

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
May 13, 2020**

Due to the COVID-19 virus the regular board meeting was held using zoom.us (ID 9459708 1147). The regular meeting of the Board of Directors of the Granby Sanitation District was duly called to order via zoom.us on Wednesday, May 13, 2020, at 7:04 p.m. by President, Wayne Kerber. Present were Board members Wayne Kerber, Debra Brynoff, Casey Farrell, Kelly Griesch and Nancy Stuart. Also in attendance were District Administrator, Tammy Granger; Operations Superintendent, Andrew “Hopper” Becker; the District’s attorney Rod McGowan; the District’s engineer, John Enochs and Carl Borgstrom.

Rod McGowan presented the Oaths of Office that had been administered to Wayne Kerber, Debra Brynoff and Nancy Stuart earlier in the day. Casey Farrell moved to retain the current officers of the Board, Wayne Kerber, President; Debra Brynoff, Vice-President and Casey Farrell, Secretary/Treasurer. The motion was seconded by Kelly Griesch. The motion carried by unanimous roll call vote (**summary:** yes – 5). Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber. Tammy Granger will complete filings with the Grand County District Court, Grand County Clerk and Division of Local Governments.

Next, in response to the Governor’s Executive Order D 2020 044, Resolution 2020-05-01 A Resolution Declaring an Emergency and Approving an Electronic Participation Policy for Board of Director Meetings was considered. Rod McGowan explained that the Resolution only applies in emergency situations and would apply to the current emergency situation of the COVID-19 pandemic. If adopted the resolution would be considered on a month-to-month basis depending on the Governor’s orders. Nancy Stuart moved to adopt Resolution 2020-05-01 A Resolution Declaring an Emergency and Approving an Electronic Participation Policy for Board of Director Meetings; Kelly Griesch seconded. The resolution was adopted by unanimous vote (**summary:** yes – 5). Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber.

Next, John Enochs of Diamondback Engineering and Surveying, Inc. presented a Recommendation of Award for Solids Equipment Selection for the Solids Handling Project which included a decision matrix compiled by Diamondback Engineering, Tom Satchell and District staff. The matrix heavily weighed maintenance costs and requirements, operating costs and serviceability of the equipment. Visits had been made to various facilities in order to observe and inspect various types of solids dewatering and thickening equipment. The equipment that scored the highest has the fewest moving parts, lowest maintenance costs, performance that meets the bid requirements, excellent references, equipment and vendor longevity and ease of operation. Hopper concurred with John and felt that the low maintenance costs were a big factor and the equipment meets the needs of the District.

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Centrifuges were ruled out due to their size, larger motors, power demands and complexity.

Rod McGowan asked about the bid packages. John Enochs clarified that the District would be accepting Bid Packages A and B.

Casey Farrell stated that he had reviewed the equipment specifications and was impressed by the simplicity, slow revolutions and low power demands of the FKC Co., LTD equipment. Hopper agreed and stated that he was impressed by the build quality of the units.

Casey Farrell moved to approve the Notice of Award to FKC Co., LTD in the amount of \$401,865.00 (Rotary Drum Thickener: \$158,075.00; Dewatering Screw Press: \$280,000.00; Discount: (\$43,710.00); Pilot testing: \$7,500.00). The motion was seconded by Nancy Stuart and was carried by unanimous vote by roll call (**summary:** yes – 5). Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber.

Next, a Petition for Inclusion from Carl A. Borgstrom was introduced. Carl stated that his property is approximately 100 feet from the nearest sewer main in Smith Creek Crossing. Rod explained that the District would set a date for a public hearing on the Petition and notice of the hearing would be published. The parties would need to agree on a Pre-Inclusion Agreement. If the inclusion was approved at the public hearing the Board would sign an Order to be filed with the Grand County District Court for approval. A deposit of funds is necessary to cover the costs of the inclusion process such as attorney's fees, publication expenses, recording and mapping, etc. Rod recommended a deposit of \$2,500 – 3,000.00. Carl was advised that should expenses exceed the deposit amount payment of additional funds would be required and if the entirety of the deposit was not expended a refund would be made. Tammy Granger advised the Board that Carl had submitted a \$1,000.00 check with his petition.

Carl asked why a Court order was necessary. Rod explained that it is a requirement of the state statutes for inclusions into a special district.

Carl also asked about plant investment fees. He was advised that the single-family equivalency (SFE) assessment would be dependent on the structure size and usage. Plant investment fees are currently \$8,500.00/SFE.

