

RECORD OF PROCEEDINGS

KREMMLING SANITATION DISTRICT

REGULAR BOARD MEETING APRIL 12, 2021

The Board of Directors for the Kremmling Sanitation District met in the boardroom located at 200 Eagle Avenue. The board meetings are currently limited to three members of the public due to COVID-19 precautions and restrictions.

The meeting was called to order by President Jason Bock at 6:05 p.m. Directors present: Jason Bock, Dwayne Uhrich, Dave Sammons, Ken Bentler, and Eric Bradley. Director(s) absent: None. Staff present: District Manager Rich Rosene, ORC Thom Yoder, and Acting Superintendent Scott Weber. Audience present: Noble Underbrink, Jeremy Bock and Kim Cameron.

APPROVAL OF MINUTES: SAMMONS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 8, 2021 AS PRESENTED. UHRICH SECONDED. MOTION CARRIED.

APPROVAL OF EXPENDITURES: SAMMONS MOVED TO APPROVE THE EXPENDITURES PRESENTED FOR THE PERIOD OF MARCH 9, 2021 THROUGH APRIL 12, 2021 IN THE AMOUNT OF \$26,132.36. UHRICH SECONDED. MOTION CARRIED.

PUBLIC COMMENT: None.

ENGINEER'S REPORT: None.

OPERATOR'S REPORT: Acting Superintendent Weber said we have brought in 5725 gallons and \$2863 at the septage receiving station last month. Brandon from Water Technology Group (WTG) will be here May 3-7 to service the lift stations. The air piping should ship around April 29. We will be responsible for the excavation and will need to rent a mini excavator. Mason Lemon started today in the seasonal position and he is open to doing weekend duty.

The monthly Discharge Monitoring Repots have been submitted. Weber will be sampling on April 26th. He has talked to Maximum Services and hopes to get the pressure testing of the Ceriani Park reclaimed water line done by May 1st. It will be at 150 psi for 2 hours.

Weber is going to the Colorado Rural Water Association conference next week. Mark Foxworthy from CRWA will be here again in May to do some training.

Weber plans to get the entire system jetted and one third of it videoed this summer. He will be getting quotes for the concrete pad for the dumpster and totes. He also plans to do the roof over the station though it may be more expensive than our estimate since building materials have gone up a lot. He has talked to Nick Marcotte and Mike at Element Engineering to get acquainted with them and keep them up to date.

Mark Foxworthy told Weber that he is willing to do a contract as the ORC for the district. He has a separate company from his job at CRWA to do that and Weber passed out his proposal.

The lab tests have been taken to ACZ Labs in Steamboat Springs for analysis. The email system has been changed over to a Google Gmail system and there are some issues with getting the old Outlook files and contacts moved to the new system. Rosene will help to get this done.

Weber had a chain of command question as to who he reports to. Rosene explained that Weber reports to Yoder for operational things and the Board for management type items and that Rosene does most of the administrative duties with budgets, minutes, agendas, resolutions, grants, etc. We share town employees for some administrative duties. The town treasurer will be doing most of the invoices and payments, and HR duties like insurance, payroll, etc. The town clerk receives the monthly service payments, collects tap fees, answers phone calls, takes messages, etc. Weber would like to discuss a change in his pay while he is the acting Superintendent due to the increase in responsibility.

Thom Yoder, ORC, said that he met with Weber and Jeremy Bock last week to talk over going forward after Bock is gone. Yoder said he will stay on for a while to help get things better organized, but we need to do the things he wants done. We need to get a plan and schedule in place for weekend duty. He feels we need at least 3 people to rotate the duty, if possible, with Weber, Lemon and someone else. This avoids one guy getting burned out doing it too often. He suggested an operator from Hot Sulphur Springs or Dillon Willson from the town.

Yoder said we need to have a good set of SOPs in place. A schedule is needed with written procedures to show what needs to be done and checklists to show what has been completed. He also suggests that diagrams and photos be included with arrows indicating where things are located and places that need inspection. The upcoming sanitary survey done by CDPHE is scheduled for May 19th and we will need some in place. This inspection is a formal process and we need to be prepared.

