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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

**March 8, 2023**

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening February 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 Manager Willey |
| Director C. Day   | Director Hooper  | Plant Manager Nielsen |
| Attorney Borchard |                  |                       |

Director T. Day 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 C. DAY. MOTION CARRIED UNANIMOUSLY.**

**Approval of Minutes**

**MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 8, 2023, BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.**

**Audit Agreement with Colo CPA Services:**

Colo CPA has sent us an agreement letter; they will perform the audit this year for an amount not to exceed \$5,500. This has gone up \$550 from last year.

**MOTION TO ACCEPT THE AGREEMENT WITH COLO CPA TO PERFORM THE AUDIT FOR 2022 FOR AN AMOUNT NOT TO EXCEED \$5,500.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.**

**Election Process:**

The election process has been canceled, as there were 3 seats up for election and we received 3 nominating petitions. Notice of Cancellation was published in the paper, and it has been filed with the Clerk and Recorder and the Department of Local Affairs. Cindy Balloga, John Hooper, and Mike Hoke are elected by acclamation.

**Plant Report:**

Lab results were within permit limits.

Lanny Coulter will work on getting the line he installed 2 years ago videoed, but he is not wanting to have the district adopt the line at this time. Plant Manager Nielsen asked if the District needed any kind of agreement in place for future buyers of the lots in that block. Attorney Borchard said that it would be disclosed to any potential buyer before they bought the property and that an agreement is not needed.

CDPHE is testing wastewater in treatment plants across the state for Covid. It would be free for the District to participate. Office Manager Willey spoke with County Health, and they have spoken with Rangely and Meeker Hospitals and they said the information really would not help or change any course of

treatment for Covid. The board agreed that the District does not want to participate as the information would not be very useful for our County and Hospitals.

**MOTION TO DECLINE PARTICIPATION IN THE CDPHE TESTING WASTEWATER IN TREATMENT PLANTS WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.**

**Office Report:**

2022 Audit was done on February 14 & 15 with ColoCPA. I received the 2022 Audit Draft today that will need submitted to the Colorado Water Resources & Power Development Authority for review. This is one of the last steps for closing the SRF loan.

**MOTION TO SUBMIT 2022 AUDIT DRAFT TO THE COLORADO WATER RESOURCES & POWER DEVELOPMENT AUTHORITY WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

Last month the end of year budget was presented, but we needed more information on how to allocate funds between the General and Enterprise funds. Marlo said that the board can allocate the funds however they like between the funds. She did add 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 will be around \$200,000.00. The board would like to table this discussion until April 5, 2022 board meeting.

We have 4 applications returned we need to set up interviews. Director C. Day and Chairperson Hoke would like to be present for the interviews. Office Manager Willey will set up interviews for March 15, and 16. Last month the board wanted an acknowledgement form concerning licenses and certificates updated for new employees. This was presented for the board to review, and the board had no issues with the updated acknowledgement form. The Grievance Procedure in the Personnel Policy needed updated and was presented for the board to review. Director Balloga wanted to add that the employees are encouraged to resolve any issues between themselves first before going to a supervisor. Office Manager Willey will make corrections and update the Personnel Policy.

**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 FEBRUARY 2023 IN THE AMOUNT OF \$59,951.23 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.**

Meeting was adjourned, the next regular Board Meeting will be held on April 5, 2023.

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Chairperson

ATTEST

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