

RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Session

September 7, 2022

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening September 7, 2022 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:

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

Absent was Director T. Day and Director Balloga with both being excused.

Additions or Changes to the Agenda:

MOTION TO APPROVE THE AGENDA AS WRITTEN WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF THE AUGUST 10, 2022 BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Pfieffer Petition for Annexation – Public Hearing:

Chairperson Hoke opened the public hearing for the Pfieffer property annexation at 7:02 p.m. There were no comments from the public regarding annexation of the property. Chairperson Hoke closed the public hearing at 7:04 p.m. The notice for the public hearing was published on August 18, 25, and September 1 of 2022.

MOTION TO ACCEPT THE RESOLUTION ORDERING THE ANNEXATION OF THE PFIEFFER PROPERTY AT 975 6TH STREET OWNED BY SHANE AND LEAH PFIEFFER INTO THE MEEKER SANITATION DISTRICT WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

2022 Amended Budget – Public Hearing and Acceptance:

Chairperson Hoke opened the public hearing for the 2022 Amended Budget at 7:05 p.m. There were no comments from the public regarding the amended budget. Chairperson Hoke closed the public hearing at 7:07 p.m. The notice for the public hearing was published on September 1, 2022.

MOTION TO ACCEPT THE RESOLUTION TO ADOPT THE 2022 AMENDED BUDGET AND TO APPROPRIATE THE FUNDS WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.

Property Leins for Delinquent Accounts:

Tax liens have been figured for those people who are 6 months and \$150.00 or more delinquent there are presently 7 accounts that are to that point. This information may change before the December 7th deadline to declare these again, we will do another resolution and filing at that time.

MOTION TO ACCEPT THE RESOLUTION TO FILE PROPERTY LEINS ON:

- 1. PROPERTY OWNED BY TONY PECK, \$520.00, 1161 HILL STREET, BLOCK 073, LOT 3 & 4; AND**
- 2. PROPERTY OWNED BY SHANNON MERRIAM, \$340.00, 315 PARK AVENUE, BLOCK 005, LOT 12; AND**
- 3. PROPERTY OWNED BY MICHAEL AND AMANDA NUNN, \$310.00, 1045 LANCE CIRCLE, SANDERSON HILLS SUBDIVISION LOT 33 & 34; AND**
- 4. PROPERTY OWNED BY MAXCY KATSOCK, \$191.00, 1283 PARK AVENUE, BLOCK 097, LOT 14 & 15, SUBLOT 3; AND**
- 5. PROPERTY OWNED BY ED KING, \$320.00, 1061 LAURIE CIRCLE, SANDERSON HILLS RESUBDIVISION, LOT 314; AND**
- 6. PROPERTY OWNED BY STEFEN & LAURA FENSTER, \$320.00, 540 5TH STREET, BLOCK 020, LOT 7 & 8; AND**
- 7. PROPERTY OWNED BY ROY MCKAY, \$320.00, 1012 WALL STREET, SANDERSON HILLS SUBDIVISION, LOT 22, SUBLOT A OF RESUBDIVISION.**

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

MOTION CARRIED UNANIMOUSLY.

Health Insurance Renewal:

The district is in receipt of the renewal documents for health insurance for the employees. We have the PPO2 Plan right now, with dental, vision, and life insurance. The premium for 2023 renewal will increase 4.5% on the medical portion with no increase for vision or life insurance and a rate decrease on dental.

MOTION TO ACCEPT RENEWAL WITH 4.5% INCREASE AND WITHOUT PLAN CHANGES WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

JVA Consulting Engineers Permission to Pay Invoices:

We have received two invoices from JVA. One is for the PNA services in the amount of \$2,528.00 and the second is engineering services for \$3,623.00. Both invoices are reimbursable up to 80% of the total invoice from the Design and Engineering Grant. The district has received reimbursement of \$16,152.00 on August 30 for last month's invoices from the Design and Engineering Grant. Office Manager Willey will submit invoices for reimbursement as we receive them.

MOTION TO MAKE PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$2,528.00 AND \$3,623.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

CCITF:

We are in receipt of a letter from the county on the CCITF grants. Application is due by September 16, 2022. The board decided not to apply for a grant this year. Office Manager Willey will send a letter to the county thanking them for this opportunity.

FAMLI – Family and Medical Leave Insurance:

Family and Medical Leave Insurance (FAMLI) was approved by Colorado voters in November 2020. This program will ensure all Colorado workers have access to paid leave during certain life circumstances. This program will be administered by the Division of Family Medical Leave Insurance. Local Governments are given a chance to opt in or out of this program before January 1, 2023. If the District chooses to opt into the program the employees will have to contribute a premium of .45% of wages into this program that is submitted quarterly to the FAMLI Division. If the district chooses to opt out, then the employee has a

choice to participate in the program. The district can still facilitate the voluntary payroll deductions, remit the employee share of the premium, and submit wage data once a quarter to the FAML Division even with opting out of the program. Or the District can opt out completely and it would be up to the employee to send in the premium quarterly if they choose to do so. This will be at no cost to the district unless the board chooses to opt in and pay the employee premium for the employee. Information was provided for the board to review and it was decided to review the information further and make a final decision at the October board meeting.

