

# RECORD OF PROCEEDINGS

## KREMMLING SANITATION DISTRICT

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SPECIAL BOARD MEETING  
WEDNESDAY, JUNE 2, 2021

The Board of Directors for the Kremmling Sanitation District met in the boardroom located at 200 Eagle Avenue. The special meeting was called to order by President Jason Bock at 6:05 p.m. Directors present: Jason Bock, Ken Bentler, Noble Underbrink, Dave Sammons and Eric Bradley. Director(s) absent: None. Staff present: District Manager Rich Rosene (by telephone) and Acting Superintendent Scott Weber. Audience present: None.

**BUSINESS ITEM: Superintendent/ORC Position**

Rosene said that we had two applicants for the Superintendent/ORC position: Joshua Leyba and Philip McElroy. A committee consisting of Dave Sammons, Eric Bradley, Thom Yoder and Rich Rosene interviewed the candidates on May 24<sup>th</sup>. Rosene asked Sammons to give a brief report on the interview. Bentler asked why the other board members had not received copies of the applications so they had better information on the candidates. Rosene said that was his mistake and would email them to the board but he had poor internet where he was in Wisconsin. Another special meeting will be scheduled for Monday, June 7 to continue the Superintendent selection process.

**BUSINESS ITEM: Concrete Pad at WWTP**

Weber presented the two quotes received for the installation of a concrete pad between the influent room and the septage receiving station at the WWTP. He had a bid from Castle, LLC for \$12,129.25 and one from Paul Heeney for \$12,892.00. The bid from Castle includes lowering the existing manhole to have the cover at the level of the concrete surface. The bid from Heeney did not include any manhole work; the concrete would be poured around the manhole. Weber said that he had contacted Castle about an updated bid as it was over about 6 weeks old now and the materials costs have been going up quickly due to the demand for construction. He was told he would get an update soon.

There was concern that the quote was over the budget estimate. Rosene said the budget was completed and approved before COVID hit and the increases in materials costs could not have been foreseen. He felt that it was important to get the project completed this summer as it wasn't going to get any less expensive any time soon.

SAMMONS MOVED TO ACCEPT THE BID FROM CASTLE, LLC WITH AN ALLOWANCE OF 15% INCREASE IN COSTS OF MATERIALS. UNDERBRINK SECONDED. MOTION CARRIED.

**BUSINESS ITEM: Superintendent/ORC Position**

Bradley and Bock were able to get the applications for the two candidates printed and distributed to the board for their review, so the board continued the discussion on the position.

Sammons said that Leyba had been in the business for 7-8 years and had experience at Freeport McMoRan in wastewater and industrial wastewater and is currently at Frisco Sanitation as an operator. He has worked his way up to a B wastewater license and has the collections and distribution licenses we need, as well as, a D water license. He lives in Kremmling and has a desire to work where he lives. He has good mechanical abilities.

Sammons said that McElroy has an A wastewater license and a D water, but no collections or distribution licenses. He is very smart and would not likely have any trouble acquiring the other licenses. He has worked in a number of different industrial and wastewater businesses and is currently with the Town of Hot Sulphur Springs. He has experience with SOPs and would work out fine as an ORC.

Bradley said that he agreed with Sammons on the two applicants' abilities and potential. He felt that Leyba was more well-rounded in his experience. Bradley said that with either candidate we would need to keep Thom Yoder, our contract ORC, on for a while to train the new Superintendent in lab work and in the duties of an ORC.

Sammons and Bradley both recommended Leyba for the position based on their interviews and applications.

Rosene said that he was impressed by both candidates' experience and ability to answer questions during the interviews. He felt that Leyba had more of the experience we are looking for and seem to have more practical, hands-on abilities and mechanical aptitude.

Rosene and Thom Yoder did reference checks with previous employers. Yoder told Rosene that he talked to Leyba's current employer and got some very good information. He said that Leyba was a very good worker and has the ability and desire to improve and work his way up.

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Most of his experience at Frisco has been with the collection system, but he has done some process lab testing work and has observed the compliance testing. He felt that he had the ability to learn lab testing and the DMR reporting. He said he gets along well with co-workers, accepts directions well, and was dependable and punctual.

Yoder said that he felt that Leyba was the better choice of the two candidates. He has all of the licenses we need and he felt he could be instructed to do the lab testing and ORC duties. He also felt that Leyba would fit in well with the district.

Rosene said he talked to two of McElroy's references and both said he was very capable, smart and knows wastewater processes well. He gets along well with co-workers and is able to work independently. He didn't have much lab work at one job. At the other, he did a good job with process testing and is good at calibrations. Both said he was good at solving problems and researching solutions. One said he didn't know about his mechanical aptitude or experience and the other said McElroy had some experience and knows when to ask for help.

Rosene said that he recommended Leyba for the position based on his current licenses, mechanical aptitude, ability to fit in well in the district and his desire to become an ORC.

**SAMMONS MOVED TO OFFER THE SUPERINTENDENT POSITION TO JOSHUA LEYBA. BRADLEY SECONDED. MOTION CARRIED.**

Rosene provided the board with his recommendation for a starting salary and increases for becoming ORC and for getting the lab work all back in-house. The board agreed with the proposal. Rosene will contact Leyba and provide him with the offer.

Underbrink said he would like to see a reasonable time set for meeting the two salary increases. He asked if we had any step in grade process or job descriptions for operators based on license held or experience. Rosene said we do not at this time and that he would work on that as he had seen several of those in his researching for the Superintendent job description.

**BUSINESS ITEM: Concrete Pad at WWTP**

Weber received an updated quote from Castle, LLC during the meeting. The new quote with increases in materials costs is \$16,132. There was more discussion about the increase and whether we should wait and do the project next year. Rosene said he felt that even though the price is above the estimate in the budget, that estimate was a very rough one and pre-COVID. He also felt it was important to get the project completed as soon as possible.

**UNDERBRINK MOVED TO ACCEPT THE REVISED BID FROM CASTLE, LLC FOR \$16,132.00, WITH A NOT TO EXCEED AMOUNT OF \$16,500.00 FOR ANY MATERIALS PRICE INCREASES. SAMMONS SECONDED. MOTION CARRIED.**

**ADJOURNMENT: SAMMONS MOVED TO ADJOURN AT 8:29 PM. BENTLER SECONDED. MEETING ADJOURNED.**

Signed:

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/s/ Richard A. Rosene  
Secretary