RECORD OF PROCEEDINGS
KREMMLING SANITATION DISTRICT

Regular Board Meeting
April 12, 2021
Page 2 of 2

Yoder has a list of SOPs he will provide as guidance to develop our own set. Jetting the lines is important, but it is not an inspection. Twenty percent of the system needs to be inspected each year and that is where the camera work comes in. A schedule and SOPs are needed so that we can document what got done in a year and where we need to start the next year. This needs to be done with lift station inspections, the soda ash machine, blowers, etc., as well.

Yoder said he is willing to stay on for 3 months to help Weber get on his way. He also said that he has been putting in more hours than he had planned and he is now doing things he wasn't doing when Jeremy Bock was doing them. He will add those hours to his time sheet.

He also said the job announcement needs to get out as soon as possible. It is difficult to find operators right now. It is very important to get Weber some help as soon as possible.

He had the form to update the ORC and other contacts that needs to be filed with CDPHE. He got the needed signatures and will file the original with CDPHE.

President Bock said that Dillon Willson is willing to be on call next week when Weber and Yoder are at the CRWA conference. Underbrink asked about the SOPs and preventative maintenance procedures that Yoder has and suggested that we use them and others as a template to develop our SOPs. Underbrink has experience in these and can help review as we develop them.

BUSINESS ITEMS: A brief discussion on the operator vacancy was held on what license level of operator we will advertise for. Rosene said that he plans to advertise for a full time "B" operator. If we can't get a "B" operator, we would look at a "C" licensee who can test for a "B" soon after hire. If we can't get either, then we will need to hire another full time person and have a contract ORC until we can get one of our guys to the "B" level.

Jeremy Bock said that he has sent Casey Kaye at CDPHE the preliminary information for the upcoming compliance inspection and that Kaye said it looks good. Bock said he would be willing to take phone calls anytime from Weber if he could get his vacation time paid out and his sick time paid out and his health insurance continued over three months until his new insurance kicks in. Rosene said that the policy is that vacation time is paid out in full and that sick leave is somewhat negotiable. Bock said that the sick leave could be an issue since a former employee was paid out his sick time and that Bock might have to seek legal counsel if he felt he was discriminated against by not paying it out. Rosene said that the policy is that any sick time over 240 hours can be paid out at ½ hour of vacation for each hour of sick time. Sick time below 240 hours is normally considered the company's and not payable.

SAMMONS MOVED TO PAY OUT JEREMY BOCK'S VACATION IN FULL AND PAY THE SICK TIME BALANCE AS PAYROLL OUT OVER THREE MONTHS WITH HEALTH INSURANCE AT THE 80% DISTRICT AND 20% EMPLOYEE SPLIT. BRADLEY SECONDED. MOTION CARRIED.

Weber asked the board to discuss an increase in his pay of \$4.00 per hour due to the additional duties. Rosene asked Weber what he would think his pay would be when we get a new licensed operator. Weber said that his request would be \$4.00 per hour until a new "B" operator is on board and then go down \$2.00 per hour. When Weber gets a license, an increase in pay will be made as we have in the past.

BENTLER MOVED TO APPOINT WEBER AS INTERIM SUPERINTENDENT WITH AN INCREASE OF \$4.00 PER HOUR AND WHEN A "B" LICENSED OPERATOR IS HIRED IT WOULD DROP DOWN \$2.00 PER HOUR. SAMMONS SECONDED. MOTION CARRIED.

Noble Underbrink was sworn in as a board member by President Bock. The Notice of Appointment and oath form were signed and will be filed with the District Court, County Clerk and Recorder, and DOLA.

ADJOURNMENT: SAMMONS MOVED TO ADJOURN AT 7:32 PM. BRADLEY SECONDED. MEETING ADJOURNED.

Signed:

/s/ Richard A. Rosene
Secretary