CORTEZ SANITATION DISTRICT

REGULAR BOARD MEETING

**2908 SOUTH BROADWAY**

# December 11, 2023

# 5:30 p.m.

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

The meeting was called to order at 5:30 p.m. at the District Administrative Office by Board President Ryan Griglak. The Board members present were Ernest Maness, Richard Landreth and Leroy Roberts. Board member Terri Muller was absent. Also present were District Manager Jan Winfree, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes.

Mr. Maness made a motion to excuse Mrs. Muller from this Board meeting. Mr. Landreth seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes n/a yes

**2**. **PUBLIC HEARINGS**

* 1. Service Fees: Proposed Rate Increase for 2024

 Mr. Griglak opened the public hearing for comments. No one in the audience came forward. Mr. Griglak closed the public hearing.

b. 2024 Proposed Budget

 Mr. Griglak opened the public hearing for comments. No one in the audience came forward. Mr. Griglak closed the public hearing.

1. Inclusion of property at 26620 Road J, Cortez CO 81321

Mr. Griglak opened the public hearing for comments. No one in the audience came forward. Mr. Griglak closed the public hearing.

**3. CONSENT AGENDA –** All of these items may be enacted upon by one motion and approved. Any item may be removed and considered as a separate item if requested by a Board Member.

a. Approval of Minutes

 1. Regular Meeting: November 13, 2023

 2. Special Meeting: November 27, 2023

b. Approval of the Expense Vouchers

Mr. Roberts made a motion to approve the consent agenda. Mr. Landreth seconded the motion. The vote was as follows:

 Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

**4. AUDIENCE PARTICIPATION AND COMMUNICATION**

Name Company/Topic

 George Nelson Bills not paid

 Mr. Nelson spoke about buying a foreclosed property that had a past due balance with the District. Mr. Nelson questioned why the previous owner’s past due balance is now his responsibility and why a special assessment will be filed against the property due to the past due balance. He also inquired why the District was not compliant with ADA regulations. This item was not on the agenda, so it could not be addressed at this meeting. Mr. Nelson will contact the District when he wants to be on the agenda. Ms. Winfree will contact the District’s attorney to address Mr. Nelson’s legal questions.

**5. MONTHLY REPORTS**

a. Manager’s Report

b**.** Supervisor’s Reports: Plant Stats & Collection Stats

Each Board Member was given a copy of the monthly reports from the District Manager, Collection System Supervisor and Plant Supervisor. Questions on the content of the reports were answered by Mrs. Winfree, Mr. Webb and Mr. Hayes.

**6. BUSINESS OF THE BOARD**

1. Resolution #5 Series 2023 Inclusion of property at 26620 Road J, Cortez CO 81321

Jay Cruzan is requesting to connect real property at 26620 Road J to the District’s system.

Mr. Maness made a motion to grant inclusion of real property at 26620 Road J, Cortez CO 81321 into the District, and adoption of Resolution #5 Series 2023. Mr. Roberts seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

1. Resolution #6 Series 2023 Adopting 2024 Budget and Service Fees

Mr. Roberts made a motion to adopt Resolution #6, Series 2023 Adopting 2024 Budget and Revised Fee Schedule. Mr. Landreth seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

1. Resolution #7 Series 2023 Appropriation of 2024 Budget

Mr. Landreth made a motion to adopt Resolution #7, Series 2023 Appropriation of 2024 Budget. Mr. Roberts seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

1. Resolution #8 Series 2023 Certification of Accounts to Montezuma County Treasurer for Collection

The District must certify for collections, by the Montezuma County Treasurer, any accounts which meet the requirements of $150 and more than six months past due. These amounts will be included in the property tax notices to be sent out in February 2024.

Mr. Roberts made a motion to adopt Resolution #8 Series 2023 Certification of Accounts to Montezuma County Treasurer for Collection. Mr. Landreth seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

1. Resolution #9 Series 2023 Changes to Rules and Regulations of the District

Changes to the District Rules and Regulations

* Appendix B Service Fees – Increase the monthly service rate for 2024 to $48.00 - approved through Resolution #6 Series 2023 Adopting 2024 Budget.

Mr. Landreth made a motion to adopt Resolution #9 Series 2023 Changes to Rules and Regulations of the District. Mr. Maness seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

1. Resolution #10 Series 2023 Changes to Personnel Manual

At the November 13, 2023 Board Meeting there was discussion regarding employee retention. The Board recommended matching the benefits offered at the City of Cortez by increasing holidays, Paid Time Off and adding bereavement leave.

Mr. Roberts made a motion to adopt Resolution #10 Series 2023 Changes to the Personnel Manual of the District. Mr. Maness seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

**7. OLD BUSINESS OF THE BOARD**

1. None

**8. BOARD INFORMATION**

1. Investment Companies

Ms. Nelson is researching moving some of the District’s funds into CDs.

1. Wastewater Utility Appreciation Week

Governor Polis proclaimed November 27 – December 1, 2023 as Wastewater Utility Appreciation Week. The District received an appreciation letter from the State of Colorado for participating in testing for virus’.

**9. ADJOURNMENT**

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

 Griglak Maness Roberts Muller Landreth

 yes yes yes excused yes

The meeting adjourned at 6:19 p.m.

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 Ryan Griglak – President

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Ernest Maness – Secretary/Treasurer