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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

November 9, 2022

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening November 9, 2022 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 Hooper	Office Manager Willey
Director C. Day	Attorney Borchard	Plant Manager Nielsen
Director T. Day		

with Director Balloga 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 OCTOBER 5, 2022 BOARD MEETING WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.**

**USGS Water Sampling Agreement:**

The new water sampling agreement with USGS was presented. It will cost the District \$6,544 in 2023 for the water sampling project on the White River, this is \$562.00 more than 2022.

**MOTION TO ACCEPT THE AGREEMENT WITH THE UNITED STATES GEOLOGICAL SURVEY DIVISION FOR SAMPLING THE WHITE RIVER FOR THE YEAR 2023 IN THE AMOUNT OF \$6,544.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY. MOTION CARRIED UNANIMOUSLY.**

**Line Plug at 643 4<sup>th</sup> Street:**

On Monday October 24 the office received a call from Dagny D'Agostino stating there was sewage coming up in their basement. Plant Manager Nielsen was able to use a jetting truck to clear what looked like roots and returned the line to service. The homeowner was given root killer to put down their line to help. Damage appeared to be contained to a bathroom and water was running under a bedroom floor and coming up at a far wall. By the time Plant Manager Nielsen arrived the water was no longer coming up any drains. Homeowner had contacted neighbors and asked them to not use the water. This line is regularly jetted and is on our root control program.

Office Manager Willey met with Ms. D'Agostino and Mr. Woller on October 25. They said that the flooring and trim in a bedroom will have to be replaced as the water was coming up under the flooring. They were pleased with Office Assistant May and Plant Manager Nielsen in their quick response to the situation. They emailed pictures of the damage, and I sent them to the insurance after a claim with our Property and Liability Insurance was filed along with a report from Plant Manager Nielsen. Mr. Woller said that the damage should not cost more than \$2,000. Mr. Woller's homeowner insurance deductible is more than what the damages would cost. The district has "No Fault" insurance that covers up to \$10,000 of cleanup or damages in

excess of the homeowner's insurance. There is a \$500 deductible that would need to be paid before the "No Fault" insurance would be available to Mr. Woller and Ms. D'Agostino.

**MOTION TO PAY THE "NO FAULT" INSURANCE DEDUCTABLE OF \$500.00 FOR COVERAGE OF DAMAGED PROPERTY FROM SEWER LINE PLUG AT 643 4<sup>TH</sup> STREET WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**SRF Loan Agreement:**

On October 7, 2022, the Board of Directors of the Colorado Water Resources and Power Development Authority approved Meeker Sanitation District for a loan in the principal amount of \$700,000 which was comprised of a \$335,106.38 WPCRF Disadvantaged Communities program direct loan and up to \$364,893.62 in Bipartisan Infrastructure Law up-front forgiveness. The loan is for the term of 20 years at an interest rate of 1.6%. The conditions are that the district increase user rates, if necessary, to meet the Authority's covenant prior to loan execution. This will still need to be determined with the 2022 audit draft next February or March of 2023. The Authority is not expecting a rate increase will be necessary but will need the audit to confirm. The loan agreement was emailed for Board and Attorney Borchard to review but will not need to be signed until loan closing next year. Attorney Borchard had no issues with the loan agreement.

**Holidays for 2023:**

Holidays for 2023 are presented for review and approval.

