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# RECORD OF PROCEEDINGS

# MEEKER SANITATION DISTRICT

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## Regular Board Meeting

June 5, 2024

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening June 5, 2024, 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, 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	Director T. Day	Office Manager Willey
Director Hooper	Director C. Day	Plant Manager Nielsen
Director Balloga		Office Assistant May

Attorney Borchard was absent but was available by phone if needed.

### Additions or Changes to the Agenda:

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

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE MINUTES OF MAY 8, 2024 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

### 490 9<sup>TH</sup> Street Lot Line Adjustment:

We received information from the Town of Meeker regarding a lot line adjustment for 490 9<sup>th</sup> Street that is owned by David May. He is requesting to adjust the easterly lot line by approximately 5 feet. Mr. May owns both properties that will be adjusted. This will allow 868 ½ Garfield Street residence to have access on the West, North, and South side. The District has no sewer mains running through these properties. The closest sewer main is in the alley. The Board and Plant Manager Nielsen reviewed the information and have no issues with this lot line adjustment.

**1085 Main Street Minor Subdivision:**

Information was received from the Town of Meeker regarding a Minor Subdivision of 1085 Main Street that is owned by Stoneledge Properties, LLC (LaDonna Eubanks). The owner is requesting to subdivide the existing one lot into two lots. There is an existing residence located on the southern side of the lot closest to Main Street. The northern side of the lot is vacant and would be subdivided and used as a residential lot. The sewer main runs in the alley next to the northern lot. The residence on the southern side could possibly have a lateral sewer line running through the northern lot to the alley. Plant Manager Nielsen recommended that the board have a letter sent from the District stating that a utility easement should be included to run from the southern lot through the side of the northern lot and to make it clear that they cannot use the same lateral line to tap another building into. They will need two separate lateral lines to the sewer main. Office Manager Willey will draw up the letter and have Attorney Borchard review it before submitting the letter to the Town of Meeker. Director Hoke gave permission to use his signature stamp on the letter.

**Plant Report:**

Lab results were within permit limits.

One of the chlorine dosing pumps broke. Plant Manager Nielsen received information for replacement costs from MISCO water in the amount of \$6,585.78. Board approved replacing the chlorine dosing pump.

**MOTION TO APPROVE PURCHASE OF A NEW CHLORINE DOSING PUMP IN THE AMOUNT OF \$6,585.78 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

The Digester Pump was sent for repair after a leak alarm came on. The estimate for the repair from Cogent Technical Solutions Group is \$5,876.26. The board approved to pay for the repair of the Digester Pump.

**MOTION TO APPROVE THE SERVICE REPAIR COST FOR THE DIGESTER PUMP IN THE AMOUNT OF \$5,876.26 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

The new truck is here. We have been looking at new logos for the District. We would like to put logos on the District vehicles and buildings. Sample logos were reviewed by the board and a design selected. Office Assistant May will finalize the logo and move forward with having it sent to a professional company to create the logo.

The Coulter sewer line extension has been videoed again. They still want to retain ownership of the extension. They are going through the steps, so that in the future they can turn the sewer line over to the District. I have looked it over and found no signs of degradation. Everything looks like it did when it was installed. The line passed inspection, but the District will not service the line until the Coulter's relinquish ownership.

Plant Employee Goodwin passed his collections 1 test. The Board approved a pay wage increase of .50 cents per hour for receiving his collection 1 certificate.

**MOTION TO APPROVE HOURLY WAGE INCREASE OF FIFTY CENTS PER HOUR FOR TRAVIS GOODWIN WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

**Office Report:**

It was tabled from last month's meeting regarding the Grace Bible Church having an additional Single-Family Unit that we have not been billing a monthly service charge. They currently receive a monthly bill of \$40.00 for the church and it should be \$80.00 for two users according to our Rules and Regs. This would also apply to the Coulter's property on the old hospital site for having an additional Single-Family Unit in their basement that they use as a Short-Term Rental. Discussion was had at last month's meeting regarding a charge of an additional Plant Investment Fee of \$6,500.00 if a homeowner adds another Single-Family Unit onto an existing building. This would apply moving forward, but what has been done would be "grandfathered in". The question to the board is does this apply to the monthly service charge as well? Research was done on twelve towns in the surrounding area. Most of the town's charge for an Additional Dwelling Unit that is defined as a "unit" being for 1 family with 1 kitchen. All definitions of a "unit" state that it can have no more than 1 kitchen. It was also discussed changing the Plant Investment Fee of \$6,500.00 to \$3,250.00 for a homeowner to add another Single-Family Unit onto their property.

**MOTION TO CHARGE AN ADDITIONAL MONTHLY SERVICE CHARGE TO CUSTOMERS WHO RECEIVE A SPECIAL USE PERMIT FROM THE TOWN OF MEEKER FOR AN ASSESSORY DWELLING UNIT (ADU) OR A SHORT-TERM RENTAL (STR) IF IT CREATES AN EXTRA UNIT ON THE PREMISIS WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO CHARGE A ONE TIME PLANT INVESTMENT FEE (PIF) OF ONE HALF OF THE REGULAR PIF TO CUSTOMERS WHO RECEIVE A SPECIAL USE PERMIT FROM THE TOWN OF MEEKER TO ADD AN "ADU" OR "STR" TO THEIR EXISTING PROPERTY IF IT CREATES AN EXTRA UNIT ON THE PROPERTY WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO CHARGE ALL HOTELS AND MOTELS BASED ON MONTHLY WATER USAGE FROM THE TOWN OF MEEKER. CUSTOMERS WILL BE GIVEN THE OPTION TO INSTALL A WATER METER TO MEASURE WATER USAGE FOR IRRIGATION. THESE GALLONS WILL BE DEDUCTED FROM THEIR MONTHLY WATER USAGE. THIS WILL BEGIN FOR OCTOBER OF 2024 BILLING. MOTION WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO CHARGE NON-RESIDENTIAL MULTI USE BUILDINGS ONE MONTHLY CHARGE PER EACH SEPARATE USE (EXAMPLE: CHURCH WITH PARSONAGE, COMMERCIAL BUSINESS**

**WITH ATTACHED APARTMENT, CHURCH WITH DAYCARE CENTER, MOTEL WITH MANAGER UNIT) WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY WITH DIRECTOR HOKE ABSTAINING.**

SRF Loan payment was made on May 1, 2024 in the amount of \$10,000.88. The Board was made aware that another payment will be due on November 1, 2024.

We received backfill property tax income in the amount of \$44,834.00. We estimated a reduction of \$20,637.19 in property tax income due to SB 22B-001. Due to the overage in property tax income, we may have to do a supplemental budget for 2024. We will find out after the audit next year.

The 2023 Audit was completed on May 30, 2024. Marlo Coates with ColoCPA will have the audit report ready by July meeting. We will need to do a Supplemental Budget for the General Fund to show the overage in the expenses due to the transfer of 7% property tax to the Water Activity Enterprise Fund and add the additional expense line item for "Property Tax Revenue transfer to Water Activity Enterprise Fund.

**MOTION TO HOLD PUBLIC HEARING FOR 2023 SUPPLEMENTAL BUDGET AT THE JULY 10, 2024 REGULAR BOARD MEETING AND TO POST NOTICE OF THE HEARING IN THE LOCAL NEWSPAPER 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 MAY 2024 IN THE AMOUNT OF \$116,782.72 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

Transfer of \$30,000.00 from Colotrust was made to cover 2024 Ford Ranger truck purchase and SRF Loan payment.

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

The meeting was adjourned, the next regular Board Meeting will be held on July 10, 2024.

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Chairperson

ATTEST

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