

# RECORD OF PROCEEDINGS

## KREMMLING SANITATION DISTRICT

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REGULAR BOARD MEETING  
DECEMBER 13, 2021

The Board of Directors for the Kremmling Sanitation District met in the boardroom located at 200 Eagle Avenue. The meeting was called to order by President Jason Bock at 6:00 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, Superintendent Josh Leyba, and Scott Weber. Audience present: None.

**APPROVAL OF MINUTES:** UNDERBRINK MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 8, 2021 AS PRESENTED. BRADLEY SECONDED. MOTION CARRIED.

**APPROVAL OF EXPENDITURES:** BENTLER MOVED TO APPROVE THE EXPENDITURES PRESENTED FOR THE PERIOD OF NOVEMBER 9, 2021 THROUGH DECEMBER 13, 2021 IN THE AMOUNT OF \$20,407.34. SAMMONS SECONDED. MOTION CARRIED.

**PUBLIC COMMENT:** None.

**ENGINEER'S REPORT:** None.

**OPERATOR'S REPORT:** Leyba said that the new air piping is completed and partly backfilled. The small blower for Pond C is being monitored as it seems to be running hotter than it should and leaking some oil. Leyba has talked to Nick Marcotte of Element Engineering about the annual reports to CDPHE.

Leyba said he has the invoice from Water Technology Group (WTG) for the blower piping. He said he had heard that Wastewater Compliance Systems (WCS) was asked to help with this project by former Superintendent Bock, but there is no documentation he can find on this. Weber said that he understood that WCS would pay for the pipe and we would pay for the labor to install. Rosene said he talked to Marcotte of Element Engineering today and Marcotte said he still has a decent relationship with WCS. Rosene said that our earlier discussions were with the old owners of WCS concerning the process warranty and the new owners aren't on board with helping out on the piping project. Rosene said he has the phone number and name of the new owner of WCS and will contact him to talk over the Bio-Domes and the issues we have been having. We need to have them involved in our Bio-Domes and they need us to be able to say positive things about our Bio-Domes as we are the only major users in Colorado. We need to find any documentation we have on the project, especially the process warranty, and do a better job in the future of documenting discussions.

Rosene recommended paying the invoice from WTG and getting the discussions going with Element and WCS to work together in the future. There doesn't seem to be any benefit to get attorneys involved for the relatively small amount of this bill.

SAMMONS MOVED TO PAY WATER TECHNOLOGY GROUP \$13,535.00 PER THEIR INVOICE. UNDERBRINK SECONDED. MOTION CARRIED.

Leyba continued with his operator report: they are completing the daily and weekly tasks; the November labs results from ACZ Laboratories are not back yet; the new BOD incubator is in; he will be doing side by side labs on Wednesday. He said that the new 5 micron filter fabric segments, chain and sprocket were installed on the AquaDisk. The new MicroLogic controller update for the AquaDisk proposal was updated with a price of \$23,145 good for 90 days. He said he will order it early next year and get it operational. The septage receiving station has revenue of \$116,918 so far in 2021 with about 1,000,000 gallons received. Sammons asked what impact the septage has had on our treatment and Leyba said it hasn't been significant to operations or costs. He is using a different product from BioLencyeus but it isn't much different in cost.

Leyba said he has talked to Triple Point Environmental, a company that specializes in lagoons. They have add-on units that can be placed to treat phosphorus, nitrates and ammonia if we get any new limits placed on our permit. He said it may be something to look at in the future if we run into any issues.

**2022 BUDGET DISCUSSION AND ADOPTION:** Rosene put the budget up on the monitor and discussed the revenue items he expects. We got our final assessed valuation with a change of 18% for the year. It had a very small change from the initial one in August. This was an appraisal year so all values increased. The COLA for the district's employees will be 4%. The expenditures and capital projects were also discussed. The budget message was also discussed.

The process to adopt the budget is in three resolutions for the board to adopt. The first adopts the budget, the second sets the mill levy for property taxes and the third appropriates the funds.

