

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
April 10, 2019**

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, April 10, 2019, at 7:05 p.m. by President, Wayne Kerber. Present were Board members Wayne Kerber, Debra Brynoff, Kelly Griesch and Nancy Stuart. The Board excused the absence of Casey Farrell. Also in attendance were District Administrator, Tammy Granger; Operations Superintendent, Andrew “Hopper” Becker; the District’s attorney Rod McGowan and Jonas Pearson and Ehren Samuelson representing Grand Agate, LLC.

Jonas Pearson and Ehren Samuelson appeared on behalf of Grand Agate, LLC to discuss inclusion into the District to obtain sewer service to their property at 400 County Road 60. They indicated that they had leased the eastern one-third of the property to Frank Kenefake who previously owned the property. Mr. Kenefake has applied for a special use permit to develop a camping area with Grand County. Development of the remaining two-thirds of the property by Grand Agate may consist of ten duplex units, an office and workshop/warehouse. Grand Agate would install two lift stations and sewer service lines all of which would be their private infrastructure. General discussion of the inclusion process and the timing of payment of inclusion fees and plant investment fees was held. The developer asked if there was any negotiating of fees charged and the Board stated that they do not negotiate fees. It was suggested that development plans be refined so that inclusion fees can be more accurately calculated. Grand Agate was advised that the Board had previously set a deposit in the amount of \$2,000 to cover the District’s inclusion expenses and also advised that if additional funds are necessary an additional deposit amount will be required. Any excess funds will be refunded to the developer upon completion of the inclusion process. Tammy Granger will e-mail a blank petition form to Grand Agate and upon receipt of the \$2,000.00 deposit they can begin working with Rod McGowan on a Pre-Inclusion Agreement and other necessary forms and processes.

Next, discussion turned to the status of construction of Sun Communities’ wastewater infrastructure. Cameron Grant, Sun’s attorney, advised Rod that Sun is in the process of signing the Amended and Restated Agreement for Railroad and CDOT Projects.

In regards to the lift station, Hopper informed the Board that two approvals from CDPHE are necessary, one for approval of the site and one approving the design and authorizing construction. The site location application has been approved and Sun representatives had

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been advised that construction could not commence until CDPHE approved the lift station design. Hopper had referred them to the specific language in CDPHE's March 26, 2019 letter indicating that site location approval does not constitute design approval for construction and that design approval is necessary prior to beginning construction. During a recent site visit to River Run Ranch Hopper found that construction of the lift station had started. Hopper contacted Granby Building official, Tom Hawkinson, and the Sun Communities parties were contacted and construction shut down. Backfilling will be allowed for safety concerns.

The developer plans on using temporary interconnects even though current agreements allow the use of only permanent wastewater collection infrastructure. Sun has also requested that the building department issue temporary certificates of occupancy. Tammy Granger advised Tom Hawkinson that pursuant to Agreements between the District and Sun Communities, certificates of occupancy could not be issued without the sewer infrastructure necessary to serve the property being completed according to approved final design/construction plans (no temporary infrastructure) and infrastructure being inspected and conditionally approved to be put into operation. It was noted that occupancy or use of River Run Ranch without meeting the conditions of Resolution 2018-09-01 would be a violation of agreements between Granby Sanitation District and Sun Communities.

CDOT Utility Permits 3190087, 034A MP .28 (Hwy 34) and 3190086 070A MP 211.36 (Hwy 40) have been reviewed by Hopper and Diamondback Engineering and Hopper signed them on April 3, 2019. Rod stated that upon receipt of the signed the Amended and Restated Agreement for Railroad and CDOT, Granby Sanitation District will also execute the Agreement and sign the Union Pacific Railroad Pipeline Crossing Agreement. It was noted that construction of the CDOT and UPRR bores cannot commence until the payment/performance bonds are received by the District.

The Board authorized staff to continue enforcing existing agreements and authorized Rod to remind Cameron Grant of Sun's contractual obligations.

The minutes from the regular meeting held on March 13, 2019 were considered. Nancy Stuart moved to approve the minutes as presented. The motion was seconded by Kelly Griesch and unanimously approved.

Next, the bills listing and financial reports were reviewed and discussed. Debra Brynoff moved to pay the bills and approve the financial reports. Kelly Griesch seconded and the motion was unanimously approved.

The delinquency list was reviewed and no action was required this month.

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

- Plant is running well and effluent is well within discharge limits.
- The replacement power switch installation has been rescheduled as additional parts were needed.
- The dump bed is being installed on the Ford F550 by Kois Equipment.
- The Biosolids Handling Evaluation continues to be discussed with Diamondback Engineering.
- Hopper has submitted all the Reg. 85 data to CDPHE despite the report format being incomplete. Hopper will monitor acceptance of his submission.
- The annual DMR Quality Assurance study has been received.

Tammy Granger gave the Administrative Report as written. Discussion was held regarding the District's fees and if they need to be examined. The matter will be further discussed at the May meeting.

Nancy Stuart moved to approve the draft audit prepared by Fiscal Focus Partners, LLC for the year ending December 31, 2018 as presented. The motion was seconded by Debra Brynoff and unanimously approved.

Tammy presented the Maintenance Agreement Contract with Peak Performance Imaging Solution for the MP C2504ex copier. Nancy Stuart moved to approve the contract and authorize Tammy Granger to sign this year's and future years' contracts if the new rates are reasonable. Kelly Griesch seconded and the motion was unanimously approved.

Rod stated that everything in his report had already been discussed. Rod noted that the audit needs filed with the Office of the State Auditor by July 31, 2019. Rod also advised the Board that he will miss the May meeting.

In other business Debra Brynoff moved to enter executive session for discussion of personnel matters, specifically staff evaluations and salary adjustments under C.R.S. §24-6-402(4)(f) with Rod McGowan in attendance. The motion was seconded by Nancy Stuart and unanimously approved.

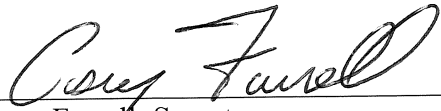
Debra Brynoff then moved to exit executive session, Nancy Stuart seconded and the motion was unanimously approved.

Debra Brynoff moved to award Andrew Becker and Tammy Granger pay increases of \$2.00/hour effective January 1, 2019 as a result of their performance evaluations. The motion was seconded by Nancy Stuart and unanimously approved. The Board stated that future performance evaluations for the Operations Superintendent and District Administrator

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shall be conducted each September beginning in 2020 so that appropriate salaries can be included in the budget for the following year.

There being no further business to come before the Board it was duly moved by Nancy Stuart, seconded by Kelly Griesch and unanimously adopted that the meeting stand adjourned at 8:40 p.m.



Casey Farrell, Secretary