financed with Tax-Exempt Bonds for 2018. Casey Farrell seconded and the motion was unanimously approved.

In the Attorney's report Rod McGowan stated that the Assumption Agreement between Granby Sanitation District and Sun Smith Creek Crossing LLC was recorded upon receipt of the title commitment and legible Exhibit D. Rod noted that Sun's deposit to cover the District's development legal and engineering fees has been depleted and additional funds in the amount of \$5,000.00 has been requested. An itemization of past expenses subtracted from the deposits and creating the shortage was provided to Sun Communities upon their request.

Rod advised that letters regarding easements for the B-main have been sent to DeCicco Enterprises, LLC and Mountain Valley Investments, LLC. Mountain Valley Investments, LLC has responded and they seem agreeable. They have requested mapping of the easement location and an added condition that the District restore the property condition should it be disturbed.

Rod noted that the District's transparency notice is due to be filed between November 16, 2018 and January 16, 2019.

Board President tabled discussion of wages until a full Board is in attendance.

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 8:45 p.m.



Casey Farrell, Secretary