

**MINUTES OF ACTION OF
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
May 13, 2015**

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, May 13, 2015, at 7:05 p.m. by Vice-Chairman, Debra Brynoff. Present were Board members Debra Brynoff, Kelly Griesch, Casey Farrell and Nancy Stuart. The Board voted to excuse the absence of Wayne Kerber. Also in attendance were District Administrator, Tammy Granger; Operations Superintendent, Thom Yoder and the District's attorney, Rod McGowan.

The minutes from the regular meeting held on April 8, 2015 were considered. Nancy Stuart moved to approve the minutes as presented. The motion was seconded by Casey Farrell and unanimously approved.

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

Thom Yoder reviewed the Operations Report and discussed the following matters:

- Thom noted that the data in the Operations Report is just a sampling of the operating data and a considerable amount of data collection, analysis and trending is performed by staff.
- In ongoing efforts to comply with CDPHE Reg. 100, Thom, as Operator-In-Responsible-Charge (ORC), has continued work on an operating contingency plan that specifies who can perform what duties and make operational and emergency decisions beyond daily operating procedures. Completing Standard Operating Procedures (SOPs) fulfilled many of the requirements in Reg. 100. One final piece is designating an appropriately certified wastewater operator to be second in command in emergency situations in the absence of the ORC. In working with and observing staff performance since his arrival, Thom would like to designate Andrew Becker as Lead Operator. Andrew would continue to work under Thom's supervision and would be responsible for supervising the lab. However, Thom does not see a need for Andrew to direct day-to-day duties as operations staff know how to perform their jobs on a daily basis. As a result of the additional responsibilities of Lead Operator, Thom proposes a \$.50/hour raise for Andrew Becker effective May 16, 2015. The Board authorized the promotion of and pay increase for Andrew Becker .
- Andrew Becker took his Wastewater A Operator Certification exam and did not pass it on this first attempt.
- The part-time, seasonal employee included in the 2015 budget began work on May 4, 2015. He will work 16 hours/week and will primarily screen compost.
- Thom explained to the Board that it has been increasingly difficult and time consuming for staff to obtain wood amendment for the composting process from Ranch Creek, Ltd.

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Colorado Timber Resources was determined to be an alternative source for wood chips and delivered approximately 100 cubic yards for \$450.00. Future deliveries would cost approximately \$600.00. Thom advised that staff had analyzed the cost of deliveries from Colorado Timber Resources versus the cost of wood chips from Ranch Creek along with fuel, vehicle and labor expense and believe that the costs are close to equal.

Tammy Granger gave the Administrative report as written.

Kelly Griesch moved to approve renewal of the insurance policy with Glatfelter Public Practice in the amount of \$24,093.00 and F&W Insurance/Insurance Associates in the amount of \$2,410.00 for a total of \$26,503. The motion was seconded by Casey Farrell and unanimously approved.

The Board authorized signature of the letter dated May 13, 2015 to the Town of Granby from the District regarding the DeBerard Draw Interceptor project.

The Board acknowledged the receipt of \$100.00 refund of Danny Carter's disconnection and reconnection fees from the Town of Granby.

Discussion was held on the quote from Holly Wood Computer Consulting in the amount of \$2,036.89 for the purchase and installation of a new computer in Tammy's office. Casey Farrell moved to approve the purchase of a new computer from Holly Wood Computer Consulting. The motion was seconded by Nancy Stuart and unanimously approved.

Tammy Granger informed the Board that the Special District Association will be holding a Law & Order workshop in Granby on June 18, 2015. Directors were asked to let her know if they would like to be registered for the workshop.

The delinquent account list was reviewed and discussed. Casey Farrell moved to authorize staff to proceed with collection and/or disconnection proceedings on the following accounts:

29367.2	Belmont
29352.2	Buchheister
29355.3	Guerrieri
11200.3	Metcalf
40100.2	Mills
40110.2	Mills
29362.3	Ryman
37340.1	Schrop

The motion was seconded by Kelly Griesch and unanimously approved.

In the Attorney's report Rob McGowan informed the Board of the following items:

-The auditor is required to submit a completed audit report to the Board by June 30, 2015 and file a copy of the audit with the State Auditor within thirty days after receipt or not

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later than July 30, 2015.

-Construction contracts for work or material or both involving an expense of \$60,000.00 or more require public bidding.

-Contractors who enter into a construction contract for more than \$50,000.00 are required to post performance and payment bonds.

-Certification regarding illegal aliens is required for public contracts for services; technology contracts are excluded.

There being no further business to come before the Board it was duly moved by Casey Farrell and seconded by Nancy Stuart and unanimously adopted that the meeting stand adjourned at 7:45 p.m.



Casey Farrell, Secretary