
RECORD OF PROCEEDINGS

MEEKER SANITATION DISTRICT

Regular Board Meeting

July 10, 2024

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening July 10, 2024, 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, 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	Attorney Borchard	

Marlo Coates with ColoCPA was present.

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.

MOTION TO APPROVE THE MINUTES OF THE JUNE 5, 2024 BOARD MEETING WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

2023 Amended Budget – Public Hearing and Acceptance:

The 2023 Budget was amended due to transferring Property Tax Revenue to the Water Activity Enterprise Fund in the amount of \$50,076.11. This created an additional expense to the General Fund and an expense overage of \$43,222.99. Notice was published in the Herald Times on June 27, 2024.

MOTION TO ACCEPT THE RESOLUTION TO ADOPT THE 2023 AMENDED BUDGET WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Audit Report:

Marlo Coates with ColoCPA presented the 2023 Audit Report to the board. Mrs. Coates had no issues with audit and thought the bookkeeping was organized and well kept which made our audit one of her favorites.

MOTION TO ACCEPT THE 2023 AUDIT REPORT WAS MADE BY DIRECTOR T.DAY, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

JVA Engineering Permission to Pay Invoices:

We have received invoices from JVA Engineering for May & June 2024 for the Wastewater Treatment Facility Construction Services in the amount of \$5,569.00. These are the first invoices we have received under the Construction Phase Services Agreement. This agreement is not to exceed \$79,700.00. Invoices will be submitted for reimbursement from the DOLA Grant and SRF Loan.

MOTION TO MAKE A PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$5,569.00 WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Plant Report:

Lab results were within permit limits.

Lefever Building Systems is scheduled to be on site July 22, 2024 to start demolition. Roof and wall panels are due for delivery on July 31, 2024 and installation will begin on August 1, 2024. If everything stays on schedule the project is set to be completed on October 8, 2024.

Plant Manager Nielsen made the board aware that Joe Elder is installing a new sewer line from his house to the District sewer main on 8th and Hill. This will eliminate the Elder's from future issues or sewer line plugs with their neighbors. The Elder's lateral line was connected to their neighbor's lateral sewer line. The District policy is that each residence must have their own separate line.

Plant Manager Nielsen will need to be on light duty for six weeks starting August first. He assured the board that Plant Operator McGruder and Plant Employee Goodwin can fill in for any duties he cannot do.

Office Report:

We received a check from the Safety Grant in the amount of \$8,847.56. The District's Property and Liability Insurance Company offers this grant every year. The District is eligible for 50% reimbursement on products that are applicable to safety and loss prevention purchases that protect the District's assets and employees. The District normally is allocated around \$2,000.00 per year for the Safety Grant reimbursement depending on the percentage of annual contribution, but this reimbursement is from invoices submitted for 2021, 2022, 2023, and 2024. Moving forward, we will submit invoices for the grant annually.

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The DOLA Grant had to be amended due to a change in the scope of work to the Wastewater Treatment Building Project. The scope of work was reduced to better fit within the existing budget the District had available. The contract had to have the interior roof and wall liner panels, HVAC system, and copper piping replacement removed from the contract before we could submit invoices for reimbursement. A letter with these changes was sent to DOLA on May 29, 2024 and approval for the amended agreement was completed on June 26, 2026.

The SDA Conference is September 10, 11, and 12. Director Hoke would like to attend in person, and Director Hooper will look at his schedule. Remaining board members can attend virtually. Office Manager Willey will register and book a hotel for board members who attend in person by the end of next week.

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 JUNE 2024 IN THE AMOUNT OF \$66,883.12 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.

**MOTION CARRIED.
DIRECTOR C. DAY ABSTAINING.**

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

The meeting was adjourned, the next regular Board Meeting will be held on August 7, 2024.

Chairperson

ATTEST