**MOTION TO APPROVE THE 2023 HOLIDAYS:**

<b>DAY AFTER NEW YEARS DAY</b>	<b>MONDAY</b>	<b>JANUARY 2, 2023</b>
<b>PRESIDENTS DAY</b>	<b>MONDAY</b>	<b>FEBRUARY 20, 2023</b>
<b>MEMORIAL DAY</b>	<b>MONDAY</b>	<b>MAY 29, 2023</b>
<b>INDEPENDENCE DAY</b>	<b>TUESDAY</b>	<b>JULY 4, 2023</b>
<b>LABOR DAY</b>	<b>MONDAY</b>	<b>SEPTEMBER 4, 2023</b>
<b>COLUMBUS DAY</b>	<b>MONDAY</b>	<b>OCTOBER 9, 2023</b>
<b>DAY BEFORE VETERANS DAY</b>	<b>FRIDAY</b>	<b>NOVEMBER 10, 2023</b>
<b>THANKSGIVING</b>	<b>THURSDAY</b>	<b>NOVEMBER 23, 2023</b>
<b>DAY AFTER THANKSGIVING</b>	<b>FRIDAY</b>	<b>NOVEMBER 24, 2023</b>
<b>CHRISTMAS DAY</b>	<b>MONDAY</b>	<b>DECEMBER 25, 2023</b>
<b>FLOATING HOLIDAY</b>	<b>TO BE TAKEN ANYTIME</b>	

**WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY**

**MOTION CARRIED UNANIMOUSLY.**

**Board Meeting Dates for 2023:**

**MOTION TO DESIGNATE THE BOARD MEETING DATES FOR 2023 AS:**

<b>JANUARY 11</b>	<b>JULY 12</b>
<b>FEBRUARY 8</b>	<b>AUGUST 9</b>
<b>MARCH 8</b>	<b>SEPTEMBER 6</b>
<b>APRIL 5</b>	<b>OCTOBER 11</b>
<b>MAY 10</b>	<b>NOVEMBER 8</b>
<b>JUNE 7</b>	<b>DECEMBER 13</b>

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

**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 \$372.00 and the second is engineering services for \$4,023.00. Both invoices are reimbursable up to 80% of the total invoice from the Design and Engineering Grant. The district has received reimbursement of \$14916.00 on October 31, 2022, 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 \$372.00 AND \$4,023.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

RAS pump is back up and working well. TLECC also has the drive ready for the new/replacement Effluent pump.

TDA Construction sent an estimate of \$5,865.00 for 375 Pine Street, Stan Garcia residence, to repair sewer main and replacement.

**MOTION TO HAVE TDA CONSTRUCTION REPAIR SEWER MAIN AT 375 PINE STREET IN THE AMOUNT OF \$5,865.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR T. DAY. MOTION CARRIED UNANIMOUSLY.**

**Office Report:**

Updated budget figures was presented with a 6% wage increase. We are still waiting on worker's comp and property and liability renewal amounts that we will have for the December 14 meeting.

**MOTION TO SET WAGE INCREASE OF 6% PER EMPLOYEE WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.**

We received a letter from the ERBM Recreation District. They will not be doing a membership blitz for 2023 instead they will offer a 25% discount year around. Another option would be a Corporate Membership Program that charges usage fee of \$2 per person per use. Usage is tracked and billed out quarterly. Information was provided for the board for review.

**MOTION TO CONTINUE 2023 MEMBERSHIPS FOR EMPLOYEES AND BOARD MEMBERS WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.**

Doug Merrell would like to move our server to the county data center, and it would cost \$2,000 in equipment to do this. The benefit to this is that the server is in a secure facility designed for computer equipment. The data center has backup generators, dedicated air conditioners and racks. We should have higher speed and we would change from Cimarron to the county and the cost will go down \$150 to \$75 per month. Right now, we pay \$155 per month through Cimarron. Doug and Dylon would have quicker access to our server for any issues or upgrades.

**MOTION TO MOVE SERVER TO COUNTY DATA CENTER UPON APPROVAL FROM ATTORNEY BORCHARD OF AN AGREEMENT BETWEEN RIO BLANCO COUNTY AND MEEKER SANITATION DISTRICT WAS MADE BY DIRECTOR T. DAY, 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 OCTOBER 2022 IN THE AMOUNT OF \$66,376.57 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.**

**MOTION TO MOVE DECEMBER 7, 2022 BOARD MEETING TO DECEMBER 14, 2022 UPON APPROVING DECEMBER BILLS VIA EMAIL WAS MADE BY DIRECTOR T. 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 December 14, 2022.

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Chairperson

ATTEST

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