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# RECORD OF PROCEEDINGS

# MEEKER SANITATION DISTRICT

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## Regular Board Meeting

**November 6, 2024**

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening November 6, 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 people were present:

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

Absent was Director Balloga with it being excused.

### **Additions or Changes to the Agenda:**

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

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE MINUTES OF OCTOBER 9, 2024 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

### **JVA Engineering Permission to Pay Invoices:**

We have received invoices from JVA Engineering for September and October 2024 Wastewater Treatment Facility Construction Services in the amount of \$13,868.42. We also received an invoice for bidding services for February 2024 in the amount of \$1,756.00. JVA is still working on getting there new billing system straight which is why this invoice is late. These invoices will be submitted for reimbursement from the DOLA Grant and SRF Loan.

**MOTION TO MAKE PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$15,624.42 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**State Comp Insurance Renewal:**

The renewal information for State Comp Insurance has been received. The renewal amount is \$3,887.00. This amount is \$42.00 more than the previous year's premium.

**MOTION TO APPROVE AND ACCEPT THE RENEWAL FOR THE STATE COMP INSURANCE IN THE AMOUNT \$3,887.00 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR C. DAY.  
MOTION CARRIED UNANIMOUSLY.**

**Holidays for 2025:**

Holidays for 2025 were presented for review and approval.

**MOTION TO APPROVE THE 2025 HOLIDAYS:**

<b>NEW YEARS DAY</b>	<b>WEDNESDAY</b>	<b>JANUARY 1, 2025</b>
<b>PRESIDENTS DAY</b>	<b>MONDAY</b>	<b>FEBRUARY 17, 2025</b>
<b>MEMORIAL DAY</b>	<b>MONDAY</b>	<b>MAY 26, 2025</b>
<b>INDEPENDENCE DAY</b>	<b>FRIDAY</b>	<b>JULY 4, 2025</b>
<b>LABOR DAY</b>	<b>MONDAY</b>	<b>SEPTEMBER 1, 2025</b>
<b>COLUMBUS/INDIGINOUS DAY</b>	<b>MONDAY</b>	<b>OCTOBER 13, 2025</b>
<b>VETERANS DAY</b>	<b>TUESDAY</b>	<b>NOVEMBER 11, 2025</b>
<b>THANKSGIVING DAY</b>	<b>THURSDAY</b>	<b>NOVEMBER 27, 2025</b>
<b>DAY AFTER THANKSGIVING</b>	<b>FRIDAY</b>	<b>NOVEMBER 28, 2025</b>
<b>CHRISTMAS EVE</b>	<b>WEDNESDAY</b>	<b>DECEMBER 24, 2025</b>
<b>CHRISTMAS DAY</b>	<b>THURSDAY</b>	<b>DECEMBER 25, 2025</b>
<b>FLOATING HOLIDAY</b>	<b>TO BE TAKEN AT ANYTIME</b>	

**WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Board Meeting Dates for 2025:**

**MOTION TO DESIGNATE THE BOARD MEETING DATES FOR 2025 AS:**

<b>JANUARY 8</b>	<b>JULY 9</b>
<b>FEBRUARY 5</b>	<b>AUGUST 6</b>
<b>MARCH 5</b>	<b>SEPTEMBER 3</b>
<b>APRIL 9</b>	<b>OCTOBER 8</b>
<b>MAY 7</b>	<b>NOVEMBER 5</b>
<b>JUNE 4</b>	<b>DECEMBER 10</b>

**WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

Lefever Building Systems is almost done with the Wastewater Treatment Plant project. They are currently working on some punch list items and some AIS issues. JVA Consulting Engineers will be here on Tuesday November 12<sup>th</sup> to do a walk through for the punch list. The doors and windows manufacturers may not meet Build America/Buy America standards that are required for the SRF

Loan. The doors and windows are already installed, and it is Lefever Building Systems' responsibility to meet these requirements. If Lefever cannot show the documentation for Build America/Buy America, then they may not charge us for the doors and windows. This could be about \$50,000.00 savings.

Plant Operator McGruder has passed his Collection 2 Certification. This is a .75 cent hourly increase according to the District pay schedule.

**MOTION TO INCREASE PLANT OPERATOR MCGRUDER'S WAGE BY .75 CENTS PER HOUR FOR OBTAINING HIS COLLECTIONS 2 CERTIFICATION WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

Plant Operator McGruder will be eligible for his "A" Wastewater License in July of 2025. It was asked if the Board would like to add this license to the District Pay Schedule as an employee pay increase.

**MOTION TO ADD "A" WASTEWATER LICENSE TO THE DISTRICT PAY SCHEDULE AS A \$1.00 PER HOUR EMPLOYEE PAY INCREASE WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

The USGS River Sampling Water Monitoring cost will go up for 2025. In 2024 it was \$6,544.00 and in 2025 it will be \$7,849.00 this will be a \$1,305.00 increase. The board agreed to keep contributing and the agreement for 2025 Water Sampling will be presented at next month's meeting.

**Office Report:**

Updated 2025 Budget figures were presented for review. State Comp Insurance for 2025 was added, and Assistant May's wage increase was figured into the budget.

**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 OCTOBER 2024 IN THE AMOUNT OF \$97,345.95 WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

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

Regular Board Meeting  
November 6, 2024

The meeting was adjourned, the next regular Board Meeting will be held on December 11, 2024.

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Chairperson

ATTEST

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