
RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Session

December 6, 2023

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening December 6, 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 Records 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 Hooper		Plant Manager Nielsen
Director Balloga		

Director C. Day and Director T. Day 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 HOOPER, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF NOVEMBER 8, 2023, BOARD MEETING WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Wastewater Treatment Plant Project Bid Opening:

One sealed bid was received by December 5, 2023. Chairman Hoke opened the bid for Board review.

Integrated Water Service, Inc.	\$3,250,000.00
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The Bid came in significantly higher than the District's budget for this project. The Board asked Plant Manager Nielsen to invite Cooper Best with JVA Engineering to the January 10th Board Meeting to discuss what the District's options are now.

Property Tax Leins:

The District has 7 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 CARL PADILLA, \$480.00, 695 11TH STREET, BLOCK 076, LOT 1 & 2 N ½; AND**
- 2. PROPERTY OWNED BY SHANNON MERRIAM \$480.00, 315 PARK AVENUE, BLOCK 005, LOT 12; AND**
- 3. PROPERTY OWNED BY MICHELLE BUCKLER, \$360.00, 1160 MAIN STREET, BLOCK 094, LOT 5; AND**
- 4. PROPERTY OWNED BY MAXCY KATSOCK, \$442.00, 1283 PARK AVENUE, BLOCK 097, LOT 14 & 15 SUBLOT 3; AND**

5. PROPERTY OWNED BY TASHA ARCHULETA, \$320.00, 713 HILL STREET, PURKEY-COCHRAN RESUBDIVISION LOT: 1 ACCORDING TO THE PLAT RECORDED 2/6/15 RECEPTION #309747 FORMERLY KNOWN AS BLOCK 69 E ½ OF LOTS 1, 2, 3; AND

6. PROPERTY OWNED BY LARRY VANDUSEN, \$301.00, 1010 JULIE CIRCLE, SANDERSON HILLS SUBDIVISION LOT: 22 SUBLOT B RESUBDIVISION; AND

7. PROPERTY OWNED BY IVAN CARILLO-GARCIA, \$288.00, 1146 MICHAEL CIRCLE, SANDERSON HILLS SUBDIVISION LOT 87.

WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

Rohn Ridge Petition for Annexation:

Petition for Annexation was received for the Rohn Ridge Subdivision. This property is out by the hospital and will be developed in phases. The owner is Tru Sport Lodge LLC, and they are hoping to break ground in spring of 2024.

Attorney Borchard and the Board did not want to move forward with the annexation until the District receives authorization from Tru Sport Lodge LLC to have Shawn Bolton sign the petition on their behalf. Once the District receives this information, we can move forward with the annexation process at the following board meeting.

Holidays for 2024:

Holidays for 2024 were presented for review and approval.

MOTION TO APPROVE THE 2024 HOLIDAYS:

NEW YEARS DAY	MONDAY	JANUARY 1, 2024
PRESIDENTS DAY	MONDAY	FEBRUARY 19, 2024
MEMORIAL DAY	MONDAY	MAY 27, 2024
INDEPENDENCE DAY	THURSDAY	JULY 4, 2024
LABOR DAY	MONDAY	SEPTEMBER 2, 2024
INDIGINOUS PEOPLES DAY	MONDAY	OCTOBER 14, 2024
VETERANS DAY	MONDAY	NOVEMBER 11, 2024
THANKSGIVING	THURSDAY	NOVEMBER 28, 2024
DAY AFTER THANKSGIVING	FRIDAY	NOVEMBER 29, 2024
CHRISTMAS EVE	TUESDAY	DECEMBER 24, 2024
CHRISTMAS DAY	WEDNESDAY	DECEMBER 25, 2024
FLOATING HOLIDAY	TO BE TAKEN ANYTIME	

WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR HOKE.

MOTION CARRIED UNANIMOUSLY.

Board Meeting Dates for 2024:

MOTION TO DESIGNATE THE BOARD MEETING DATES FOR 2024 AS:

JANUARY 3 & 10	JULY 10
FEBRUARY 7	AUGUST 7
MARCH 6	SEPTEMBER 11
APRIL 10	OCTOBER 9
MAY 8	NOVEMBER 6
JUNE 5	DECEMBER 11

WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Meeker Chamber of Commerce Renewal:

The annual membership for Meeker Chamber of Commerce for 2024 is \$400.00.

