

RECORD OF PROCEEDINGS

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MEEKER SANITATION DISTRICT

Regular Session

March 9, 2022

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening March 9, 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 Hooper	Office Manager Willey
Director C. Day	Attorney Borchard	Plant Manager Nielsen
Director T. Day		

Absent was Director Balloga with it being excused.

Additions or Changes to the Agenda:

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

Approval of Minutes

MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 8, 2022 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Streamline Web:

The District has a website that has not been working since 2017 that Kasey Cox set up for us. We have not been able to have good communication with Kasey in the past about fixing this problem, so we would like to try Streamline Web. They have online communication and collaboration tools built just for Special Districts. They do not require a set up fee and they are on a monthly contract basis. Their fee was a \$150.00 per month, but we get a \$50.00 discount since we are an SDA member, so our cost will be \$100.00 per month. Since they are designed for Special Districts they help keep us in compliance with a checklist with state specific requirements.

We are going to be required to post our agendas, elections, employment opportunities and applications online. This company also works with a company called Stripe that can handle online payments through our website. We will not be charged from them to process customer payments Stripe will recover their cost through the customer with a fee of 2.2% or 2.9% plus .30 cents per transaction. Several customers have asked about paying their bill online. This is something that would be a great option for our customers.

MOTION TO APPROVE THE STREAMLINE WEB AGREEMENT QUOTE OF \$100.00 PER MONTH WAS MADE BY DIRECTOR T. DAY AND SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Election Process:

The election process has been canceled, as there were 4 seats up for election and we got 4 nominating petitions turned in. Notice of Cancellation was published in the paper, and it has been filed with the Clerk and Recorder and the Department of Local Affairs. Cindy Balloga, John Hooper, Travis Day, and Charlie Day are elected by acclamation.

Plant Report:

Lab results were within permit limits.

Plant Manager Nielsen gave the Board an update on the effluent pump and showed them a couple of options to look at with big cost differences. The cost for an all-new same style pump and discharge column is \$41,697 or we can use a pump we already have for \$20,000 plus some retro fitting. The price difference to reuse the old motor and discharge column or just get a new bowl assembly and shaft was discussed. The Board decided it would be good to go with the submersible Flygt pump that we have already to keep the cost down.

MOTION TO GO WITH THE SUBMERSIBLE FLYGT PUMP NOT TO EXCEED \$30,000 PLUS SHIPPING WAS MADE BY DIRECTOR T. DAY AND SECONDED BY DIRECTOR HOOPER. MOTION CARRIED UNANIMOUSLY.

Plant Manager Nielsen discussed replacing Plant Employee Raley. He was not sure when he is going to retire but would like to have everything set up for advertising as soon as Plant Employee Raley lets him know his plans. Plant Manager Nielsen would like to place ads in local paper and with CRWA, RMWEA and maybe other surrounding papers for hiring a full-time employee. The ad/description we used last year would be the same. As soon as Plant Employee Raley lets us know his plans, Plant Manager Nielsen would email Board Member's instead of waiting for a board meeting. The Board agreed as long as Plant Manager Nielsen keeps them updated.

Office Report:

DOLA Grant was submitted on March 1 through the DOLA portal. We will get status updates as it moves through the review process. Dana Hlavac, DOLA Regional Manager, toured the plant on March 8. He will be in contact with us as the process moves forward as well.

JVA is still working on the PNA. SRF process is at a standstill until the PNA gets submitted to CDPHE for approval.

The board was asked if they would like to move time of board meeting? Thought we would put that option out there to think about if it's been hard for anyone to make a 7:00 pm board meeting. Board decided to stay with the 7:00 pm time as it seemed to work well with everyone's schedules.

In the month of March, we figure water usage averages for the December, January, and February. I asked Gail to come in and help Jody and I with this process since I have only done it twice. Would the board like to pay Gail for her help? Board decided to pay Gail for her time at \$30.00 per hour as needed.

Jerry Belland came into the Office asking about a property that is located behind Chad and Shawn Luce's property on School Street. It is a vacant piece of land that is owned by Regas Halandras. The property is not in our District, but if a home was built on the property the sewer line would run through a corner of the property that is in our District boundaries. Mr. Belland was thinking that the home would not have to be annexed into our district because the sewer line would run through a corner of the property that is in our District. Plant Manager Nielsen and Office Manager Willey want to have the board aware of this and what we can tell Mr. Belland if he comes in again about what would have to take place if someone were to build on the property, if the board agrees, "the home would need to be annexed into our District or else they would have to pay a double tap fee and monthly rate fee because we would be servicing the home." Mr. Belland was going to show a couple that was interested in the property, so nothing is being done right now. Just would like the board to be aware that this might come up in the future.

After discussion, Board agreed that if a home was built on the property it would need to be annexed into our district or they would have to pay a double tap fee and monthly fee.

The Board and Attorney Borchard looked over the Maternity/Paternity Policy that was updated. We combined Maternity/Paternity leave to not discriminate between male and female employees. We do not have to follow FMLA (Family Medical Leave Act) requirements since we have fewer than 50 employees and we are not a municipality, but the SDA strongly recommends it. We changed 6 months leave to 12 weeks.

MOTION WAS MADE TO UPDATE THE MATERNITY/PATERNITY POLICY WAS MADE BY DIRECTOR T. DAY AND SECONDED BY DIRECTOR HOOPER.

MOTION CARRIED UNANIMOUSLY.

Brenda Purkey called today about tearing down the little house in front of MGM. They want to abandon the tap but keep the water meter to water the green house. The water would not be going down any drain once the sewer tap is abandoned. Does the Board have any issues with them keeping the water meter and not charging them? The Board has no issues with this as long as the sewer tap is capped and inactive.

Office Manager Willey discussed with the Board about Office Assistant May's raise after ninety days of employment with the District. She is doing very well and learning fast and has been a wonderful addition to our District. The Board wanted to do an evaluation after ninety days, but our policy states 6 months, so the Board decided to do a \$1.00 per hour raise at this time and an additional review at 6 months of employment.

MOTION TO GIVE OFFICE ASSISTANT MAY A \$1.00 PER HOUR RAISE AT THIS TIME AND AN ADDITIONAL REVIEW AT 6 MONTHS OF EMPLOYMENT WAS MADE BY DIRECTOR T. DAY AND SECONDED BY C. DAY.

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 FEBRUARY 2022 IN THE AMOUNT OF \$52,533.47 WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR C. DAY.

MOTION CARRIED UNANIMOUSLY.

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

Meeting was adjourned, the next regular Board Meeting will be held on April 6, 2022.

Chairperson

ATTEST
