

RECORD OF PROCEEDINGS

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MEEKER SANITATION DISTRICT

Regular Session

February 8, 2022

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Tuesday evening February 8, 2022 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, and the Office of the Meeker Sanitation District and published in the Rio Blanco Herald Times. The following persons were present:

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

Also present: Cooper Best with JVA Consulting Engineers

Additions or Changes to the Agenda:

MOTION TO APPROVE THE AGENDA AS WRITTEN AND ADD JANUARY 24, 2022 SPECIAL MEETING MINUTES FOR APPROVAL WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF THE JANUARY 5, 2022 BOARD MEETING AND JANUARY 24, 2022 SPECIAL MEETING WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR HOKE. MOTION CARRIED UNANIMOUSLY.

JVA Project Needs Assessment Agreement:

Cooper Best with JVA Consulting Engineers was present by phone conference to discuss the PNA Agreement that was talked about at the January 24, 2022 Special Board Meeting. Mr. Best explained to the Board that there are several key items included in the PNA to complete the assessment. Attorney Borchard had some concerns about how the agreement was worded in the scope of services and wanted more detail with an hourly breakdown of services and a statement of not to exceed \$19,500. Mr. Best had no problem including this in the agreement and he will change the verbiage and send a new agreement for Attorney Borchard to look over before the Board agrees to sign the agreement. Once there is approval from Attorney Borchard and signed by Chairperson Hoke, Office Manager Willey will send the agreement to JVA so they can begin work on the PNA.

MOTION TO ACCEPT THE AGREEMENT CONTINGENT UPON CHANGES TO THE AGREEMENT WHICH INCLUDE: JVA NOT TO EXCEED \$19,500, BREAKDOWN OF REIMBURSABLES, AND DETAILED HOURS OF WORK IN ORDER FOR JVA CONSULTING ENGINEERS WILL COMPLETE THE PNA AND SUBMIT IT TO CDPHE AS WELL AS ASSIST THE DISTRICT WITH THE SRF LOAN APPLICATION AND DOLA GRANT APPLICATION AS REQUESTED WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Wastewater Planning Grant:

Meeker Sanitation District is offered a \$10,000 Planning Grant from the Colorado Water Resources and Power Development Authority and the Water Quality Control Division. This Grant is offered to support a portion of the planning costs associated with the development of the Project Needs Assessment (PNA). The

PNA is to be done by JVA Consulting Engineers. Any planning expenses in excess of this planning grant award may be reimbursed per the terms of a Design and Engineering grant, if so awarded. The Board decided to move forward with accepting the Planning Grant and signing the agreement to help with costs associated with the PNA.

MOTION TO SIGN AND MOVE FORWARD WITH THE PLANNING GRANT AGREEMENT IN THE AMOUNT OF \$10,000 TO HELP WITH COSTS OF THE PROJECT NEEDS ASSESSMENT WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR T. DAY.

MOTION CARRIED UNANIMOUSLY.

Grant Writing Agreement:

Cooper Best with JVA recommended Paul Young, with Swiftwater Solutions, to help us with grant writing. Plant Manager Nielsen and Office Manager Willey had a meeting with Paul Young on February 1 to discuss assistance with the Energy and Mineral Impact Assistance Fund (EMIAF or DOLA) grant application. He explained that they charge a lump sum of \$2000 for getting the grant information together from JVA and Meeker Sanitation District and then writing the grant for the District. Paul will set up a pre-liminary meeting and a final meeting with the District to finalize the Grant and the Meeker Sanitation will submit the grant through the CEOS portal once completed. Paul Young has worked for DOLA and CDPHE and has a lot of experience in grant writing and knowledge of how the SRF Loan funding program and DOLA Grant process works. He will be a great resource and help to the District in getting the DOLA Grant done correctly and keeping us in the loop of how things work. In order to get the DOLA Grant submitted in time the Board would have to sign the agreement and it would need sent back to Paul Young on February 9 for him to get started on it asap. The Grant needs to be submitted no later than February 28. The Board decided to use Swift water Solutions, Paul Young, to write the DOLA grant. Chairperson Hoke signed the agreement and crossed out section 5.0 and 6.4 and initialed.

MOTION TO SIGN SWIFTWATER SOLUTIONS LLC. AGREEMENT CONTRACT WITH THE EXCEPTION OF SECTION 5.0 AND 6.4 IN THE LUMP SUM AMOUNT OF \$2,000 FOR WRITING MEEKER SANITATION DISTRICT DOLA GRANT APPLICATION WAS MADE BY DIRECTOR BALLOGA SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Audit Agreement with Colo CPA Services:

Colo CPA has sent us an agreement letter; they will perform the audit this year for an amount not exceed \$4,950.

MOTION TO ACCEPT THE AGREEMENT WITH COLO CPA TO PERFORM THE AUDIT FOR 2021 FOR AN AMOUNT NOT EXCEED \$4,950 WAS MADE BY DIRECTOR T. DAY SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Plant Report:

Lab results were within permit limits.

Annual Biosolids Report has been filed. We exceed the copper concentration and now must monitor our Cumulative Pollutant Loading Rate (CPLR). This is a running total of lbs/ac (pound per acre) once we reach the limit, we will no longer be able to apply to the site. The rate applied this year we have about 190 years of use remaining. Plant Manager Nielsen will keep the Board aware if it suddenly increases, but otherwise we should have several years before we have to worry about it.

Plant Manager Nielsen let the Board know that he has a cost on replacement of the Effluent Pump but is waiting on cost for parts to possibly rebuild pump to keep cost down.

Office Report:

Office Manager Willey contacted Aubrey Walsh with the OneSeed team on donating our old electronics. They are taking two printers that will be donated to Wisdom Ways Academy Community. The rest of the old electronics were taken to Overton Recycling.

Office Assistant May's Aunt passed away from covid and she took a Friday off to travel to the funeral.

MOTION TO APPROVE BEREAVMENT LEAVE FOR OFFICE ASSISTANT MAY WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOKE

MOTION CARRIED UNANIMOUSLY.

End of year budget for 2021 was presented for review by the Board.

Office Manager Willey asked about allocation of ending fund balance. The Board would like to keep it the same as the previous year allocation.

MOTION TO EARMARK \$125,000 FOR THE CAPITAL IMPROVEMENT PROJECT FOR THE BERM AROUND THE PLANT, EARMARK \$125,000 FOR THE CAPITAL IMPROVEMENT PROJECT FOR THE WASTEWATER FACILITY BUILDING, EARMARK \$500,000 FOR 6 MONTHS OPERATION COSTS AND EARMARK \$250,000 FOR EMERGENCY OPERATIONS OR IMPROVEMENTS WAS MADE BY DIRECTOR T. 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 2022 IN THE AMOUNT OF \$81,655.71 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER WITH DIRECTOR C. DAY ABSTAINING. MOTION CARRIED.

Director T. Day and Director Balloga gave Office Manger Willey permission to use signature stamps.

Meeting was adjourned, the next regular Board Meeting will be held on March 9, 2022.

Chairperson

ATTEST
