

# RECORD OF PROCEEDINGS

## KREMMLING SANITATION DISTRICT

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REGULAR BOARD MEETING  
JANUARY 10, 2022

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, and Eric Bradley. Director(s) absent: Dave Sammons. Staff present: District Manager Rich Rosene, Superintendent Josh Leyba, and Scott Weber. Audience present: None.

**APPROVAL OF MINUTES:** BENTLER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 13, 2021 AS PRESENTED. BRADLEY SECONDED. MOTION CARRIED.

**APPROVAL OF EXPENDITURES:** UNDERBRINK MOVED TO APPROVE THE EXPENDITURES PRESENTED FOR THE PERIOD OF DECEMBER 14, 2021 THROUGH JANUARY 10, 2022 IN THE AMOUNT OF \$48,814.73. BENTLER SECONDED. MOTION CARRIED.

**PUBLIC COMMENT:** None.

**ENGINEER'S REPORT:** None.

**OPERATOR'S REPORT:** Leyba provided his report on the monthly operations. All of the daily and weekly work items have been completed. He has a folder on the computer for SOPs and is organizing the operating manuals. The septage receiving station brought in \$119,200.91 for the year of 2021. He has updated SOPs on labs, Hach TNT tests and potential safety tailgates. He also has OSHA's trenching safety and confined space entry guidelines for discussion and review. A new pallet of soda ash has been delivered. New bulbs and sleeves have been installed on the Trojan UV system.

Leyba and Thom Yoder (ORC) have been working on lab procedures together. Two sets of labs were done in-house and one set was sent to ACZ Labs for comparison in December. All of the January labs were done in-house and the NetDMR will be done by Leyba. A copy of the lab results and flows is attached. Snow removal around the plant has been done and Weber has also been helping the town with snow removal. We have made good progress on the ammonia removal with the additional air piping, soda ash and the Biolyneus product. The ammonia level was about half of what it was in last January's tests. For the year of 2021 we were at 97% BOD removal, 54% of organic capacity and 44% of our flow limit. A new air monitor will be ordered in 2022.

**BUSINESS ITEMS: Resolution 2022-1-1: A Resolution to Designate Agenda Notice Posting Location.** Rosene said that we annually set a location for the posting of the monthly agendas for the board meetings. Resolution 2020-1-1 sets the location as the town hall. An annual notice is also posted at the Post Office and on the website with the time and location of the meetings and the standard agenda.

UNDERBRINK MOVED TO APPROVE RESOLUTION 2022-1-1, A RESOLUTION TO DESIGNATE AGENDA NOTICE POSTING LOCATION. BRADLEY SECONDED. MOTION CARRIED.

**Resolution 2022-1-2: A Resolution to Set the 2022 Regular Election for the Kremmling Sanitation District.** Rosene said that we will have an election this year for three board seats and we are still in the process of changing elections from even years to odd years. Bock, Bentler and Underbrink are up for election this year. The seats up for election in 2022 will be for three year terms and the election cycle starting in 2023 will be back to the standard four year terms with elections in odd years for the seats held by Sammons and Bradley. The resolution will set the election date of May 3, 2022; designate Richard Rosene as the Designated Election Official; and state that there are three seats up for election for three year terms. Self-Nomination forms and Affidavit of Intent to be a Write-In Candidate will be available for potential candidates.

BRADLEY MOVED TO ADOPT RESOLUTION NUMBER 2022-1-2, A RESOLUTION TO SET THE 2022 REGULAR ELECTION FOR THE KREMMLING SANITATION DISTRICT. BENTLER SECONDED. MOTION CARRIED.

**Discussion and Action on designating new Operator in Responsible Charge (ORC).** Rosene said that we have had Thom Yoder as our ORC since Jeremy Bock left. We wanted to give Leyba time to learn the position and responsibilities of being the ORC. Rosene has talked to Yoder several times in the past couple of months and Yoder believes that Leyba is ready to take over the ORC position. They have worked on lab testing and reporting procedures. Yoder has agreed to remain available to consult as needed.

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There are two permits that need an ORC designated; the discharge permit and the reclaim water permit. There are forms that have been completed to designate Leyba as the ORC and contact for any operational issues. The forms need to be signed by the board president. Rosene would like motions to designate Leyba as the ORC and contact for the two permits.

UNDERBRINK MOVED TO DESIGNATE JOSH LEYBA AS THE OPERATOR IN RESPONSIBLE CHARGE FOR THE TREATMENT AND COLLECTIONS PERMIT. BRADLEY SECONDED. MOTION CARRIED.

UNDERBRINK MOVED TO DESIGNATE JOSH LEYBA AS THE OPERATOR IN RESPONSIBLE CHARGE FOR THE RECLAIM WATER PERMIT. BENTLER SECONDED. MOTION CARRIED.

**Recognition of Scott Weber as a Licensed Operator.** Rosene said that Weber took the test for Small Systems Wastewater and passed with flying colors. He received an 86 on the test even though he was concerned going in. Rosene wanted to recognize him for passing and now being a licensed operator. The board also expressed their appreciation on his achievement.

**Other Items.** Leyba said he has talked to US Trucking about CDL training and testing, but they are backed up and not doing the classes. He was told to call them back in a month and see if they are going again. A Class 'B' CDL is what is needed for our truck and possibly with a tanker endorsement. They were doing a 10 hour classroom and truck rental so you could go down for one day and come out with a license.

**ADJOURNMENT:** BRADLEY MOVED TO ADJOURN AT 6:44 PM. BENTLER SECONDED. MEETING ADJOURNED.

Signed:

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/s/ Richard A. Rosene  
Secretary