
RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Session

October 11, 2023

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening October 11, 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	Attorney Borchard	Office Manager Willey
Director C. Day	Office Assistant May	Plant Manager Nielsen
Director T. Day		

Also present was Dawson Willey and Colton Newman
Director Balloga and Director Hooper were absent with it being excused.

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 T. DAY.

MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 6, 2023, BOARD MEETING WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

JVA Consulting Engineers:

Update on Wastewater Treatment Plant Project. Plant Manager Nielsen has been in touch with Cooper Best with JVA Consulting Engineers on cost comparisons with other contracting companies to compare costs of the bid from Lefevere Building Systems. Plant Manager Nielsen received information from JVA on estimates from additional contractors and suppliers to compare to Lefevere Building Systems costs. The Board reviewed this information and agreed to re-bid the project with JVA's recommendation to extend the timeframe to allow contractors time to submit a bid. Cooper Best with JVA has been in contact with Erin Reilley with the State Revolving Fund requesting additional funding if the project were to go over budget. The discussion has been positive, and Mr. Best will report back to the District with updates on the requirements for additional funding. JVA included a Letter Agreement for bidding services related to the building project and a new Bid Advertisement schedule. Bid Advertisement will be in the October 19, 2023 Herald Times, Pre-Bid Meeting November 7th, Bids due on December 5th, Bid opening at the December 6th Board meeting.

MOTION TO ADVERTISE TO BID THE WASTEWATER TREATMENT PLANT PROJECT IN THE OCTOBER 19, 2023 HERALD TIMES WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY.

MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE JVA LETTER AGREEMENT FOR BIDDING SERVICES NOT TO EXCEED \$7,500 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY.

MOTION CARRIED UNANIMOUSLY.

JVA Consulting Engineers Permission to Pay Invoices:

We have received an invoice from JVA for August 2023 Design and Engineering services in the amount of \$5,332.00. 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 \$5,332.00 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.

Budget:

New budget figures were presented with a 3.5% increase in Health Insurance. Mill Levy left at 9.47. We are still waiting for Property and Liability Insurance figures. The Board asked at the September meeting for figures of a 4% hourly wage increase on an average added to the budget for review.

MOTION TO APPROVE AN EMPLOYEE HOURLY WAGE INCREASE OF 4% ON AN AVERAGE WAS MADE BY DIRECTOR T. DAY, SECONDED BY C. DAY. MOTION CARRIED UNANIMOUSLY.

Prop HH (SB 23-303) is a bill that will be on the November election ballot. If it passes it will decrease the property tax revenue for 2024. Election day is on November 7 and our Board Meeting is on November 8. Hopefully, we will know preliminary results, if not, we will present two budgets for review at the November Board Meeting. One budget if it does not pass and the other if it does pass. If Prop HH passes this will change dates for final certification from the Assessor to December 29, 2023 and certify levies to Commissioners by January 12. This will push finalizing our budget to the January Board Meeting.

As you know, the District now has two funds, the General Fund and the Water Activity Enterprise Fund. The Water Activity Enterprise Fund was created in January of 2022. The beginning fund balance for the Water Activity Enterprise Fund was \$55,390.00 and that came from a separate Colo Trust account that is called the System Improvement Account. This account was created years ago as a restricted account for building improvements for the plant. The Board was asked for approval to change the name on this account to Water Activity Enterprise Fund and to not have restricted funds solely for building improvements. This would allow this fund to be used for the operating expenses and building costs for the Enterprise Fund.

MOTION TO CHANGE THE COLO TRUST “SYSTEM IMPROVEMENT” ACCOUNT NAME TO “WATER ACTIVITY ENTERPRISE FUND” AND TO UNRESTRICT THESE FUNDS THAT WERE USED SOLELY FOR BUILDING IMPROVEMENTS TO BE USED FOR OPERATIONAL AND BUILDING COSTS FOR THE WATER ACTIVITY ENTERPRISE WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.

To help build reserves for the Water Activity Enterprise Fund we can transfer up to 10% of the annual service charges of the Enterprise Fund from the General Fund tax revenues. We would suggest 7% to make sure we stay within TABOR limits. If we did this at the end of every year this would help build the reserves of the Enterprise Fund. If we transfer the ending fund balance into the Colo Trust Enterprise Fund Account this will increase the interest earned for the Enterprise which increases the revenues of the Enterprise also. The Board requested a separate budget with a 7% transfer from the General Fund Tax revenues to the Water Activity Enterprise Fund to be provided for review at the November 8, 2023 Board Meeting before a decision is made.