MOTION TO RENEW THE MEMBERSHIP WITH THE MEEKER CHAMBER OF COMMERCE IN THE AMOUNT OF \$400.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

Property and Liability Insurance Renewal:

Property and Liability Insurance renewal was received. The amount for insurance in 2024 will be \$33,903.00. This is an 8.34% or \$2,611.00 increase from last year's premium.

MOTION TO ACCEPT THE COLORADO SPECIAL DISTRICT PROPERTY AND LIABILITY POOL INSURANCE QUOTE OF \$33,903.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.

State Comp Insurance Renewal:

The renewal information on State Comp Insurance has been received. The renewal amount is \$3,845.00. This is \$589.00 more than the previous year's premium.

MOTION TO APPROVE AND ACCEPT THE RENEWAL FOR THE STATE COMP INSURANCE IN THE AMOUNT OF \$3,845.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Networking of the Rockies Quote:

Doug Merrell sent a quote for new access points that are past end of support and need to be upgraded. It will cost \$1,970.00 to upgrade.

MOTION TO PAY NETWORKING OF THE ROCKIES \$1,970.00 FOR UPGRADING ACCESS POINTS IN OFFICE AND PLANT WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

Plant Report:

Lab results were within permit limits.

One of the 1998 Ford F150 green trucks was stolen from the Plant on Saturday December 2nd. Plant Manager Nielsen filed a police report. At this point the truck has not been found. Office Manager Willey filed a claim with the District's Property and Liability Insurance on December 5th. It will take up to 10 days before we hear back from the insurance company. In the meantime, hopefully the truck will be found. Director Hoke asked why the gate at the plant has not been locked. Plant Manager Nielsen stated the gate has not been locked since he has been manager, but from now on it will be and all the keys will be taken out of vehicles and locked up too. The Board will be kept in the loop of any changes and information from the insurance company.

Office Report:

Updated budget figures were presented. Property and Liability Insurance and State Comp figures were added to the budget. Information was sent from the Assessor's Office to the board and attorney regarding the new deadlines.. We will need to move the finalizing of the budget and mill levy to the January meeting as certification of values from the Assessor's has changed from December 10th to January 3rd and submission of levies to the Commissioners to January 10. It was decided to schedule a Special Meeting for January 3rd to finalize the budget and schedule a regular Board Meeting for January 10, 2024.

The Board approved to purchase Rec Center Memberships for employees and board members for 2024.

MOTION TO PURCHASE 2024 REC CENTER MEMBERSHIPS FOR EMPLOYEES AND THEIR FAMILIES AND BOARD MEMBERS AND THEIR FAMILIES WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

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

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

MOTION CARRIED UNANIMOUSLY.

Every year there needs to be authorization from the Board for the Office Manager to use signature stamps and pay bills for the year 2024. This will authorize payments that are made before the board meeting every month such as payroll, First Net with AT&T, 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 2024 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Board permission was asked to purchase chamber bucks as a gift to employees. The Board agreed to give each employee \$75.00 in chamber bucks this year.

MOTION TO GIVE EACH EMPLOYEE \$75.00 IN CHAMBER BUCKS AS A GIFT FROM THE DISTRICT WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Attorney Borchard would like to have information on what other districts and towns charge for tap fees to help the Board decide on possibly increasing the fee. Tap fees have not been increased since 2009. Office Manager Willey and Office Assistant May are working on creating a Resolution to clarify the tap fee charges and how they apply to residential, multi family, and commercial buildings. Discussion was had on changing the “tap fee” wording to “Plant Investment Fee” which is used frequently in other towns and districts. Information on tap fee comparisons will be emailed to the board and attorney before the next regular board meeting on January 10, 2024. The Resolution for clarification of tap fee charges will be sent to Attorney Borchard for his review before the January meeting.

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 NOVEMBER 2023 IN THE AMOUNT OF \$112,558.09 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA.

MOTION CARRIED UNANIMOUSLY.

Office Manager Willey transferred \$40,000 from Colo trust to Bank of the San Juans checking to cover bills.

Director Balloga gave permission to use their signature stamp.

The meeting was adjourned, the next regular Board Meeting will be held on January 10, 2024. Special Meeting will be held on January 3, 2024 for final approval of 2024 budget.

ATTEST

Chairperson