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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

November 8, 2023

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening November 8, 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 Hoke	Director Hooper	Office Manager Willey
Director T. Day	Attorney Borchard	Plant Manager Nielsen
Director Balloga	Assistant Plant Manager McGruder	

Director C. Day was 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 BALLOGA, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Approval of Minutes**

**MOTION TO APPROVE THE MINUTES OF OCTOBER 8, 2023, BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**Truck Bid Opening:**

Sealed bids were received by November 7, 2023. Chairman Hoke opened the bids for Board review.

Northwest Auto - 2024 Half ton GMC Pickup	\$46,021.85
Cook Ford - 2024 4x4 Ranger Crew Cab	\$34,970.00
Cook Ford - 2024 F150 Crew Cab	\$44,899.00

Plant Manager Nielsen reviewed the bids, and the Ford Ranger had all the specs that were required. He felt the smaller truck could do all they needed done around the Plant and they could take it to classes out of town to help with wear and tear on their personal vehicles.

**MOTION TO ACCEPT BID FROM COOK FORD FOR A FORD RANGER 4X4 CREW CAB PICKUP IN THE AMOUNT OF \$34,970.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

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

We have received an invoice from JVA for September 2023 Design and Engineering services in the amount of \$2,202.00. Office Manager Willey will pay the invoice from district funds and submit the JVA invoice for reimbursement from the Design and Engineering Grant.

**MOTION TO MAKE A PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$2,202.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**46 6<sup>TH</sup> Street Lot Line Consolidation:**

We received information from the town regarding a lot line consolidation for 46 6<sup>th</sup> Street to consolidate Lots on Block 54, Lot 9, 10, 11,12, and B. The owner, Melissa Kindall, is proposing to consolidate these lots into two lots. We have no sewer mains or easements running through this property. Board does not have any issues with this consolidation.

**Plant Report:**

Lab results were within permit limits.

Rohn Ridge Subdivision plan review, agreement for payment, and “will serve” letter, was presented to the Board for review. JVA has some capacity concerns with the flow data provided. They also want to have the Developer address the soil conditions. Attorney Borchard reviewed Sewer Line Extension Application, Public Sanitary Sewer System Extension Agreement, “will serve” letter, and Agreement for Payment. These documents will be sent to Tru Sport Lodge, owner of Rohn Ridge Subdivision Project, along with the district procedure to be followed diagram. The District’s Engineer review will not be sent to Tru Sport Lodge until required documents and deposit are received.

**MOTION TO SEND AGREEMENT FOR PAYMENT APPLICATION, SEWER LINE EXTENSION APPLICATION, AND THE PUBLIC SANITARY SEWER SYSTEM EXTENSION AGREEMENT TO TRU SPORT LODGE, THE OWNER OF ROHN RIDGE SUBDIVISION WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO REQUIRE AN INITIAL DEPOSIT OF \$3,500 PAID TO THE DISTRICT BY TRU SPORT LODGE BEFORE REVIEW OF ROHN RIDGE SUBDIVISION PLANS BY DISTRICT ENGINEERS WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO AUTHORIZE CHAIRMAN OF DISTRICT BOARD TO SIGN THE “WILL SERVE” LETTER FOR THE ROHN RIDGE SUBDIVISION PROJECT AND EMAIL LETTER TO THE TOWN OF MEEKER AND TRU SPORT LODGE WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

Wastewater Treatment Plant Project Bid update: Bid was advertised in the Meeker Herald on October 19 and the bid walk through was on November 7<sup>th</sup>. Plant Manager Nielsen said that there were four contractors present for the walk through and Cooper Best with JVA was also present. He said it seemed very positive and we are hoping for multiple bids by December 5. Discussion was had about the possibility of the bids coming in over budget and what the District’s options are. One option is applying for a supplemental loan through the SRF Program, the next due date for application is November 15 and this will not work with the bid opening on December 6<sup>th</sup>. Director T. Day suggested talking to the county about funds available from the CCITF Grant. Another possibility is cutting some of the projects to fit within the budget. We will continue looking into other options for funding if needed after the bid opening.

Plant Manager Nielsen will be on vacation November 16<sup>th</sup> through 26<sup>th</sup>.

**Office Report:**

At last month’s Board Meeting, Office Manager Willey was asked to contact Doug Merrell on costs to provide district emails for each board member instead of one general email. Doug was contacted and he said it would cost the district \$500 per year to provide this service and this would keep all district information out of everyone’s personal emails. The Board asked Office Manager Willey to go ahead and set up new emails for Board Members and Attorney Borchard.

The Colo Trust System Improvement Account was renamed Water Activity Enterprise Fund. The ending fund balance from 2022 Water Activity Enterprise Fund was transferred from the Colo Trust General Fund to the Colo Trust Water Activity Enterprise Fund in the amount of \$146,626.15. This will help build interest earned for the Enterprise.

Updated budget figures were presented. We are waiting for worker's comp and property and liability renewal amounts. We will have them at the December 6 meeting. Prop HH (SB 23-303) is a bill that was on the November election ballot that would decrease property taxes and change the district tax revenue for 2024. It does not look like it passed, so the budget will stay the same for the proposed 2024 tax revenue. Last month we discussed transferring 7% of Water Activity Enterprise Fund service charges from the General Fund tax revenues to the Water Activity Enterprise Fund to help build up reserves. We cannot transfer more than 10% of the Water Activity Enterprise Fund service charges from the General Fund Tax Revenues. The board agreed to keep this transfer in the budget to help build Enterprise reserves.

We have an issue with collecting a tap fee for a new duplex that was built at 1091 Cleveland Street. It came to our attention in July 2023 that we only collected one tap fee in the amount of \$6,500 and we should have collected two. Office Manager Willey thought it was stated in District Policies that we collect a tap fee for each residential unit within the same building, but there is not a policy or resolution stating this. Office Manager Willey was asked to research other sewer districts and work with Attorney Borchard on a resolution to clarify tap fee charges.

**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 OCTOBER 2023 IN THE AMOUNT OF \$63,011.62 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

Director T. Day gave permission to use their signature stamp.

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

ATTEST

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Chairperson