

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
December 8, 2021**

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 8, 2021, at 7:00 p.m. by President, Wayne Kerber. Present were Board members Wayne Kerber, Debra Brynoff, Casey Farrell, Nancy Stuart and Kelly Griesch. Also in attendance were District Administrator, Tammy Granger; Operations Superintendent Hopper Becker and the District's attorneys Kent Whitmer and Katie Randall. John Enochs and Lauren Benton of Diamondback Engineering appeared by telephone.

In an update on the solids handling project John Enochs advised the Board that they have been working on determining the extent of redesign needed due to the new location and sizing of the digester tanks and structure. As a result of partially raising the tanks above-ground, reducing tank volume along with keeping the equipment structure similar in size to the original design, the scope of redesign services will be less than originally anticipated.

John presented Amendment No. 3 to Scope of Services to be considered by the Board. Wayne Kerber questioned whether the inclusion of two meetings with the County for the 1041 permit and the 90% and final design services in Amendment No. 3 were already included in previously approved amendments. Wayne also pointed out that the project schedule needs to be corrected to reflect 2022 rather than 2021 for next year's milestones. After discussion John indicated that the lump sum fee in Amendment No. 3 could be reduced by \$2,000.00 for the 1041 permitting and the project schedule would be corrected. Casey Farrell moved to approve Amendment No. 3 to Scope of Services with the corrections to the project schedule dates being made and the lump sum fee reduced to \$174,372.00. The motion was seconded by Kelly Griesch and unanimously approved.

Lauren Benton discussed the December 8, 2021 Technical Memorandum. The Memo discusses the sizing of the digester tanks, explaining that the tanks run in parallel with 60 days retention time will treat the solids produced by the District's current treatment plant rated for 2.0 mgd. In the future, operation will switch to operating the tanks in a series, increasing efficiency, which allows for reducing retention time to 42 days which will provide for treatment to 3.0 mgd.

Next, Diamondback presented a Conditional Notice of Award to bidder Hensel Phelps Construction Company. The Board stated they would like the District's legal counsel to review the document. Kent Whitmer responded that he would like to review the bid documents. Kelly Griesch moved to approve the Conditional Notice of Award to bidder Hensel Phelps Construction Company conditioned upon its approval by the District's legal counsel. The motion was seconded by Casey Farrell and unanimously approved.

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Next, the Board considered Pay Request No. 4 for FKC Co., Ltd.'s invoice number 13358. Due to the rejection of all bids opened on August 5, 2021 and the Board's decision to pursue a Construction Manager At-Risk delivery method and project redesign, payment for the equipment purchased and fully delivered in May, 2021 has been delayed at no fault of the vendor. It was noted that FKC remains obligated to be available for equipment installation consultation, start-up and training and the provision of warranty documents and O&M manuals, which FKC values at \$7,000.00. Casey Farrell moved to approve FKC Pay Request No. 4 in the amount of \$44,826.50 leaving a \$7,000.00 balance to be paid upon completion of the above-referenced obligations. The motion was seconded by Kelly Griesch and unanimously approved.

The minutes from the regular meeting held on November 10, 2021 were considered. Kelly Griesch moved to approve the minutes as presented. The motion was seconded by Nancy Stuart and unanimously approved.

Next, the bills listing and financial reports were reviewed and discussed. Nancy Stuart moved to pay the bills and approve the financial reports. Casey Farrell seconded and the motion was unanimously approved.

The delinquency report was reviewed. Door hangers were hung on December 6 and 7, 2021 for accounts: 32000.2, 1850.2, 40100.2, 40110.2, 29357.4 and 34300.1. Casey Farrell moved to authorize staff to proceed with collection and disconnection proceedings on delinquent accounts. The motion was seconded by Debra Brynoff and unanimously approved.

Hopper Becker presented his written report and discussed the following:

- The plant is running very well and continues on one train.
- Flows were lower than expected during the Thanksgiving holiday.
- Staff is performing routine maintenance to the aeration basins. A new door is needed on the headworks building and some costly parts have been ordered for the poly skid.
- Granby Station representatives contacted the District to report that the sewer clean-outs had been filled with rocks. The developer will remove the debris and inspect the sewer main. An incident report has been filed.
- Hopper is working with the District's engineers to complete three compliance letters regarding nitrogen removal, metals removal and the I&I study which are due December 31, 2021.

Tammy Granger gave the Administrative Report as written. The final certification of Valuation was recently received from the Grand County Assessor. Resolution 2021-12-01 Resolution to Set Mill Levies – Amended reflecting the revised assessed valuation was presented to the Board. Kelly Griesch moved to adopt Resolution 2021-12-01 Resolution to Set Mill Levies – Amended. Casey Farrell seconded and the Resolution was unanimously adopted.

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Tammy advised the Board that she is submitting all required annual notifications. The next special district election is scheduled for May 3, 2022. The director positions currently held by Casey Farrell and Kelly Griesch are up for election. The necessary election resolutions will be presented to the Board for consideration during the January, 2022 meeting.

The renewal premium for United Healthcare was presented to the Board. Nancy Stuart moved to renew the District's health insurance with United Healthcare. The motion was seconded by Debra Brynoff and unanimously approved.


Next, Tammy presented the renewal for the District's property and liability insurance with the CSD Pool as well as a premium for worker's compensation coverage also with the CSD Pool. Nancy Stuart moved to approve binding worker's compensation coverage with the CSD Pool rather than Pinnacol Assurance for 2022 and to renew the District's property and liability insurance with the CSD Pool and authorize payment of the corresponding premiums. Debra Brynoff seconded and the motion was unanimously approved.

The Board then considered the audit engagement letter from Fiscal Focus Partners, LLC for conducting the District's audit for the year ending December 31, 2021. Debra Brynoff moved to approve the audit engagement letter from Fiscal Focus Partners, LLC and authorize the appropriate District official to execute said letter. The motion was seconded by Nancy Stuart and unanimously approved.

Tammy advised that she had been contacted by the attorneys for the Town of Granby regarding the proposed Omnibus Development Agreement submitted to the Town of Granby by Granby Ranch. She suggested that the Directors consider how they want to respond and proceed with any issues that may be presented to the District.

Kent Whitmer asked if he was free to make changes to the Conditional Notice of Award discussed earlier. The Board authorized him to make changes as he sees fit. The Board also voiced their consent to the rate increase for 2022.

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 8:10 p.m.



Casey Farrell, Secretary