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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

April 5, 2023

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

Chairperson Hoke	Director Balloga	Office Assistant May
Director C. Day	Director Hooper	Plant Manager Nielsen
Attorney Borchard	Director T. Day	

Office Manager Willey was absent with it being excused.

**Additions or Changes to the Agenda:**

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

**Approval of Minutes**

**MOTION TO APPROVE THE MINUTES OF MARCH 8, 2023, BOARD MEETING WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.**

**Final SRF Loan Agreement:**

Colorado Water Resources and Power Development Authority have sent the final loan agreement to be signed. The 2022 Audit draft was accepted, and the district does not need to do a rate increase.

**MOTION TO SIGN THE FINAL LOAN AGREEMENT BETWEEN THE COLORADO WATER RESOURCES AND POWER DEVELOPMENT AUTHORITY AND MEEKER SANITATION DISTRICT WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.**

**MOTION TO MOVE FORWARD WITH THE BID PROCESS AND ADVERTISING ONCE THE FINAL SRF LOAN AGREEMENT IS FINALIZED WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.**

The bids for the Wastewater Treatment Plant Project are due on May 16, 2023, at 3:00p.m. The Board set a special meeting on May 17, 2023, at 7:00 p.m. to open bids.

**Audit Management Letter:**

Marlo Coates with ColoCPA sent the completed 2022 audit draft on March 8, 2023. She also attached the management letter that will need to be signed and returned to her. As soon as I can get a hold of Marlo, I will set up a board meeting for her to present the final audit report. We usually do this in June, but since we requested an earlier audit for the SRF Loan we are getting it done early.

**MOTION TO SIGN THE MANAGEMENT LETTER FOR THE COMPLETION OF THE 2022 AUDIT DRAFT WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

Rob's last day was April 2 and Travis Goodwin was hired to replace him. Travis started work on Monday April 3, 2023.

**Office Report:**

Last month the board tabled the discussion to allocate funds until the April board meeting. Marlo said that the board can allocate the funds however they like between the funds. She added the Colotrust System Improvement account to the Enterprise Fund. This will increase the ending fund balance for the Enterprise Fund by \$55,390.00. The General Fund for 2022 ending fund balance is \$1,058,427.33 and the Water Activity Enterprise Fund was \$146,626.15. This would up the Enterprise Fund to around \$200,000.00.

**MOTION TO EARMARK \$125,000 FOR THE CAPITAL IMPROVEMENT PROJECT FOR THE BERM AROUND THE PLANT, EARMARK \$125,000 FOR CAPITAL IMPROVEMENT PROJECT FOR THE WASTEWATER FACILITY BUILDING, EARMARK \$250,000 FOR EMERGENCY OPERATIONS, EARMARK \$333,000 TO WATER ACTIVITY ENTERPRISE FUND FOR OPERATIONAL COSTS AND \$167,000 TO GENERAL FUND FOR OPERATIONAL COSTS WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. 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 MARCH 2023 IN THE AMOUNT OF \$58,068.87 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.**

Meeting was adjourned, the next regular Board Meeting will be held on May 10, 2023.

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Chairperson

ATTEST

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