

RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Board Meeting

February 5, 2025

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening February 5, 2025, 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, Office of the Meeker Sanitation District and published in the Rio Blanco Herald Times and on our website. The following people were present:

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

Additions or Changes to the Agenda:

MOTION TO APPROVE THE AGENDA AS WRITTEN OR WITH CHANGES WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MINUTES OF JANUARY 8, 2025 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA.

**MOTION CARRIED.
DIRECTOR C. DAY ABSTAINED.
DIRECTOR T. DAY ABSTAINED.**

Referral from Town of Meeker for 1312 Sage Ridge Road:

The Town of Meeker has sent a referral for 1312 Sage Ridge Road. The owners are Lee and Stephanie Overton, and they are requesting a Lot Line Consolidation. The residential property is within the District boundary, the owners purchased property behind their lot that is not within the District boundary. The owner's intent is to remain a single-family residential lot and consolidate both properties. We have suggested that the owner's have the lot annexed into the District. This would eliminate any issues with property taxes and selling of the home in the future.

MOTION TO SET THE PUBLIC HEARING ON APRIL 9, 2025 AND POST IN HERALD TIMES WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

JVA Engineering Permission to Pay Invoice:

We have received an invoice for the Wastewater Treatment Plant Project construction services for December 2024 in the amount of \$2,495.00.

MOTION TO MAKE PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$2,495.00 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

Permission to Pay Lefever Building Systems Invoice:

We have received a pay application in the amount of \$16,193.80 for the windows that were installed on the Wastewater Treatment Plant building. Lefever Building Systems determined that the windows were made of aluminum and did not require the American Iron and Steel Certification. JVA Consulting Engineers has reviewed and approved the pay application.

MOTION TO PAY LEFEVER BUILDING SYSTEMS IN THE AMOUNT OF \$16,193.80 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Plant Report:

Lab results were within permit limits.

The state inspection report was presented to the board for review. Everything went well and there were no major findings.

The Wastewater Treatment Plant Project has been completed but there is an issue with the doors that were installed. The doors have steel in them and Lefever Building Systems could not produce the American Iron and Steel Certification (AIS Certification) that is required for reimbursement from the SRF Loan. Lefever Building Systems decided to delete the doors off the invoice and not charge the District for them. The SRF Loan Project Manager, Erin Reilley, said that deleting the doors from the project is not a solution they can entertain. "They are integral to the project and if made of iron or steel, they must be AIS compliant, and a manufacturer's certification letter must be provided." Lefever Building Systems is going to do more research on the doors and see if they can determine how much of the doors are steel and calculate the total materials cost and if the doors come in under 5% of the cost of materials, then they would not have to provide the AIS Certification. We hope to hear from Lefever Building Systems or JVA Engineering on a solution to this issue soon. We will update the Board at next month's meeting.

Office Report:

2024 End of Year Budget was presented to the Board for review. The General Fund was over budget on Revenues due to backfill property taxes that were received and under budget on expenses. The General Fund Ending Fund Balance increased from the beginning balance by \$8,766.94 or .9%. The Water Activity Water Enterprise was over budget in revenues due to additional monthly service charges, interest earned, safety grant, and the sale of the 1998 Ford F150 pickup. The Enterprise was under budget on expenses. The Water Activity Enterprise Ending Fund Balance increased by \$153,323.83 or 27.2%.

It is a requirement that we have at least 3 months' operating and maintenance reserves to stay in compliance with our SRF Loan. Every year, we have earmarked the reserves in both funds for 6 months of emergency and operating costs. The Board agreed to earmark the reserves and transfer

7% of service charges from Colostrust General Account to Colostrust Water Activity Enterprise account to continue building the reserves in the Enterprise.

MOTION TO TRANSFER \$48,775.82 FROM COLOTRUST GENERAL FUND TO COLOTRUST WATER ACTIVITY ENTERPRISE FUND WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

MOTION TO EARMARK THE GENERAL FUND RESERVES FOR SIX MONTHS OF EMERGENCY OPERATIONAL COSTS IN THE AMOUNT OF \$140,000.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

MOTION TO EARMARK THE WATER ACTIVITY ENTERPRISE FUND RESERVES FOR SIX MONTHS OF EMERGENCY OPERATIONAL COSTS IN THE AMOUNT OF \$300,000.00 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.

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 JANUARY 8, 2025 IN THE AMOUNT OF \$80,880.46 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Director T. Day gave permission to use her signature stamp.

The meeting was adjourned, the next regular Board Meeting will be held on March 5, 2025.

Chairperson

ATTEST