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Various letters and forms also need to be signed to transmit the budget information and mill levy certification to the county and the state.

SAMMONS MOVED TO APPROVE RESOLUTION NUMBER 2021-12-1, A RESOLUTION TO ADOPT BUDGET. BRADLEY SECONDED. MOTION CARRIED.

BRADLEY MOVED TO APPROVE RESOLUTION NUMBER 2021-12-2, A RESOLUTION TO SET MILL LEVIES. SAMMONS SECONDED. MOTION CARRIED.

BENTLER MOVED TO APPROVE RESOLUTION NUMBER 2021-12-3, A RESOLUTION TO APPROPRIATE SUMS OF MONEY. UNDERBRINK SECONDED. MOTION CARRIED.

**BUSINESS ITEMS: Property insurance renewal.** The insurance policy from Arthur J. Gallagher needs to be renewed for 2022. This insurance is for our vehicles, property damage and liability protection for the District.

UNDERBRINK MOVED TO APPROVE THE RENEWAL OF THE PROPERTY AND LIABILITY INSURANCE FROM ARTHUR J. GALLAGHER FOR 2022. SAMMONS SECONDED. MOTION CARRIED.

**Employee Handbook revision.** Rosene said he sent the draft Employee Handbook to our attorney, Georgia Noriyuki for her review as requested by the board. Rosene said that some of the changes discussed in the last meeting need to be adopted to go into effect on January 1, 2022. The sick leave section has been updated to meet the new state law requirements for paid sick leave for temporary, part-time and seasonal employees. The holiday's section has been updated to provide for holiday pay based on the current work schedule. The deferred compensation plan section has been updated to increase the match to 6% for the employees and the district.

There were questions on the paid sick leave state law as to when an employee without a set work schedule can use the earned sick leave and whether the sick leave can carry over to the next season for seasonal employees. Rosene will do some checking to see how this will work for temporary and seasonal employees.

SAMMONS MOVED TO ADOPT RESOLUTION 2021-12-4, A RESOLUTION AMENDING SECTIONS OF THE KREMMLING SANITATION DISTRICT EMPLOYEE HANDBOOK. BRADLEY SECONDED. MOTION CARRIED.

**Eagle's Nest Mobile Home Park.** Rosene said that he had sent an email to the board members asking for their input on a proposed reduction in the accounts in arrears at the Eagle's Nest Mobile Home Park. The potential buyers of the park had asked Mr. Smith to settle the accounts prior to the closing, but he has refused to do so and told them the property sales price includes that debt. The buyers asked that the town and sanitation district agree to a reduction in the amounts due. The town board had agreed to reduce their water portion by about one half and the buyers asked the district to do the same for sewer charges. Rosene looked over the past due accounts owed to the district and found that about half was from unused taps that Mr. Smith had refused to vacate the taps in the past. Rosene asked the board members in the email to approve him to negotiate an amount with the buyers. The response from the board was 4 in favor of negotiating and one not in favor. Rosene then talked to the buyers and agreed on an amount due to the district of \$9,100 out of the \$18,100 owed and that amount will come to the district at the closing.

UNDERBRINK MOVED TO APPROVE THE NEGOTIATION BY THE DISTRICT MANAGER ON THE USAGE FEES OWED BY THE EAGLE'S NEST MOBILE HOME PARK AT \$9,100. BRADLEY SECONDED. MOTION CARRIED.

**Other Items.** Underbrink asked where staff is on getting spare parts on hand and Leyba said they were doing well on this. He also asked about SOPs and their update and review to have them printed out and signed so the state can see them as needed. Leyba said they could do that by the end of January. Sammons informed the board that he will not be at the January meeting due to Stock Show commitments.

**ADJOURNMENT:** SAMMONS MOVED TO ADJOURN AT 7:12 PM. BRADLEY SECONDED. MEETING ADJOURNED.

Signed:

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/s/ Richard A. Rosene  
Secretary