
RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Session

August 10, 2022

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening August 10, 2022 at 7:03 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 the Meeker Sanitation District website. The following persons were present:

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

Additions or Changes to the Agenda:

MOTION TO APPROVE THE AGENDA AS WRITTEN WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF THE JULY 6, 2022 BOARD MEETING WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

Pfeiffer Petition for Annexation:

Shane Pfeiffer sent a Petition for annexation into the Meeker Sanitation District. This property is located at the top of 6th Street. They are planning to build a home on the property and connect into our main in 6th street.

MOTION TO SET THE PUBLIC HEARING ON SEPTEMBER 7, 2022 AND POST SUCH IN HERALD TIMES WAS MADE BY T. DAY, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.

Appointment of Budget Director:

Permission is requested to start the budget process.

MOTION TO APPOINT RACHEL WILLEY AS THE BUDGET DIRECTOR WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

Design and Engineering Grant Loan Agreement:

The district was awarded a \$77,000 WPCRF Design and Engineering Grant to assist with the costs of completing the necessary design and engineering of the WWTP project. This is set up as a Principal forgiveness loan. The Authority recognized and accounts for the D & E Grant as a forgiven loan for legal and accounting purposes. Like the Planning Grant, they will pay out 80% of expenses with the remaining 20% paid out after a WPCRF direct loan approval from the Authority Board. The final loan agreement was presented for the board to review and approve.

MOTION TO APPROVE AND SIGN THE DESIGN AND ENGINEERING GRANT WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Amended Enterprise Resolution:

It was discussed in a phone conference on July 14 with Lisa Mayers our Bond Council, Marlo Coates with ColoCPA, Attorney Borchard, and Office Manager Willey that it would be beneficial for the Enterprise to be created as of January 1, 2022. This will show the Enterprise has a reserve going forward into the next year and enable us to audit the enterprise for the entire year. Lisa Mayers, Bond Council, has corrected the previous resolution and the amended Enterprise Resolution was presented for review.

MOTION TO APPROVE AND SIGN THE AMENDED ENTERPRISE RESOLUTION WAS MADE BY T. DAY, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

JVA Consulting Engineers Permission to Pay Invoices:

We have received two invoices from JVA. One is for the PNA services in the amount of \$1,420.00 and the second is engineering services for \$14,602.00. Both invoices are reimbursable up to 80% of the total invoice from the Design and Engineering Grant. We have received \$7,886.40 of reimbursement from the \$10,000 Planning Grant and approval of the remaining \$2,113.60. Remaining JVA invoices will be reimbursed through the Design and Engineering Grant. Office Manager Willey will submit invoices for reimbursement as we receive them.

MOTION TO MAKE PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$1,420.00 AND \$14,602.00 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR C. DAY. MOTION CARRIED UNANIMOUSLY.

Bipartisan Infrastructure Law (BIL) funding:

The District is eligible for a Bipartisan Infrastructure Law (BIL) funding. Typically, the Colorado Water Resources & Power Development Authority do not offer loan forgiveness on wastewater it is usually water only. Right now, it is 49% forgiveness, but that could change. Office Manager Willey will keep the Board updated as we move forward with this funding opportunity.

MOTION TO MOVE FORWARD WITH PURSUING FUNDS FOR THE BIPARTISAN INFRASTRUCTURE LAW (BIL) WAS MADE BY DIRECTOR C. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Discussion was had at last month's board meeting regarding the credit analysis holding up the loan process, but now it was brought to my attention that to close on the loan we must have an audit with the separated funds for the Enterprise. This audit will not be done until next year. The Authority has been asking for correction of the 2021 audit to reflect the enterprise, but Marlo (CPA) said we cannot correct the audit because the Enterprise was not created in 2021. This is a requirement of the Board Authority to finalize the loan. I contacted Marlo and she will participate in a phone conference that will be on August 23 with myself and the Authority. Hopefully, we will be able to get on the same page of what the district will need to finalize the loan and if there is any possibility that we can close by the end of the year, but right now there is a strong possibility that we will not close until June or July of 2023. If closing does not happen until next year we have Planning Grant, Design and Engineering Grant, and the DOLA Grant availability until then. We can keep moving forward with the engineering planning with JVA and get 80% reimbursement from the Design and Engineering Grant until the loan closes then the district will be reimbursed the remaining 20%.

Plant Report:

Lab results were within permit limits.

Office Report:

SDA Conference is September 13, 14, & 15 in Keystone Colorado. Directors T. Day, C. Day, and Hoke would like to attend the conference in person and Office Manager Willey will attend virtually. Office Manager Willey will make arrangements for board members to attend in person.

Due to the creation of the Enterprise, we will have to do an Amended Budget for 2022. The change to the budget is the separated revenues and additional line items in the expenses for capital improvements. The Amended 2022 Budget draft was presented for review. Office Manager Willey will publish the Amended Budget Hearing in Meeker Herald and present the Amended Budget Resolution at the September board meeting.

Office Manager Willey asked Gail Frantz to come and help with the 2022 Amended Budget. The board agreed to give Gail Frantz \$100.00 in Chamber Bucks for her services.

COVID is going around again, and we were asked what our protocol was regarding COVID leave. According to the Colorado Department of Labor and Employment the Colorado Healthy Families and Workplace Act requires Colorado Employers to provide two types of paid sick leave to their employees. They separate the paid leave as public health emergency (PHE) leave and accrued leave. Employers must provide employees with up to two weeks of paid leave (80 hours if full-time, less if part-time) for COVID – related needs. This took effect on January 1, 2021. This leave does not renew each time an employee gets COVID or on a yearly basis. We have made a spreadsheet of all employees to track any COVID leave that was used since January 1, 2021. The Public Health Emergency Leave spreadsheet and Colorado Department of Labor and Employment information was presented to the board for review and there were no issues with this process.

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 JULY 2022 IN THE AMOUNT OF \$112,610.94 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

Office Manager Willey transferred \$50,000 from Colotrust to cover bills.

Director T. Day gave Office Manager Willey permission to use signature stamp.

Meeting was adjourned, the next regular Board Meeting will be held on September 7, 2022.

ATTEST

Chairperson