Nancy Stuart moved to proceed on the Petition of Inclusion submitted by Carl A. Borgstrom upon payment of a deposit of \$2,500.00 with an expected hearing date of July 8, 2020. The motion was seconded by Debra Brynoff. The motion was unanimously carried by roll call vote (**summary:** yes – 5). Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber. Carl Borgstrom left the meeting at this time.

The minutes from the regular meeting held on March 11, 2020 were considered. Nancy Stuart moved

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to approve the minutes as written. The motion was seconded by Kelly Griesch and approved by a majority of a roll call vote (**summary:** yes – 4, abstained - 1). Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch. Abstained: Wayne Kerber.

Next, the bills listing and financial reports were reviewed and discussed. Debra Brynoff moved to pay the bills, including Diamondback Engineering and Surveying, Inc. invoices 2020-115, 2020-116 and 2020-117, and approve the financial reports. Nancy Stuart seconded and the motion was unanimously approved by roll call vote (**summary:** yes – 5). Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber.

The delinquency report was reviewed. Debra Brynoff moved to ratify the suspension of disconnection proceedings during second quarter, 2020 and suspend the assessment of penalty and interest charges during the second quarter, 2020 billing. Nancy Stuart seconded and motion was unanimously approved by roll call vote (**summary:** yes – 5). Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber.

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

- Influent flows have remained somewhat consistent. The typical spring break surge was not experienced and flows did not drop after the spring break season. It is suspected that second homeowners have been sheltering in place in Granby.
- The operations report will show a spike in flow and pH due to River Run Ranch RV draining their pool for repairs.
- In regards to COVID-19 response, staffing is back to normal with staff observing social distancing, wearing masks if social distancing is in jeopardy of being compromised and making extra effort in sanitizing the facility.
- Staff is preparing to start on collection system inspection and maintenance.
- The EPA hasn't released DMR-QA information yet but staff will proceed as usual.
- CDPHE is still working on the District's discharge permit renewal. There is no clear picture of what to expect. Hopper has been responding to requests for data.
- In regards to Smith Creek Crossing, the developer has long been advised of the requirement for external dual-opposing clean-outs for each sewer service line. Upon their setting of the first ten units, it was observed that this requirement was not being complied with. Sun/Atwell is countering that the units have two cleanouts in the internal plumbing of the units and feels that that is sufficient for compliance. Hopper advised Sun/Atwell that certificates of occupancy would not be signed off by Granby Sanitation District without external dual-opposing cleanouts. Hopper is seeking to clarify the District's Rules and Regulations and confirmed that the District's requirement is industry standard practice and the same as required by the Town of Granby in the South Service Area. John Enochs stated that a revision to clarify the requirement and specifications was prepared. Rod McGowan advised that he had discussed the matter with Cameron Grant, attorney for Sun Communities, and he seemed to understand that the requirement for external dual-opposing cleanouts needed to be met.

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After discussion Casey Farrell moved to adopt Resolution 2020-05-02 A Resolution Amending the Rules and Regulations of the Granby Sanitation District, amending Section 5.2.4. Kelly Griesch seconded and the motion was unanimously approved by roll call (**summary:** yes – 5).
Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber.

Tammy Granger gave the Administrative Report as written. In regards to Sun Communities, Tammy added that punchlist items for substantial completion are to be completed by June 15, 2020. John Enochs added that the foundation for the ANUE system was added as it needs to be replaced.

Tammy presented the draft audit prepared by Fiscal Focus Partners, LLC for the year ending December 31, 2019. Casey Farrell moved to approve the audit and authorize Tammy Granger to sign the representation letter. Debra Brynoff seconded and the motion was unanimously approved by roll call vote (**summary:** yes – 5). Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber. Tammy advised that Fiscal Focus Partners will file a copy of the audit with the Office of the State Auditor and Colorado Water Resources and Power Development Authority as required.

In the Attorney's report Rod McGowan indicated that the easements from the Town of Granby and Smith Creek Crossing for the Sun Communities' development had been signed and were out for recording.

There being no further business to come before the Board it was duly moved by Casey Farrell, seconded by Kelly Griesch and unanimously carried by roll call vote (**summary:** yes – 5) that the meeting stand adjourned at 8:12 p.m. Vote: Yes: Debra Brynoff, Nancy Stuart, Casey Farrell, Kelly Griesch and Wayne Kerber.



~~Casey Farrell, Secretary~~
Kelly Griesch, Acting Secretary