

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
January 9, 2017
6:00 p.m.**

1. CALL TO ORDER / OPENING PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:00 p.m. at the District Administrative Office by Board President Ryan Griglak. The Board members present were Jim Candelaria, Ryan Griglak, Jim Fisher and Ernest Maness. Board member Micah Mobley was absent. Also present were District Manager Jan Nelson and District Superintendent Kyle Schreckenbach. In the audience was:

<u>Name</u>	<u>Company or Topic Represented</u>
Stephanie Alderton	The Journal

2. CONSIDERATION OF THE MINUTES

a. Regular Meeting: December 12, 2016

The minutes of the Regular Board Meeting held December 12, 2016 were presented to the Board. Mr. Candelaria made a motion to approve the minutes as presented. Mr. Fisher seconded the motion. The vote was as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

3. CONSIDERATION OF THE EXPENSE VOUCHERS

The list of bills and accounts was presented to the Board for approval. A list of additional bills was also submitted. Mr. Fisher made a motion to approve the bills as presented for a total of \$493,848.98. Mr. Candelaria seconded the motion. The vote was as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

4. MONTHLY REPORTS

- a. Manager's Report and Possible Direction**
- b. Superintendent's Report: Plant Stats, Collection Stats**

Each Board Member was given a copy of the monthly reports from the District Manager and Superintendent. Questions on the content of the reports were answered by Ms. Nelson and Mr. Schreckenbach.

5. AUDIENCE PARTICIPATION AND COMMUNICATION

No one came forward to speak.

6. BUSINESS OF THE BOARD

- a. D & L pay request #6 for the Ash Area Project**

The Ash Area Project has been completed and a walk through was performed on January 9, 2017. Ms. Nelson recommends approval of Pay Request #6 in the amount of \$8,509.50. Approval for payment of the retainage will come after a public notice of final payment has been advertised in The Journal.

Mr. Candelaria made a motion to approve D & L pay request #6 in the amount of \$8,509.50 for the Ash Area Project. Mr. Fisher seconded the motion. The vote was as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

b. Posting Places and Meeting Times for 2017

Each year the District must officially designate the posting places for the agenda and the times of the board workshop and meeting.

Currently the posting places are:

1. Cortez Sanitation District at 2908 South Broadway
2. City of Cortez (City Hall) at 210 East Main or their new location to be at 123 N. Roger Smith Avenue.
3. Montezuma County Offices at 140 West Main
4. City Market (posted on drop box) 508 East Main

Currently the meeting place and time is:

The second Monday of each month at the District office at 2908 South Broadway at 6:00 pm with a workshop prior to the regular meeting at 5:30 pm.

Mr. Fisher made a motion to approve and keep the current posting places and times of the workshop and meeting. Mr. Candelaria seconded the motion. The vote was taken as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

c. Resolution #1 Series 2017, Designating Official Custodian, revised

Resolution #1 Series 2016 designated Debbie Cuckie as the Official Custodian of all records of the District with the exception of records associated with the District's construction projects. Tim Krebs was designated the Official Custodian of the construction records.

Resolution #1 Series 2017 revises Resolution #1 Series 2016 by deleting staff member names and using only position titles. Now the Office Manager will be the Official Custodian of all records except those for construction projects. The District Manager will be the Official Custodian of all construction records.

Mr. Candelaria made a motion to approve Resolution #1 Series 2017 assigning position titles and not staff member names to be the Official Custodians of records. Mr. Maness seconded the motion. The vote was taken as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

d. Election of Board Secretary/Treasurer

The Board Secretary/Treasurer position has been vacant since the resignation of Board member Teri Thomas on November 14, 2016.

Mr. Maness made a motion to nominate Mr. Fisher as the Board Secretary/Treasurer. Mr. Candelaria seconded the motion. The vote was taken as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

e. Paying monthly, recurring bills

Currently the Board approves all expense vouchers prior to the checks being issued. Some recurring invoices, mostly utility bills, are received after the Board's monthly approval and due before the next Board meeting. To eliminate the late payment of these recurring bills Ms. Nelson is proposing a second check run during the month to pay these bills. The bills would first be approved and signed by her before the checks are issued by the Office Manager.

