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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

**December 14, 2022**

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening December 14, 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 Balloga	Office Manager Willey
Director C. Day	Attorney Borchard	Plant Manager Nielsen
Director T. Day		

Director Hooper was absent with it being excused.

**Additions or Changes to the Agenda:**

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

**Approval of Minutes**

**MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 9, 2022 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

**2023 Budget Public Hearing and Acceptance:**

The 2023 budget was presented at the public hearing and reviewed by the board. Public Hearing commenced at 7:05 p.m. No public comments. Public Hearing closed at 7:16 p.m. Board moved to regular scheduled meeting at 7:17.

**MOTION TO ACCEPT THE RESOLUTION TO ADOPT THE 2023 BUDGET AND TO APPROPRIATE THE FUNDS WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY. MOTION CARRIED UNANIMOUSLY.**

**MOTION TO ACCEPT THE RESOLUTION SETTING THE MILL LEVY AT 9.47 MILLS WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.**

**Property Tax Leins:**

The District had 8 accounts that will have a lien against the property for delinquent account status.

**MOTION TO ACCEPT THE RESOLUTION TO FILE PROPERTY LEINS FOR DELINQUENT ACCOUNTS FOR:**

- 1. PROPERTY OWNED BY TONY PECK, \$640.00, 1161 HILL STREET, BLOCK 073, LOT 3 & 4; AND**
- 2. PROPERTY OWNED BY SHANNON MERRIAM, \$460.00, 315 PARK AVENUE, BLOCK 005, LOT 12, AND**
- 3. PROPERTY OWNED BY AMANDA AND MICHAEL NUNN, \$430.00, 1045 LANCE CIRCLE, SANDERSON HILLS SUBDIVISION, LOT 33 & 34; AND**
- 4. PROPERTY OWNED BY CARL PADILLA, \$360.00, 695 11<sup>TH</sup> STREET, BLOCK 76, LOT 1 & 2, N ½ OF BOTH; AND**

5. PROPERTY OWNED BY ROY MCKAY, \$480.00, 1012 WALL STREET, SANDERSON HILLS SUBDIVISION LOT 22, SUBLLOT A OF RESUBDIVISION; AND
6. PROPERTY OWNED BY ED AND DEBORAH KING, \$480.00, 1061 LAURIE CIRCLE, SANDERSON HILLS RESUBDIVISION, LOT 314; AND
7. PROPERTY OWNED BY MAXCY KATSOCK, \$254.00, 1283 PARK AVENUE, BLOCK 97, LOT 14 & 15, SUBLLOT 3; AND
8. PROPERTY OWNED BY TASHA ARCHULETA, \$360.00, 713 HILL STREET, PURKEY-COCHRAN RESUBDIVISION LOT 1;

**WAS MADE BY DIRECTOR T. DAY SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Resolution to Designate Election Official:**

**MOTION TO ACCEPT THE RESOLUTION TO APPOINT RACHEL WILLEY AS THE ELECTION OFFICIAL WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

Rob is planning to leave April 2<sup>nd</sup>. We will advertise the position in mid-January. Plant Manager Nielsen and Office Manager Willey will make arrangements to start the advertising process at that time.

**Office Report:**

Board permission was asked to purchase a gift for the employees at the town that help us out every month.

**MOTION TO GIVE THE EMPLOYEES AT THE TOWN WHO WORK WITH A US EVERY MONTH A GIFT IN APPRECIATION FOR ALL THEY DO FOR US THROUGHOUT THE YEAR WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

Board was asked if they would like to do gifts for employees and board members. Board decided to give gifts to employees only.

**MOTION TO GIVE EMPLOYEES AND THEIR FAMILIES A GIFT OF \$50.00 IN CHAMBER BUCKS WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

Every year there needs to be authorization from the Board for the Office Assistant/Manager to use signature stamps and pay bills for year 2023. This will authorize payments that are made before the board meeting every month such as payroll, Union telephone, CEBT health insurance, bulk mailing, postage stamps, and merchant service fees for credit card payments.

**MOTION TO AUTHORIZE OFFICE MANAGER WILLEY TO USE SIGNATURE STAMPS AND PAY BILLS FOR THE YEAR 2023 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

Last month the board approved to have the 2023 December board meeting on December 13 to allow time for the final property assessment to be received before finalizing the budget. I would like to change it to December 6, 2023. We usually receive the final assessment by the end of November and the December 6 meeting would give me more time to file the paperwork with the county finance department.

**MOTION TO CHANGE DECEMBER 13, 2023 BOARD MEETING TO DECEMBER 6, 2023 CONTINGENT UPON RECEIVING THE FINAL PROPERTY ASSESSMENT FROM THE COUNTY**

**ASSESSORS OFFICE BEFORE DECEMBER 6, 2023 WAS MADE BY DIRECTOR C. DAY,  
SECONDED BY DIRECTOR T. DAY. MOTION CARRIED UNANIMOUSLY.**

**Board:**

The Board reviewed the Delinquent Accounts, Profit and Loss Statement, Balance Sheet, and Bank Statements.

Review of current bills was sent to board members by email to approve on December 7. Approval to pay the bills was given by Director Balloga, Director Hooper, and Chairperson Hoke in the amount of \$100,886.65 for the month of November.

Office Manager Willey transferred \$50,000 from Colortrust to cover bills.

Director Balloga and Chairperson Hoke authorized Office Manager Willey permission to use signature stamp.

Meeting was adjourned, the next regular Board Meeting will be held on January 11, 2023.

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Chairperson

ATTEST

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