

## RECORD OF PROCEEDINGS

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### MEEKER SANITATION DISTRICT

#### Regular Session

July 6, 2022

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening July 6, 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. The following persons were present:

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

Also Present: Marlo Coates with ColoCPA

#### Additions or Changes to the Agenda:

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

#### Approval of Minutes

**MOTION TO APPROVE THE MINUTES OF THE JUNE 8, 2022 BOARD MEETING WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR HOKE WITH DIRECTOR T. DAY ABSTAINING. MOTION CARRIED.**

#### Pakuer Property Annexation - Public Hearing:

Chairperson Hoke opened the public Hearing for the Pakuer Property Annexation at 7:03 p.m. There were no comments from the public regarding annexation of the property. Chairperson Hoke closed the public hearing at 7:05 p.m.

The notice for a public hearing was published on June 30, 2022.

**MOTION TO ACCEPT THE RESOLUTION ORDERING THE ANNEXATION OF THE COAL CREEK PARTNERSHIP PROPERTY OWNED BY LISA AND BUDDY PAKUER INTO THE MEEKER SANITATION DISTRICT WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

#### Audit Report:

Marlo Coates with Colorado CPA was present to go over and answer questions on the Meeker Sanitation District Audit. The audit went well, and they did not find anything material wrong.

**MOTION TO ACCEPT THE 2021 AUDIT REPORT WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

#### Design and Engineering Grant Loan Agreement:

The district was awarded a \$77,000 WPCRF Design and Engineering Grant to assist with the costs of completing the necessary design and engineering of the WWTP project. This is set up as a Principal Forgiveness Loan. The Authority recognizes and accounts for the D & E Grant as a forgiven loan for legal and accounting purposes. Like the Planning Grant, they will pay out 80% of expenses with the remaining 20% paid

out after a WPCRF direct loan approval from the Authority Board. We need to authorize at least two officers that will be able to take action on the loan and be able to withdraw funds that will need to be added to the loan agreement. Office Manager Willey will send a draft of the loan agreement for the board to review.

**MOTION TO AUTHORIZE CHAIRPERSON HOKE AND OFFICE MANAGER WILLEY TO TAKE ACTION ON THE LOAN AND WITHDRAW FUNDS ON THE DESIGN AND ENGINEERING GRANT WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.**  
**MOTION CARRIED UNANIMOUSLY.**

**Meeker Sanitation District Loan Resolution:**

Another step in acquiring the Design and Engineering Grant is a Loan Resolution between the Meeker Sanitation District and the Colorado Water Resources and Power Development Authority. Lisa Mayers, Bond Council, has drawn up this resolution for us and it has been reviewed by Attorney Borchard.

**MOTION TO ACCEPT AND SIGN THE DESIGN AND ENGINEERING LOAN RESOLUTION WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA.**  
**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 \$3,770.00 and the second is engineering services for \$540.00. Both invoices are reimbursable from the Planning Grant and the Design and Engineering Grant. Two invoices have already been paid and submitted for 80% reimbursement. We have received one reimbursement of \$2,243.20 of a \$2,804.00 JVA invoice and we have been approved for reimbursement for \$5,643.20 of a \$7,054.00 JVA invoice. Office Manager Willey will submit invoice for reimbursement as we receive them.

**MOTION TO MAKE PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$3,770.00 AND \$540.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.**  
**MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

Plant Manager Nielsen asked the board about what color the replacement panels on the plant should be. He suggested matching the shop color. The board agreed to match the color of the shop panels.

**Office Report:**

The board requested to add Director C. Day as a signer on Mountain Valley Bank and Bank of the San Juans accounts. Each bank requests a letter from Meeker Sanitation District stating any additions or changes. Letters were provided by Office Manager Willey to Mountain Valley Bank and Bank of the San Juans and were signed by Chairperson Hoke and Office Manager Willey requesting these changes. Board members T. Day, Hoke, Balloga, C. Day will need to go into each bank and provide their signatures. Office Manager Willey will let them know when the new signature cards are ready for signature.

The board reviewed the updated SRF Loan & DOLA Grant spreadsheet. The District was awarded the DOLA Grant in the amount of \$700,000. The next step will be a contract with DOLA. Office Manager Willey will send that out to the board and Attorney Borchard once we receive it. The SRF Loan Application was submitted on June 14 and accepted. Now, it is being reviewed and the District is going through a credit analysis. The loan process could take around 6 to 8 weeks to complete.

Office Manager Willey spoke with Lisa Mayer, Bond Council, the afternoon of the Board meeting. The SRF Loan process is at a standstill until they receive information that the Enterprise will be able to sustain itself to pay back the loan. The Enterprise was not adopted until June 8, 2022, so the districts most recent audit does not reflect this information. Ms. Mayer suggested doing a projection of the rest of 2022 to show the Enterprise sustainability. Office Manager Willey and Attorney Borchard spoke with Marlo Coates with ColoCPA and asked her if she could help. She stated that since she is our auditor, she can only give suggestions, but she agreed to a phone conference with Ms. Mayer, Attorney Borchard, and Office Manager Willey on discussion of this matter and she will let Office Manager Willey know of a time she can conference call.

Another matter that was discussed with Ms. Mayer is the DOLA Grant being state severance taxes. The Enterprise is not allowed to receive more than 10% of revenue from tax proceeds. Ms. Mayer asked Office Manager Willey to ask DOLA if the District could receive the funds as federal funds instead of severance tax proceeds. Office Manager Willey sent an email to Katherine Boozell, Regional Assistant & Grant Specialist with DOLA about this issue. If the District cannot receive DOLA funds federally, then Ms. Mayer said another option would be to set up loan documents from the District to the Enterprise. The Enterprise would have to pay back the \$700,000 dollars to the District. Office Manager Willey will send emails to the board and Attorney Borchard once we find out more information.

**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 JUNE 2022 IN THE AMOUNT OF \$78,445.59 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 August 10, 2022.

ATTEST

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Chairperson