
RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT
Regular Session
September 6, 2023

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening September 6, 2023, at 7:00 P.M. at the Meeker Sanitation District Board Room at 265 8th 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 C. Day	Director Balloga	Plant Manager Nielsen
Director T. Day	Attorney Borchard	Plant Operator McGruder

Also present was Cooper Best with JVA Engineering Consultants.

Additions or Changes to the Agenda:

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

MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF AUGUST 9, 2023, BOARD MEETING WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

JVA Consulting Engineers:

Cooper Best with JVA Consulting Engineers was present to discuss the WWTP Project bid that was received last month from Lefever Building Systems. Mr. Best said that the bid had an excessive number of hours budgeted to complete this project and they were also the only bid submitted. Mr. Best has been consulting with a few different contracting companies to get a better idea of a cost that will be closer to our budget. He should have those numbers in a couple of weeks. He will contact Plant Manager Nielsen to review the numbers. The bidding process will start again after approval from the board. Mr. Best also suggested allowing more time for contractors to get their bid submitted and for construction to start next summer. This will allow more time for contractors to plan their schedule for next year and hopefully more bids will be submitted. Discussion was had on other ways to fund this project if it comes in over budget. Mr. Best said we can look into increasing the SRF Loan or DOLA Grant. Office Manager Willey and Mr. Best will contact the Authority and DOLA to see if any options are available to increase funds and in what timeframe it can be done.

JVA Consulting Engineers Permission to Pay Invoices:

We have received an invoice from JVA for July 2023 Design and Engineering services in the amount of \$3,804.00. 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 \$3,804.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

Property Leins for Delinquent Accounts:

Tax liens will be filed for those people whose accounts are 6 months and \$150.00 or more delinquent. There are presently 5 accounts that are to that point. This information may change before the December 6th deadline to finalize these. We will do another resolution and filing at that time.

MOTION TO ACCEPT THE RESOLUTION TO FILE PROPERTY LEINS ON:

- 1. PROPERTY OWNED BY CARL PADILLA, \$320.00, 695 11TH STREET, BLOCK 076, LOT 1 & 2 N ½; AND**
- 2. PROPERTY OWNED BY SHANNON MERRIAM, \$320.00, 315 PARK AVENUE, BLOCK 005, LOT 12; AND**
- 3. PROPERTY OWNED BY MICHELLE BUKLER, \$250.00, 1160 MAIN STREET, BLOCK 094, LOT 5; AND**
- 4. PROPERTY OWNED BY MAXCY KATSOCK, \$282.00, 1283 PARK AVENUE, BLOCK 097, LOT 14 & 15 SUBLLOT 3; AND**
- 5. PROPERTY OWNED BY DUSTI ORCHARD, \$480.00, 410 CLEVELAND STREET, BLOCK 020, LOT 1 & 2 N ½ OF BOTH.**

WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

Health Insurance Renewal:

The district is in receipt of the renewal documents for health insurance for employees. The premium for 2024 renewal will increase 3.5% on the medical portion with no increase for dental, vision, or life insurance.

MOTION TO ACCEPT THE HEALTH INSURANCE RENEWAL WITH A 3.5% INCREASE AND WITHOUT PLAN CHANGES WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Plant Report:

Lab results were within permit limits.

Annual jetting has been completed. We have addressed everything West of 8th street and any known problem lines.

The Board discussed considering Plant Operator McGruder for the Assistant Plant Manager position. Plant Operator McGruder stated that he has passed his “C” Wastewater License. He feels comfortable taking over for Plant Manager Nielsen when he is gone and is getting more confident with running labs. Plant Manager Nielsen stated that he was pleased with the jetting process this summer with Plant Operator McGruder and Plant Employee Goodwin and it was probably the best it has ever gone.

MOTION TO PROMOTE PLANT OPERATOR MCGRUDER TO ASSISTANT PLANT MANAGER AND INCREASE HOURLY WAGE TO \$2.00 MORE PER HOUR AS OF SEPTEMBER 4, 2023 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

Office Report:

A copy of the preliminary Budget for 2024 was presented for review. The district has received the valuation from Rio Blanco County Assessor’s office, and it is up from last year’s valuation. The District’s revenue increased by \$38,601.04 with the 9.47 mill levy.

The Board was asked if they would like to do an employee wage increase for 2024. According to the U.S. Bureau of Labor Statistics, Denver-Aurora-Lakewood CPI is up 4.7%, and West Region CPI is up 3.5% from a year ago. The Board asked if Office Manager Willey will provide figures at a 4% wage increase on an average for the October meeting.

Final approval for the DOLA Grant extension was accepted on August 23, 2023. The DOLA Grant funds are extended to October 31, 2025. This was done to allow the district time to complete the WWTP Project.

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 AUGUST 2023 IN THE AMOUNT OF \$62,709.13 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY. 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 October 11, 2023.

ATTEST

Chairperson