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# RECORD OF PROCEEDINGS

# MEEKER SANITATION DISTRICT

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## Regular Board Meeting

August 7, 2024

Chairperson Hoke called to order the Board Meeting. The regular meeting of the Meeker Sanitation District Board of Directors was held Wednesday evening August 7, 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 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	Office Manager Willey
Director Hooper	Plant Manager Nielsen
Director Balloga	Attorney Borchard

Absent was Director T. Day and Director C. Day 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 HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE MINUTES OF THE JULY 10, 2024 BOARD MEETING WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

### Appointment of Budget Director:

Permission was requested to start the budget process and a Budget Director was appointed.

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

**MOTION CARRIED UNANIMOUSLY.**

### 1159 Mimi Circle Variance Request:

Information was received from the Town of Meeker for a variance request for 1159 Mimi Circle that is owned by Gary and Victoria Shook. They are requesting a rear yard setback variance of 20 feet to construct a covered patio over an existing concrete patio. The proposed covered patio will be 25.6

feet in length. There is no concern with the variance request coming near a sewer main. The board has no issues with this request.

**119 4<sup>th</sup> Street Conditional Use Permit:**

Information was received from the Town of Meeker for a Conditional Use Permit to operate a Short-Term Rental at this location. The property is owned by Evelyn Chambers. This is a single-family residence that is billed at a regular sewer rate of \$40.00 per month. There will be no changes to the property, so no additional charges or tap fees will be required. The board has no issues with the Conditional Use Permit.

**White River Commons Petition for Annexation:**

Petition for Annexation was received from White River Commons. The owners are Colby 2023, LLC and they are proposing to create two industrial lots out of the original parcel. Lot 1 will be 4.36 acres and has the existing vet clinic. Lot 2 will be 1.32 acres and is currently vacant. The new owners are proposing to use this lot to build a commercial building that will have water and sewer connections.

**MOTION TO SET THE PUBLIC HEARING ON SEPTEMBER 4, 2024 AND POST SUCH IN HERALD TIMES WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA.  
MOTION CARRIED UNANIMOUSLY.**

**JVA Engineering Permission to Pay Invoice:**

We have received an invoice from JVA Engineering for July 2024 for the Wastewater Treatment Facility Construction Services in the amount of \$1,372.00. 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 \$1,372.00 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOKE.  
MOTION CARRIED UNANIMOUSLY.**

**Plant Report:**

Lab results were within permit limits.

Lefever Building Systems was on site August 5. They have started construction and are moving along quickly.

The sludge load out cannot be done without more support to the roof or the work and materials cannot be warrantied. A complete rebuild and cost is being reviewed. Plant Manager Nielsen is hoping this cost will come in under \$50,000 and asked the board for approval up to that amount.

**MOTION TO APPROVE A CHANGE ORDER TO RECONSTRUCT THE LOAD OUT AREA OF THE PLANT NOT TO EXCEED \$50,000.00 WAS MADE BY DIRECTOR HOKE, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

Plant Manager Nielsen asked the board permission to put the 1998 Ford truck up for a sealed bid auction. They do not have a need for it, and it does not run well. Plant employees will utilize the flat bed pickup when on-call is taken. Office Manager Willey will get an ad in the paper starting next week on August 15 and run the ad for 3 weeks. Bids will be opened at the October 9<sup>th</sup> board meeting.

**MOTION TO ADVERTISE IN THE HERALD TIMES THE 1998 FORD TRUCK “AS IS” FOR A SEALED BID AUCTION WAS MADE BY DIRECTOR HOOPER, SECONDED BY DIRECTOR BALLOGA.**

**MOTION CARRIED UNANIMOUSLY.**

**Office Report:**

A condo has been booked for Director Hoke and Director Hooper in Keystone for the SDA conference on September 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. The virtual SDA conference registration has been done for Director C. Day, Attorney Borchard, Office Assistant May, and Office Manager Willey. An email should go out to everyone the week of the conference with instruction on how to log in. If you do not receive an email, please let Office Manager Willey know.

Office Manager Willey asked the board if they would like to move the September 11<sup>th</sup> board meeting to September 4<sup>th</sup> due to two board members attending the SDA conference. The board agreed to move the board meeting date.

**MOTION TO CHANGE THE SEPTEMBER 11, 2024 BOARD MEETING TO SEPTEMBER 4, 2024 WAS MADE BY DIRECTOR BALLOGA, 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 JULY 2024 IN THE AMOUNT OF \$77,289.50 WAS MADE BY DIRECTOR BALLOGA, SECONDED BY DIRECTOR HOOPER.**

**MOTION CARRIED UNANIMOUSLY.**

Director Balloga gave permission to use their signature stamp.

The meeting was adjourned, the next regular Board Meeting will be held on September 4, 2024.

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Chairperson

ATTEST

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