Mr. Fisher made a motion to approve the payment of recurring monthly bills without bringing them to the Board for pre-approval. Mr. Candelaria seconded the motion. The vote was taken as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

f. Update Bank Signature Card

The current bank signature card needs to be updated to remove old Board Members and Interim District Manager names and replace with the new District Manager and new Board members names.

After discussion the Board decided that only the officers of the Board will be on the bank signature card.

Mr. Candelaria made a motion to approve the update of the bank signature card to reflect the current District Manager, Jan Nelson, and the following Board Members: Ryan Griglak, Jim Candelaria and James C. Fisher and eliminating any other names on the card. Mr. Maness seconded the motion. The vote was taken as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

7. OLD BUSINESS OF THE BOARD

a. 1010 N. Broadway; sump pump metering

Brian Edwards, owner of 1010 N. Broadway states he negotiated a flat monthly rate with the previous District Manager in 2013 on his granite counter top business, Superior Interiors. In January 2016 the District changed over from flat rate billing to consumption based billing for commercial properties. Mr. Edwards feels the District should continue to honor the negotiated flat rate. With the consumption method he feels he is being overcharged since most of the water he uses doesn't go down the drain because it is usually plugged up. Instead the water flows outside through exterior doors.

Ms. Nelson, Mr. Schreckenbach and Jim Webb visited this property. They discovered that the existing sand trap works very poorly and is allowing grit to enter our lines. District staff will contact Mr. Edwards regarding this serious issue.

b. Vacuum Testing of Manholes Discussion; ASTM C1244

There has been an ongoing discussion on whether there should be vacuum testing of manholes prior to or after backfill. Currently the District has adopted the standard set by ASTM C1244 to vacuum test the manholes prior to backfill but it is not being followed.

After discussion Mr. Candelaria made a motion to approve the clarified wording to the Cortez Sanitation District's Pipeline and Manhole Specifications and the inclusion of the ASTM C1244-11 in the addendum. Mr. Maness seconded the motion. The vote was taken as follows:

Griglak	Candelaria	Fisher	Maness	Mobley
yes	yes	yes	yes	absent

c. Work for Outside Agencies; Jet Rodder & Camera Van

In the past the District has received requests from other agencies or local businesses to assist with a plugged sewer or video inspection of pipe for a fee. There was also the question on whether the District would be covered for liability and loss while working for someone else.

The Office Manager, Debbie Cuckie, confirmed with the District's insurance company that the District would be covered for liability and loss when working for someone else.

Ms. Nelson recommends that the District not rent out the equipment as it could be detrimental to the equipment and there is not adequate manpower to be sending a crew to work on outside jobs. The practice should be restricted to emergency cases with nearby communities. The Board left this issue up to the discretion of management.

d. Bio solids Removal Discussion; Bins & Truck

The District has been using a commercial service to haul bio solids to the landfill. There are issues with this service from equipment being too small, not emptying the bin completely and returning with bio solids, not having a reliable schedule and the total cost of this service. Mr. Candelaria requested that the District's maintenance employee, Rick Collin, research other options for the bio solid disposal.

Rick Collin has reported that he has tested a release agent that seems to be working well in aiding the emptying of the bio solids out of the bins. He will be researching the price of this release agent in barrel quantities.

Staff will continue to research options that are more economical and efficient.

e. RV Parks / Motel Plant Investment Fee Rates

Staff has not had the opportunity to research this item. It will be addressed at a later time.

8. BOARD INFORMATION

a. Results of Compliance Inspection of Facility


The Colorado Department of Public Health conducted a compliance inspection of the plant on November 16, 2016. The final report was good.

9. ADJOURNMENT

Having no further business to come before the Board, Mr. Candelaria made a motion to adjourn. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	absent

The meeting adjourned at 6:57 p.m.



Ryan Griglak – President


Jim Candelaria – Vice President