

RECORD OF PROCEEDINGS

KREMMLING SANITATION DISTRICT

REGULAR BOARD MEETING **May 12th 2025**

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 Noble Underbrink at 6:05 p.m. Directors present: Stuart Heller, Alan Hassler, Dave Sammons, and Rory Menhennett. Staff present: District Manager Rich Rosene, Superintendent Scott Weber, ORC Thom Yoder (on Zoom), and Utility Billing Clerk Trista Petefish.

Audience Present: None.

APPROVAL OF MINUTES:

Hassler abstained from the approval as he was absent for the April 14th meeting.

SAMMONS MOTIONED TO APPROVE THE APRIL 14, 2025 MINUTES AS PRESENTED TO THE BOARD. HELLER SECONDED. MOTION CARRIED.

APPROVAL OF EXPENDITURES:

Hassler questioned why the Browns Hill Engineering charges are split. Rosene answered that it was a split invoice for different calibrations. One is for the reuse system and the other is for the collections system. Heller questioned if the District put a Not to Exceed amount on the Developmental Standards from Bowman Consulting. Underbrink stated he did not recall putting a limit for the Standards.

HASSLER MOTIONED TO APPROVE THE EXPENDITURES DATED APRIL 15, 2025 THROUGH MAY 12, 2025 IN THE AMOUNT OF \$27,433.59. SAMMONS SECONDED. MOTION CARRIED.

OATHS OF OFFICE:

Director Sammons led Noble Underbrink in his Oath of Office. President Underbrink then led both Stuart Heller and Rory Menhennett in their Oaths of Office.

Rosene paused for a quick recess at 6:14 p.m. to file the oaths of office, and resumed the meeting at 6:21 p.m.

ELECTION OF OFFICERS:

Sammons nominated Noble Underbrink as Board President. Hassler seconded. Motion carried.

Hassler nominated Dave Sammons as Vice President. Heller seconded. Motion carried.

Heller nominated Alan Hassler as Secretary and Treasurer. Sammons seconded. Motion carried.

PUBLIC COMMENT:

None.

ENGINEER'S REPORT:

Weber presented the engineer's report. Weber updated that Element Engineering is working on submitting the online application for the Ceriani Park re-use system. Rosene and Weber have reviewed the draft Bio Dome rehabilitation agreement, and the advertising is almost ready to be distributed for bids. Weber updated that the developmental standards draft is ready for Rosene and himself to review. The collection system and outfall plans have been finalized, Rosene will put advertising for bids in the paper this week. Heller questioned if the advertising is only going to be done in the paper. Rosene answered that there will be verbal advertising as well, as Weber has multiple contractors he can contact for this project. Underbrink questioned whether there is a time restriction on the work that staff has to do in preparation. Rosene answered that no preparation is required as they are tying into an existing manhole. Weber also updated that the design report and site application for the outfall site has been approved by CDPHE and has been posted for bidding.

OPERATOR'S REPORT:

Weber presented the operator's report. Weber updated that Lucas (Mogck) has completed the online CDL training and is starting on the next steps which are in Craig to do walk around training and then driving. Weber stated that these trainings can take up to 60 hours to complete so he is trying to schedule times where Lucas can go work on those. Weber updated as well that Lucas is waiting for approval from CCWP to test for water distribution, which should be able to be completed in a couple weeks. Sammons questioned if Lucas has completed the small systems testing, and Rosene answered that he cannot do that testing until he has worked for 60 days. Joe Probst will be returning as a seasonal assistant beginning in June.

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Weber shared the March compliance labs. Ammonia did not meet the limit of 18.7mg/L and was reported at 20.6 mg/L. There was a 99% removal of BOD, reported at 2.0 mg/L. Thom (Yoder) has written another violation letter, and Underbrink should be receiving the responses. Sammons questioned if the spike in monthly TSS for May 2024 was from taking the lagoons offline and repiping. Weber answered no, he believes the spike is a misread where they read the influent TSS instead. Weber shared April process control labs that show weekly testing results. Weber stated that as ammonia goes down, that makes nitrate go up and alkalinity go down.

Yoder sent a response letter to CDPHE about their findings. Underbrink shared that he has received their response letter and CDPHE is happy about it.

