
RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Session

February 7, 2024

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening February 7, 2024, at 6:58 P.M. at the Meeker Sanitation District Board Room at 265 8th Street. Notices were posted prior to the meeting at the Clerk and Records 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 T. Day	Office Manager Willey
Director Hooper	Director C. Day	Plant Manager Nielsen
Attorney Borchard		

Director Balloga was absent with it being excused.

Also present: Cooper Best with JVA Engineering

Additions or Changes to the Agenda:

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

MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF JANUARY 10, 2024, BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY.

MOTION CARRIED UNANIMOUSLY.

JVA Engineering:

Cooper Best with JVA Engineering was present to discuss rebidding the Wastewater Treatment Plant Project. Mr. Best apologized for not considering the complexity of the project, which created risks for contractors. Specifically, working over the basins inside the plant and having no way to reduce the risk. This safety issue increased the labor costs to the project significantly. The other cost issue was the installation of the air handlers alone was estimated to be \$250,000. The estimated cost just for the air handlers was \$370,000. Mr. Best and Plant Manager Nielsen have been discussing the priority of the project. The project scope will need to be cut back to be within the project budget. Mr. Best has contacted two building contractors to get an idea for cost estimates. Mr. Best suggested replacing the roof, side panels, insulation, doors, and windows if the budget allows. This should give the district some room in the budget for contingency, and if there are funds left after project completion the district can put those funds towards another part of the project as long as it's within the scope of the project. Mr. Best will contact the SRF Loan Representative and update them on the changes and verify that we are meeting all the requirements. Mr. Best will send an "Advertisement to Bid" to Office Manager Willey to be published in the Meeker Herald on February 15 and bids will be due before the March 6th board meeting.

JVA Permission to Pay Invoices:

We have received two invoices from JVA for November and December 2023 for Design & Engineering and Bidding for WWTF Project in the amount of \$3,492.00. Another invoice for the Rohn Ridge Development Review in the amount of \$1,564.00 for a total amount of \$5,056.00.

MOTION TO MAKE A PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$5,056.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR T. DAY. MOTION CARRIED UNANIMOUSLY.

Town of Meeker Conditional Use Permit on Short Term Rentals:

Town of Meeker has sent information on 7 properties that are being used as Short-Term Rentals.

Here are the following properties:

810 6th Street – Lukas Trout - Big Sage Cabin, LLC

353 Park Avenue – Lauren Martin

670 Water Street Unit 13 – Valerie & Herman Guereca

640 4th Street – Danette & Lance Coulter – Cleveland Place

375 6th Street – (next to post office) Rachel & Ryan Wix

285 8th Street – (next to Sanitation Office) Charles Whiteman

1178 Main Street – Blake Ogilvie

These properties are single family units and have one monthly service charge of \$40.00 per 8,000 gallons of water usage. We will do yearly averages in March of every year and if the usage has gone up the rate will increase at that time. As of now, the board does not have an issue.

Town of Meeker Referral for 1032 Jennifer Drive:

We received information from the Town of Meeker about a conditional use permit for 1032 Jennifer Drive. This property is owned by Church at Meeker. A daycare center will be in part of the church building. The building was used for childcare purposes before the church bought the property and will be using the space for its original intended purpose. This property is on a monthly water usage, so if the usage goes up, they will be billed accordingly. The board does not have an issue with the daycare business going into the church.

Plant Report:

Lab results were within permit limits.

The insurance adjuster has inspected the 1998 F150 truck that was stolen from the plant property and deemed the vehicle a “total loss”. The loss evaluation on the truck is \$6,058.60. After a \$500.00 deductible is applied the District was sent a check for \$5,558.60. Office Manager Willey has filed a “Victim Impact Statement” with the Montrose District Attorney that is building a case against the perpetrator to try and recoup the \$500.00 deductible that the district paid out.

Plant Operator McGruder’s CDL reinstatement and SAP requirements are coming along. He has completed the 16 hours of training and 10 hours of meetings that were designated by the SAP. He has a drug test to complete and a follow-up meeting with his SAP. The board agreed to give Plant Manager McGruder a \$1.00 per hour wage increase after the CDL reinstatement.

Annual Biosolids report has been filed with the state.

Office Report:

The End of Year 2023 Budget was presented for review. Office Manager Willey explained to the board that the General Fund had an increase of \$42,231.69 in revenues from the interest earned, vault water, delinquent taxes, and property taxes, but needed a contribution from reserves of \$23,864.08 to accommodate the transfer of Property Tax Revenue of \$50,076.11 as approved by the board. This decreased the General Fund ending fund balance by \$23,864.08. The Water Activity Enterprise Fund was over budget in revenues by \$76,346.33 due to an increase in service charges, vault water, connection fees, interest earned and tax income from general fund. The ending fund balance was increased by \$208,818.53 which doubled the beginning fund balance for 2023. Office Manager Willey will discuss a supplemental

budget with Marlo Coates with Colo CPA that may need to be filed for the increase in revenues on both funds.

MOTION TO TRANSFER \$50,076.11 FROM COLOTRUST GENERAL FUND TO COLOTRUST WATER ACTIVITY ENTERPRISE FUND WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

We received a signed Sewer Line Extension Agreement from Shawn Bolton for the Rohn Ridge Development. Chairman Hoke signed and dated the forms. We are waiting for the initial \$3,500.00 processing fee deposit that is required to cover the engineering review for the development of the property. Office Manager Willey will provide Owner with copies of invoices we receive from engineer and invoices covering other expenses, verifying payment from the deposit. As stated in the “Agreement for Payment” the Owner agrees to make additional deposits if required by the District to continue overseeing and inspecting the Project’s sewer system. The annexation for the property will be advertised this month and Resolution provided at the March meeting following the final steps of filing with the courts and clerk and recorder.

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 JANUARY 2024 IN THE AMOUNT OF \$67,949.86 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

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

A transfer was made of \$30,000 from Mountain Valley Bank checking to the Bank of the San Juans checking to help cover bills.

The meeting was adjourned, the next regular Board Meeting will be held on March 6, 2024.

ATTEST

Chairperson