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**RECORD OF PROCEEDINGS**

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**MEEKER SANITATION DISTRICT**

**Regular Session**

**March 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 March 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 Records Office, Town Hall, Post Office, and the 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 Balloga	Plant Manager Nielsen
Attorney Borchard		

Director C. Day was absent with it being excused.

**Additions or Changes to the Agenda:**

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

**MOTION CARRIED UNANIMOUSLY.**

**Approval of Minutes**

**MOTION TO APPROVE THE MINUTES OF FEBRUARY 7, 2024, BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**Rohn Ridge Annexation - Public Hearing:**

The notice for a public hearing was published on February 29, 2024.

**MOTION TO ACCEPT THE RESOLUTION ORDERING THE ANNEXATION OF THE ROHN RIDGE SUBDIVISION OWNED BY TRU – SPORT LODGE, LLC INTO THE MEEKER SANITATION DISTRICT WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR T. DAY.**

**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 to exceed \$5,500. The audit is expected to begin approximately May 29, 2024 this year which is much later than usual. Marlo says she can still have it completed and submitted to the state in time.

**MOTION TO ACCEPT THE AGREEMENT WITH COLO CPA TO PERFORM THE AUDIT FOR 2023 FOR AN AMOUNT NOT TO EXCEED \$5,500.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE.**

**MOTION CARRIED UNANIMOUSLY.**

**CCITF:**

We are in receipt of a letter from the county about the CCITF grants. Application is due by 4 p.m. on Friday, March 15, 2024. Just a FYI this letter is usually sent out in August or September for the upcoming year, but it was late due to Prop HH, so this is for the 2024 year. I called the finance department at the county, and they said another letter should be sent out this year in August or September for the 2025 year and is usually awarded before budgets are finalized. The District has two funds now and any matching funds will have to come out of the Enterprise Fund reserves. We are required to have at least 3 months operating and maintenance reserves to stay in compliance with our SRF Loan. In the past, we have

earmarked 6 months of emergency operating costs. The 2023 ending fund balance for the Enterprise Fund Balance is \$410,000. This does not give us much wiggle room for matching funds. We will need to make a motion on how the board would like to earmark the reserves for the General Fund and the Water Activity Fund.

**MOTION TO EARMARK WATER ACTIVITY ENTERPRISE FUND RESERVES FOR SIX MONTHS OF OPERATIONAL COSTS IN THE AMOUNT OF \$331,000 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR T. DAY.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO EARMARK GENERAL FUND RESERVES FOR SIX MONTHS OF OPERATIONAL COSTS IN THE AMOUNT OF \$100,000 AND FOR SIX MONTHS EMERGENCY OPERATIONS IN THE AMOUNT OF \$500,000 WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO MOVE FORWARD WITH APPLYING FOR CCITF GRANT AND DIRECTOR HOKE AS AUTHORIZED SIGNER ON GRANT APPLICATION WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

**JVA Permission to Pay Invoices:**

We have received an invoice from JVA for January 2024 for Wastewater Treatment Facility Project bidding in the amount of \$2,240.

**MOTION TO MAKE A PAYMENT TO JVA CONSULTING ENGINEERS IN THE AMOUNT OF \$2,240.00 WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

A new Spectrophotometer needs to be purchased from Hach. A quote of \$7,856.00 plus shipping was provided for board review.

**MOTION WAS TO PURCHASE A NEW SPECTROPHOTOMETER IN THE AMOUNT OF \$7,856.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

Annual REG 85 report was filed.

The Chlorine Generation system had a failed PLC. We were able to send it off and have it reprogrammed, and the system is back and running.

Plant Operator McGruder is in the final step of the Return to Duty requirements. Once this step is completed, he will submit results to his SAP and be able to return to full duty.

Kurt will be in classes from March 17<sup>th</sup> through the 22<sup>nd</sup>.

The building project is back out for bid. We will open bids at the April 10<sup>th</sup> board meeting.

Director T. Day asked that next time we speak to Cooper Best with JVA that we should ask him about Bidnet. This may be a great way to get bid advertisements out there nationally for future projects.

On February 28, 2024 there was a call that came in for 787 Hill Street about a possible sewer problem. The homeowner stated that there was sewage backing up into her bathtub and no water running in the house. Plant Manager Nielsen and Plant Operator McGruder responded to the property and checked the sewer lines and they all appeared to be working properly. The sewer main was jetted a couple of times and there were no apparent blockages. This did not fix the problem in the house. Plant Manager Nielsen contacted Travis Adams with TDA to come camera and jet on the homeowner's side to see if the problem

could be found. The homeowner's lateral line runs through 8<sup>th</sup> street and taps into the sewer main on the opposite side of the street. Mr. Adam's jetter was not able to get past a problem part way through the street in the homeowner's lateral line. Mr. Adam's put his camera in the homeowner's line, and it stopped in the same location as the jetter. The camera showed an offset joint that the camera would not go over and there was a break in the line close to the house as well. The camera was put into the District main and homeowner's tap was located and there were no signs of any problems. The District Sewer Main was clear and showed no signs of problems to the downstream manhole. The homeowner was provided with Emergencies FAQ paperwork information by Plant Manager Nielsen. This information contained next steps after a sewer backup and options for the homeowner to call for emergency cleanup.

Office Manager Willey filed a claim with our Property and Liability Insurance Company on February 29, 2024. The insurance adjuster contacted the office on Tuesday March 5, 2024 and a written statement from Plant Manager Nielsen, pictures of damages, and maintenance reports for that sewer main was sent to the adjuster. The District has "No Fault" coverage that is in excess of the homeowner's insurance coverage. This can help cover damage from a sewer backup if the sewer main is the cause of the backup. Since the sewer main was clear of any issues and proper maintenance has been done on the sewer main line routinely the board opted out of providing "No Fault" coverage to the homeowner. The homeowner is responsible for their lateral line. The board agreed to pay for the work done by TDA Construction.

**MOTION TO OPT OUT OF COVERING THE HOMEOWNER UNDER OUR "NO FAULT" INSURANCE COVERAGE WAS MADE BY DIRECTOR T. DAY, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

**Office Report:**

The Rules and Regulations have been updated to clarify tap fees and monthly rates. An email of the rules and regulation changes was emailed to the board for review.

**MOTION TO TABLE THE RULES AND REGULATIONS UNTIL APRIL 10, 2024 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA. 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 2024 IN THE AMOUNT OF \$61,099.94 WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA. MOTION CARRIED UNANIMOUSLY.**

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

The meeting was adjourned, the next regular Board Meeting will be held on April 10, 2024.

ATTEST

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Chairperson