The reuse line has been charged on May 6th, and is ready to go for Town's use. Weber is working on the Capital Improvement Plan for the rate study, and working on putting together the costs of reuse operations. Weber shared that he will be out on vacation from August 23rd through September 1st.

MANAGER'S REPORT:

Town Hall Repairs and Maintenance

Rosene shared that he is working on getting estimates on painting the west side of the building and roof repairs for this summer.

Website Accessibility and IT Update

The next website accessibility deadline is July 1st, but currently the Sanitation District information is still on the Town's website and Rosene is working with Streamline to get standard documents on the District's new website. Rosene is still waiting to hear from Brett Derby on what exactly is required, but new hardware might be required for backup systems.

SDA Regional Workshop

Rosene shared information about the Special District Association workshop happening on June 26th, Sammons expressed interest in going.

District Manager Position Interview

Rosene shared that staff and some board members interviewed a candidate and stated that it went well. Sammons will reach out to another potential candidate as well.

BUSINESS ITEMS:

Potential Conflict of Interest

Hassler shared a potential conflict of interest regarding Rory Menhennett and Northwest Ranch Supply.

HASSLER MOTIONED THAT THE BOARD OF DIRECTORS OF THE KREMMLING SANITATION DISTRICT RECOGNIZES THAT THE DISTRICT HAS TO DO BUSINESS WITH NORTHWEST RANCH SUPPLY AS IT IS THE LOCAL SUPPLIER, HAS THE MERCHANDISE THAT THE DISTRICT NEEDS, HAS GOOD QUALITY MATERIALS, AND PRICES ARE COMPETITIVE, AND THIS RECOGNITION SHALL REMAIN FOR THE REST OF MENHENNETT'S TERM. SAMMONS SECONDED. MOTION CARRIED.

CWRPDA Loan

Rosene shared with the Board that there is one payment left for the CWRPDA loan, due in November. The interest that will be earned on the money that is put aside for this payment in the next six months will end up being more money than they would save by paying it off early. Underbrink stated that it will be fine to hold off on paying it off until November.

2024 Audit and the use of McMahan and Assoc. as Auditor

Rosene stated that the audit is scheduled for the second week of June. If it is needed, the District can still receive an extension. The District has not yet received the engagement letter from the auditors. Rosene asked to get the letter signed as soon as it is received to proceed with the audit. Underbrink stated that McMahan has worked well previously and recommended that the District should continue to use them. Hassler questioned if they had given any fee indications. Rosene answered that he has not yet seen any indications but normally there is a 3-5% increase. Hassler stated that in the budget, there was an allocated amount of \$16,200.00, and the Board believes that last year's was around \$13,500.00 allowing room for the 3-5% increase.

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SAMMONS MOTIONED TO ENGAGE MCMAHAN AND ASSOCIATES TO DO THE KREMMLING SANITATION DISTRICT'S 2024 AUDIT, AND AUTHORIZE MANAGER RICH ROSENE TO MOVE FORWARD ON THE ENGAGEMENT LETTER. MENHENNETT SECONDED. MOTION CARRIED.

IGA with Town of Kremmling

Heller questioned if there has been any progress made on the IGA with the Town of Kremmling, Rosene answered that, yes its moving forward. Rosene will review what Georgia has sent back regarding the original IGA and the draft from the Town.

Rate Study Update

Rosene met with Sara Everhart and reviewed numbers and revised the schedule of study results. The draft should be available at either the June or July meeting. This study will not show what tap fees should be, which creates a problem as data is required to be able to justify any increase in tap fees. Yoder shared that he engaged with a financial planner, PFM, for Tabernash to get theirs. Several ideas were discussed on how to estimate a tap fee for this rate study period. Heller suggested dividing the cost of a new mechanical plant that may be needed in the not-too-distant future by the number of SFE we have before we get to the 80% threshold. Underbrink questioned if this is something that can be brought up with Bowman Consulting to help get this information. Rosene will get information to see what can be done. Yoder also said that we need to look into the new general permit that we will be getting for any new conditions and what the testing costs may be.

ADJOURNMENT:

SAMMONS MOTIONED TO ADJOURN AT 7:16 P.M. HASSLER SECONDED. MEETING ADJOURNED.

Signed:

/s/ Alan N. Hassler

Secretary