**MOTION TO SET THE PUBLIC HEARING ON OCTOBER 5, 2022 AND POST SUCH IN THE HERALD TIMES WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.
MOTION CARRIED UNANIMOUSLY.**

Plant Report:

Lab results were within permit limits.

Two VFD's need programmed and one wired into the system. Timber line has the programming that is already in use. One is for the effluent pump one is the RAS pump that has been worked on for a while. The cost is not to exceed \$6,435.00 and that is for 3 days of work at the most.

**MOTION TO HIRE TIMBER LINE ELECTRIC AND CONTROL CORPORATION TO PROGRAM EXISTING VFD'S AND INSTALL NEW CUSTOMER SUPPLIED VFD IN THE AMOUNT NOT TO EXCEED \$6,435.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.
MOTION CARRIED UNANIMOUSLY.**

Plant Manager Nielsen has been working with JVA on plans and bid documents for the WWTP project. This information was emailed to the board. Plant Manager Nielsen asked if the board had any questions or comments that he needs to pass onto JVA. The board would like Attorney Borchard to review the bid documents. Plant Manager Nielsen will send specific questions of the bid documents to Attorney Borchard to review and report back to JVA with any concerns that Attorney Borchard might have.

Office Report:

A copy of the preliminary budget for 2023 was presented for review. The district has received the valuation from Rio Blanco County Assessor's office, and it is down from last year's valuation. The district valuation decreased by \$1,459.04. The Board decided to keep our mill levy at 9.47.

**MOTION WAS MADE TO KEEP MILL LEVY AT 9.47 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.
MOTION CARRIED UNANIMOUSLY.**

The board was asked if they would like to do a wage increase for 2023. According to the U.S. Bureau of Labor Statistics, Consumer price index is up 8.5%, Denver-Aurora-Lakewood area is up 8.2%, and west region is up 8.3% from last year. Office Manager Willey was instructed to get information from surrounding areas regarding cost-of-living increases for 2023 to present at next month's board meeting.

SDA conference will be held in Keystone Colorado on September 13, 14, and 15 with Director T. Day, Director C. Day, and Chairperson Hoke attending. Information was provided for accommodations.

Office Manager Willey updated the board on the SRF loan process. A phone conference was held on August 23 with Marlo with ColoCPA and several Colorado Water Resources & Power Development Authority personnel and myself. Ian Loffert, the Senior Financial Analyst with the Authority, said the credit analysis was looking good for the district. Joe McConnell with DOLA has been working on the analysis and said that worst case scenario would be an \$8.00 rate increase, or a \$4.00 rate increase with loan forgiveness. Ultimately, he does not think the district will have to do a rate increase because right now he is using the numbers from 2021 audit that does not have the separated funds. Mr. McConnell will not know for sure until he receives 2022 audit numbers. We asked if a partial audit for 2022 would work. We were told that the authority board requires a full year audit. Marlo stated that she could have a draft of the 2022 audit done as early as February or March of 2023 if she has all the numbers she needs.

Ian Loffert will bring our case before the authority board at the beginning of October. He does not see an issue with the district getting approval for the loan at that time upon the condition of receiving 2022 audit

draft as soon as it is available. As soon as the authority receives 2022 audit draft the turnaround could be as little as 2 weeks to finalize the loan and expedite the funds, so construction could start in spring of 2023. Until then I will be in contact with the authority's analyst in finalizing the credit analysis etc. and have everything ready to finalize in February or March of 2023.

BIL Funding loan forgiveness should not go below the 49% because we do not have a large project it is a possibility the percentage could go higher, but we will not know until loan closing.

We have 2 checks that were issued to Director Travis Day in the amount of \$63.26 each from back in 2006 that were never cashed. To get them off are books we need to have board's permission to void and reissue Director Day a new check in the amount of \$126.52.

MOTION TO VOID CHECK NUMBERS 16537 & 16538 IN THE AMOUNT OF \$63.26 EACH AND REISSUE A NEW CHECK IN THE AMOUNT OF \$126.52 TO TRAVIS DAY WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR HOKE.

MOTION CARRIED UNANIMOUSLY.

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 \$57,815.17 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.

MOTION CARRIED UNANIMOUSLY.

Director T. Day gave Office Manager Willey permission to use signature stamp.

Meeting was adjourned, the next regular Board Meeting will be held on October 5, 2022.

ATTEST

Chairperson