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# RECORD OF PROCEEDINGS

# MEEKER SANITATION DISTRICT

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## Regular Board Meeting

**May 8, 2024**

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening May 8, 2024, 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, 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 T. Day | Office Manager Willey |
| Director Hooper   | Director C. Day | Plant Manager Nielsen |
| Attorney Borchard |                 |                       |

Director Balloga was absent with it being excused.

### **Additions or Changes to the Agenda:**

**MOTION TO ADD TO THE AGENDA THE CHANGE ORDER FROM LEFEVER BUILDING SYSTEMS WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

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

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE MINUTES OF APRIL 10, 2024 BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE MINUTES OF APRIL 18, 2024 SPECIAL BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE MINUTES OF APRIL 24, 2024 SPECIAL BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

**Agreement Between Owner and Contractor for Construction Contract:**

Lefever Building Systems has reviewed the contract and made some changes to the agreement. Copies of the agreement with changes was provided for the Board and Attorney Borchard to review. The final corrected contract was provided for signature.

**MOTION TO ACCEPT AND SIGN THE AGREEMENT CONTRACT WITH LEFEVER BUILDING SYSTEMS IN THE AMOUNT OF \$977,314.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Lefever Building Systems Change Order:**

Lefever Building Systems sent a change order to revise the roof system for the Wastewater Treatment Plant Project. They want to eliminate the removal of the existing screw down roofing and roof insulation and replace with a metal over metal system with no change in the original contract price. Plant Manager Neilsen said that there will be 3 inches of insulation between layers and the existing roof has enough support for the metal on top of the existing roof. He said this will create a watertight leak free roof that meets SRF requirements. The board did not see any issue with the change order.

**MOTION TO ACCEPT AND SIGN THE CHANGE ORDER FROM LEFEVER BUILDING SYSTEMS WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY**

**MOTION TO SEND SIGNED NOTICE TO PROCEED DOCUMENT TO LEFEVER BUILDING SYSTEMS WITH THE STIPULATION OF FIRST RECEIVING THE PAYMENT BOND, PERFORMANCE BOND, AND INSURANCE FROM LEFEVER BUILDING SYSTEMS WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

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

We have received an invoice from JVA for October 2023 services for the Rohn Ridge Review in the amount of \$920.00. This invoice was received late due to a change in their billing software. This is the second invoice that we have received for Rohn Ridge Review. The agreement with JVA was to not exceed \$5,000.00 and they have billed out \$2,484.00 so far. I have sent copies of the invoice to Kuersten Construction and Shawn Bolton to verify payment from the \$3,500.00 deposit that was

required in the Sewer Line Extension Agreement and there is \$1,016.00 remaining. It was mentioned in the Agreement for payment that the owner shall make additional deposits if required by the District to continue overseeing and inspecting the Project's sewer system.

**MOTION TO MAKE A PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$920.00 FOR THE ROHN RIDGE DEVELOPMENT REVIEW WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**274 AND 276 CLEVELAND STREET ENCROACHMENT PERMIT:**

We received information from Carly Thompson with the Town of Meeker for an Encroachment Permit for 274 and 276 Cleveland Street that is owned by Steve and Jayne Coley. They are requesting to encroach into the Town right-of-way by approximately 5 feet to construct a fence along 3<sup>rd</sup> street. The Board was made aware that there was no issue with this coming near a District Sewer Main.

**Plant Report:**

Lab results were within permit limits.

Jetting started this year and is East of 8<sup>th</sup> Street.

The chlorine contact chamber has been cleaned.

The Soil Conservation District and County will be spraying for Mormon crickets on the sludge site.

Trees were removed that were leaning over the fence on the southeast corner of the plant property.

The digester pump has been sent out after a leak alarm came on. Waiting on repair/replacement cost.

890 7<sup>th</sup> Street has a new line eliminating a 400-foot service through multiple lots.

The new truck is being shipped to Columbine Ford and could arrive any day. Columbine Ford agreed to honor the bid amount from Cook Ford in the amount of \$34,970.00. Cook Ford in Craig has gone out of business and Columbine Ford in Rifle will be receiving the truck at their lot. Chairman Hoke and Secretary T. Day approved their signature stamp to use on the check upon receiving the truck.

We have had a trespass problem on the sludge site. The Sheriff's office was contacted, and they will be patrolling more in the area. A trespass notice will be given to a possible suspect.

**Office Report:**

It has come to our attention that Grace Bible Church has an additional Single-Family Unit that we have not been billing a monthly service charge. They currently receive a monthly bill of \$40.00 for the church and it should be \$80.00 for two users according to our Rules and Regs. This would also

apply to the Coulter's property on the old hospital site for having an additional Single-Family Unit in their basement that they use as a Short-Term Rental. Discussion was had at last month's meeting regarding a charge of an additional Plant Investment Fee of \$6,500.00 if a homeowner adds another Single-Family Unit onto an existing building. This would apply moving forward, but what has been done would be "grandfathered in". The question to the board is does this apply to the monthly service charge as well? The Board would like research done on the surrounding areas and the discussion tabled until next month's meeting.

Cheri Robinson contacted Kevin Small on May 2. He is the Claims Examiner-Liability with our Property and Liability Insurance. This is what his email said, *"I just spoke with Cheri Robinson about the sewer backup. She still maintains that it's a possibility that the backup originated in the main line, at least in part, citing that the backup residue contained tampons, which their household doesn't use. She also contends that the District jetted their main line right after they reported the loss, which may have cleared any blockage anyway. I wanted to follow up to see if the District crew who responded noticed whether the sewer manhole was "surcharged" when they responded to indicate whether the backup occurred in the main line. I checked my notes and didn't see that I had asked this before, but I wanted to see if you could ask and find out for me, thank you."*

Plant Manager Nielsen confirmed that the manhole was clear when they responded. Mr. Small was told that the District had Action Drain Services video the Robinson's sewer lateral line and the District's sewer main and found that there was another lateral sewer line coming into Robinson's lateral. He said that Mrs. Robinson did not tell him this information. He was also informed that there were no signs of a backup coming from the main line and that the tampons could have been from the other lateral sewer line and that the video was reviewed together with the Robinson's and the Board. The Robinson's were told at the time by the Board that this was between the two homeowners to fix their lines and that the District is not responsible. Mr. Small did not need a report or copy of the video findings because it sounded like the District had done enough and he would deny her claim. Mr. Small said that Mrs. Robinson has contacted a lawyer. Attorney Borchard was made aware of this.

Water averages were done successfully. Letters were sent out to customers that were over their usage for December, January, and February.

Office Assistant May and Office Manager Willey both have seniors graduating high school this year and we have graduation party planning and activities going on throughout the month of May. The office will be closed on Friday May 17, May 24, and possibly May 23.

**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 APRIL 2024 IN THE AMOUNT OF \$61,562.09 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

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

Regular Board Meeting

May 8, 2024

The meeting was adjourned, the next regular Board Meeting will be held on June 5, 2024.

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Chairperson

ATTEST

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