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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

August 9, 2023

Acting Chairperson C. Day called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening August 9, 2023, at 7:00 P.M. at the Meeker Sanitation District Board Room at 265 8<sup>th</sup> Street. Notices were posted prior to the meeting at the Clerk and Recorder Office, Town Hall, Post Office, and the Office of the Meeker Sanitation District and published in the Rio Blanco Herald Times and on our website. The following persons were present:

Director T. Day	Director Hooper	Office Manager Willey
Director C. Day	Attorney Borchard	Plant Manager Nielsen

Chairperson Hoke and Director Balloga were absent with it being excused.

**Additions or Changes to the Agenda:**

**MOTION TO APPROVE THE AGENDA AS WRITTEN OR WITH CHANGES WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**Approval of Minutes**

**MOTION TO APPROVE THE MINUTES OF JULY 12, 2023, BOARD MEETING WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Wastewater Plant Project Bid Opening:**

Plant Manager Nielsen had one contracting company attend the walk through on June 13. This company requested an extension of the bid due date, so they could do a more detailed walkthrough of the plant. The addendum for the Bid process was extended, at that time, to this month's Board meeting. We received a bid from Lefever Building System via email.

**MOTION TO MAKE AN ADDENDUM TO THE BIDDING AND CONTRACT DOCUMENTS FOR THE MEEKER SANITATION DISTRICT TO ACCEPT A BID VIA EMAIL FOR WWTF BUILDING AND HVAC IMPROVEMENTS PROJECT WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

The bid was open for review and discussion after a motion was made to accept the bid via email. The bid was significantly over the District's budget for this project. Attorney Borchard suggested rebidding the project as there were several loopholes in the bid documents that could increase the cost of the bid. The board requested that Cooper Best with JVA Consulting Engineers attend the September 6, 2023, Board Meeting to discuss why the bid is so high and solutions to getting the project done within our budget.

**MOTION TO REJECT THE BID FROM LEFEVER BUILDING SYSTEMS WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO TABLE REBIDDING THE WWTF BUILDING AND HVAC IMPROVEMENTS PROJECT TO THE NEXT BOARD MEETING ON SEPTEMBER 6, 2023,**

**WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**JVA Consulting Engineers Permission to Pay Invoices:**

We have received an invoice from JVA for June 2023 Design and Engineering services in the amount of \$3,008.00. Since the District has executed the SRF loan agreement all invoices are reimbursable up to 100% instead of 80% of the total invoice from the Design and Engineering Grant. Office Manager Willey will submit invoices for reimbursement as we receive them.

**MOTION TO MAKE A PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$3,008.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**Appointment of Budget Director.**

Permission was requested to start the budget process and the Budget Director was appointed.

**MOTION TO APPOINT RACHEL WILLEY AS THE BUDGET DIRECTOR WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

Both Plant Employees took a wastewater test. One Plant Employee did not pass his first time taking the "D" Wastewater test. Plant Employee McGruder passed his "C" Wastewater test. According to the pay schedule he is eligible for a .75 cent pay increase upon the district receiving his "C" Wastewater certificate and approval from the board.

**MOTION TO APPROVE PLANT EMPLOYEE MCGRUDER FOR A .75 CENT PER HOUR PAY INCREASE FOR RECEIVING HIS "C" WASTEWATER CERTIFICATE LICENSE WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Office Report:**

SDA Conference is September 12, 13, 14 in Keystone Colorado. It was asked if anyone would like to attend in person. Director T. Day and Director C. Day are interested but will need to check their schedules and get back with Office Manager Willey.

**Board:**

The Board reviewed the Delinquent Accounts, Profit and Loss Statement, Balance Sheet, and Bank Statements.

The Board reviewed the current bills, and QuickBooks Accounts Payable Report.

**MOTION TO ACCEPT AND PAY THE BILLS FOR THE MONTH OF JULY 2023 IN THE AMOUNT OF \$64,041.27 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

Director T. Day and Chairperson Hoke gave permission to use their signature stamp.

The meeting was adjourned, the next regular Board Meeting will be held on September 6, 2023.

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Chairperson

ATTEST

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