

**CORTEZ SANITATION DISTRICT  
REGULAR BOARD MEETING  
2908 SOUTH BROADWAY  
November 14, 2016  
6:00 p.m.**

**1. CALL TO ORDER / OPENING PLEDGE OF ALLEGIANCE**

The meeting was called to order at 6:02 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 Teri Thomas was absent. Also present were Interim District Manager Phil Starks and Office Manager Debbie Cuckie. In the audience was:

<u>Name</u>	<u>Company or Topic Represented</u>
Stephanie Alderton	The Journal
Shane Hale	City of Cortez
David Marlman	Board Applicant
Micah Mobley	Board Applicant
Dave & Lana Waters	D & L Construction
Lisa Bunker	Osprey Packs
Representatives of WildEdge Brewery	

**2. CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETINGS HELD SEPTEMBER 12, 2016 AND OCTOBER 10, 2016**

The minutes of the Regular Board Meeting held September 12, 2016 had been tabled at the Regular Board Meeting held October 10, 2016 due to a lack of quorum of Board Members that attended the September 12, 2016 meeting. Due to the resignation of Board Member Terri Thomas there will not be a quorum of attendees from the September 12, 2016 meeting.

The minutes of the Regular Board Meeting held September 12, 2016 and the Regular Board Meeting held October 10, 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 follows:

Griglak	Candelaria	Fisher	Maness
yes	yes	yes	yes

**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. Candelaria made a motion to approve the bills as presented for a total of \$68,972.42. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Candelaria	Fisher	Maness
yes	yes	yes	yes

**4. MONTHLY REPORTS**

Each Board Member was given a copy of the monthly report from the Interim District Manager. Each Board Member also received a copy of the plant and sewer line maintenance statistics. Questions on the content of the reports were answered by Mr. Starks.

**5. AUDIENCE PARTICIPATION AND COMMUNICATION**

Lisa Bunker of Osprey Packs came forward to discuss the plant investment fee for their new building on Park St. The Board stated that this would be discussed further when they start the Business of the Board section.

Shane Hale, manager for the City of Cortez, came forward to request that the District review the calculation of the plant investment fee. He stated that the fee for new businesses seems rather high.

**6. BUSINESS OF THE BOARD**

**a. District Board Vacancy**

Board Secretary Terri Thomas has submitted her resignation.

Mr. Candelaria made a motion to accept Terri Thomas' resignation. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Candelaria	Fisher	Maness
yes	yes	yes	yes

Previous to this meeting Mr. Candelaria contacted applicants from a previous Board vacancy, Mr. Mark Rodgers, Mr. Dave Marلمان and Mr. Micah Mobley and invited them to attend this meeting where a new Board member would be selected to replace Mr. Thomas' position. Mr. Marلمان and Mr. Mobley both spoke about their interest in filling the vacant Board position. Mr. Rodgers was out of town and could not attend. The Board submitted paper ballots to Mr. Phil Starks. Mr. Starks announced that Mr. Mobley would fill the vacant Board position.

Mr. Griglak administered the oath of office to Mr. Mobley

**b. D&L Pay Request #4 for the Ash Area Project**

Mr. Griglak switched D&L Pay Request from item "c" to item "b" on the Business of the Board.

D & L Construction has submitted Pay Request #4 in the amount of \$185,562 for work performed in October on the Ash Area Project. The project is nearing completion.

Mr. Maness made to motion to approve the D & L Pay Request #4 for \$185,562. Mr. Candelaria seconded the motion. The vote was as follows:

Griglak	Candelaria	Fisher	Maness
yes	yes	yes	yes

**c. Plant Investment Fee Discussion**

On January 1, 2014 the District changed commercial accounts from meter size and consumption based charges for the Plant Investment Fee (PIF) and monthly service fee to the SFE system. The Single Family Equivalent (SFE) calculating system used various units of measurement such as sq. footage, number of motel rooms, etc. On January 1, 2016 the District went back to the consumption method for monthly service charges on commercial buildings but the Plant Investment Fee remained as an SFE calculation. The Board of Directors requested District Superintendent Phil Starks contact SGM Engineering for their recommendation for updated Plant Investment Fees if returning to the water meter size instead of the SFE rates to calculate the plant investment fees.