The District will need to hold a public hearing for the 2024 Budget on December 6, 2023 Board Meeting per Colorado Statute. This could change if Prop HH passes to the January Board Meeting.

MOTION TO HOLD THE PUBLIC HEARING ON THE 2024 BUDGET AT THE DECEMBER 6, 2023 REGULAR BOARD MEETING AND TO POST NOTICE OF THE HEARING IN THE LOCAL NEWSPAPER, CLERK AND RECORDER’S OFFICE, TOWN OF

MEEKER, POST OFFICE, DISTRICT OFFICE, AND WEBSITE WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.

Plant Report:

Lab results were within permit limits.

Rohn Ridge Subdivision (property out by the hospital) preliminary plan development was sent over to the District from the Town of Meeker. We would need plans reviewed by JVA and approved by the board to ensure that everything is going to be built to District standards.

MOTION TO APPROVE JVA LETTER AGREEMENT FOR ROHN RIDGE DEVELOPMENT REVIEW SERVICES NOT TO EXCEED \$5,000 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

Plant Manager Nielsen would like to replace at least one of the plant pickup trucks. They are 1998's one has 96,500 miles the other 78,000 miles. The Board would like Plant Manager Nielsen to send a Request for Bid to Cook Ford, Cook Chevrolet, and Victory Motors in Craig, Columbine Ford in Rifle, and Northwest Auto here in Meeker. Bids will be due on November 7th at 3:00 p.m. and reviewed at the November 8, 2023 Board Meeting.

Plant Manager Nielsen wanted to verify with the Board on compensating plant employees for testing and obtaining licenses that are above the current requirements to operate the plant and collection system. The Board agreed that District will continue to keep this in place.

Plant Manager Nielsen let the Board know that he will be on vacation October 12th – 20th and October 26th – November 3rd.

Office Report:

To maintain compliance with our district website we had to provide a way to contact our Board Members. We did not want to put any personal contact information on the website, so we had Doug Merrell create a general email for Board Members. Office Assistant May and I will be able to check this email and forward it on to the board without jeopardizing your private email and phone numbers. Director T. Day asked to check with Doug on cost for individual sanitation emails for each Board Member instead of a general board member email that would still be sent to their private email. Should anything legal happen this should not affect their personal email if all District information is sent solely to each individual Board Members sanitation email. Office Manager Willey will contact Doug and report back at the November Board Meeting.

Office Assistant May noticed some stucco on the North side of our building falling off and cracking. We thought this should be fixed before it became a bigger problem. We received contact information from Barney Leblanc for Michael Stevenson who has done stucco work on several homes in our area. He quoted us \$300.00 to repair that patch and any cracks around the office building. This was done and completed at the end of September.

The first SRF Loan payment is due on November 1st in the amount of \$1,637.11. Approval was requested from the Board to make this payment by November 1st, 2023. It will be late if we wait until the next Board Meeting.

MOTION TO PAY SRF LOAN PAYMENT BY NOVEMBER 1, 2023 IN THE AMOUNT OF \$1,637.11 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

We have been looking into First Net with AT&T as a new cellphone provider. We currently have Union Cellular, and we pay \$160 per month for 3 lines. AT&T costs would be around \$150 per month but

it would be better service with more AT&T towers surrounding us. First Net Built with AT&T is a system built for public safety in mind. One of the features of this system is if there was an emergency, they would allow calls to go through a congested network first to help keep communication open. Another benefit would be an option to upgrade cellphones every 18 months for only .99 cents and can trade in current phones for additional credit. I spoke with Ryan Hamilton, a representative with this company, and he said they will bring any new phones or equipment and set it all up in person for us at no additional cost. Board gave approval to change cellphone companies.

Two Plant Employees have opted out of carrying their cellphone service through the District. They still take on call rotations and use their phone for other work services. The Board was asked for approval to give them a monthly stipend added to their paycheck to help cover their cell phone cost.

MOTION TO GIVE A MONTHLY STIPEND IN THE AMOUNT OF \$35.00 TO HELP COMPENSATE FOR TWO PLANT EMPLOYEES' CELLPHONE BILLS WAS MADE BY DIRECTOR HOKE, 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 SEPTEMBER 2023 IN THE AMOUNT OF \$71,256.79 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. 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 November 8, 2023.

ATTEST

Chairperson