After discussion and input from new businesses Mr. Candelaria made a motion to accept SGM, Inc Engineering's recommendation for the updated fees based on water meter size for commercial buildings but to continue to use the schedule of fees from 2012 for any hotels, motels, and RV parks and special use buildings until SGM could update these fees in the near future. Mr. Fisher seconded the motion. The vote was as follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	yes

**d. Montezuma County Courthouse – Line Extension Agreement**

Montezuma County is requesting that the District assume a line extension that is needed for the new Montezuma County Combined Courthouse at 865 N. Park St.

Mr. Candelaria made a motion to approve the Montezuma County Combined Courthouse line extension agreement. Mr. Mobley seconded the motion. The vote was as follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	yes

**e. Sludge Hauling Operations**

The District has been using a commercial service to haul sludge to the landfill. There are issues with this service from equipment being too small, not emptying the bin completely and returning with sludge, not having a reliable schedule and the total cost of this service.

Mr. Starks is recommending that the District purchase two new bins of our size and design at a cost around \$20,000. He also discussed renting a roll-off truck with an option to purchase if it met the District's needs.

Mr. Griglak made a motion to approve the purchase of two new sludge hauling bins up to \$18,000. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	yes

**f. 2016 Amended Budget Presentation**

The 2016 Amended Budget was presented to the Board.

After discussion Mr. Candelaria made a motion to advertise in The Journal a public hearing for the 2016 Amended Budget. Mr. Mobley seconded the motion. The vote was as follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	yes

**g. District Manager Position Discussion & Interview Process**

Mr. Griglak stated that this would be discussed in the Executive Session under 9a.

**7. OLD BUSINESS OF THE BOARD**

**a. Employee Step Pay Scale Discussion**

The Board previously requested Phil Starks create an Employee Step Pay Scale and present it formally to the Board. Since there are three new Board members since the original request, the Board requested Mr. Starks email the Employee Step Pay Scale that he created to the new Board members for their review prior to the December Board meeting.

**b. Vacuum Testing of Manholes Discussion**

No discussion at this time.

**8. BOARD INFORMATION**

**a. 2010 Ford Trade in Value**

There was discussion about trading in the 2010 Ford Expedition for a newer vehicle. Mr. Starks has been quoted a trade in value from Keese Ford. The Board requested that Mr. Starks check the trade in value with the other local dealerships as well.

**9. EXECUTIVE SESSION**

**a. Executive Session § 24-6-402(4)(f) C.R.S. Personnel matters regarding the District Manager Position**

Mr. Fisher made a motion to enter Executive Session § 24-6-402(4)(f) C.R.S. Personnel matters regarding the District Manager Position. Mr. Mobley seconded the motion. The vote was as follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	no	yes	yes	yes

The Board entered Executive Session at 7:42 pm.

The Board returned to regular session at 8:47 pm.

Mr. Mobley made a motion to approve the following for the District Manager candidates to travel to Cortez for interviews:

Reimburse standard federal mileage rate for those driving.  
Round trip tickets arranged by District staff for those flying.  
Two nights stay at a hotel arranged by District staff.  
Per Diem of \$45 per day.

Mr. Maness seconded the motion. The vote was follows:

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	yes

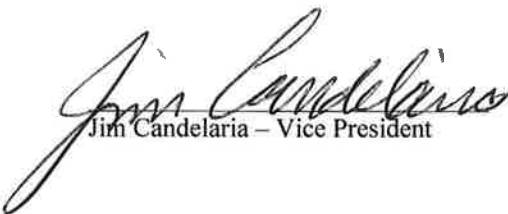
**10. ADJOURNMENT**

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

Griglak	Candelaria	Mobley	Fisher	Maness
yes	yes	yes	yes	yes

The meeting adjourned at 8:50 p.m.

  
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Ryan Griglak – President

  
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Jim Candelaria – Vice President