CORTEZ SANITATION DISTRICT

REGULAR BOARD MEETING

**2908 SOUTH BROADWAY**

# January 8, 2024

# 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, Terri Muller, Richard Landreth and Leroy Roberts. Also present were District Manager Jan Winfree, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes.

**2. 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: December 11, 2023

b. Approval of the Expense Vouchers

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

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

Mr. Landreth requested that the December 11, 2023 minutes be revised to include more detail about a customers concerns regarding a previous past due balance on a foreclosed property that he had purchased and the District being non-compliant with ADA requirements.

Mr. Landreth made a motion to approve the December 11, 2023 minutes with the changes noted above. Mr. Maness seconded the minutes. The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

**3. AUDIENCE PARTICIPATION AND COMMUNICATION**

No one was in the audience.

**4. 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.

**5. BUSINESS OF THE BOARD**

1. Designate the official posting place and backup location for 24-hour notice of regular meetings of the Board of Directors for 2024

At the beginning of each year the board must officially designate the agenda posting place, meeting time and place for notice requirements. Currently the meeting location, time and agenda are posted on the Cortez Sanitation District’s website, cortezsanitation.colorado.gov. This information is also posted on the front door of the District’s office.

The Board of Directors monthly meeting is on the second Monday of each month at 5:30 pm.

at the District’s office at 2908 S. Broadway.

Mr. Landreth made a motion to approve the District’s website as the 2024 official posting place for the Board of Directors monthly meeting location, time and agendas and the entrance door at the District office at 2908 S. Broadway as a backup posting location. Mrs. Muller seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

1. Choose alternative meeting dates for October and November

The Board meetings in October and November fall on holidays. Alternate dates need to be chosen for these meetings.

After discussion, Mrs. Muller made a motion to change the October 2024 Board Meeting to October 7 and the November 2024 Board Meeting to November 4. Mr. Roberts seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

1. Discussion and approval to pay Candelaria Construction, Inc. Pay Application #5, retainage amount, for the #23-01-SWS-Cedar Street Improvements Project in the amount of $25,500.19.

Mr. Roberts made a motion to approve Candelaria Construction, Inc. Pay Application #5, retainage amount, for the #23-01-SWS-Cedar Street Improvements Project in the amount of $25,500.19. Mr. Landreth seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

1. Discussion and approval to pay Ramco Developments, LLC final Pay Application for the 2022 Manhole Rehabilitation Project in the amount of $14,655.50.

Mrs. Muller made a motion to approve Ramco Developments, LLC final Pay Application for the 2022 Manhole Rehabilitation Project in the amount of $14,655.50. Mr. Roberts seconded the motion: The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

**6. OLD BUSINESS OF THE BOARD**

1. None

**7. BOARD INFORMATION**

1. None

**8. EXECUTIVE SESSION PER STATUTE §24-6-402(4)(F) C.R.S.**

1. Personnel Matters (Manager’s 7 Year Evaluation)

Mr. Landreth made a motion to move into Executive Session Per Statute §24-6-402(4)(F) C.R.S. to discuss personnel matters. Mrs. Muller seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

The meeting went into executive session at 5:56 p.m.

Mrs. Muller made a motion to end the executive session. Mr. Maness seconded the motion. The vote was as follows:

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

The executive session ended at 6:23.

After the executive meeting the Board discussed holding a bond election in 2025 to address the future financial needs of the District.

**9. ADJOURNMENT**

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

Griglak Maness Roberts Muller Landreth

yes yes yes yes yes

The meeting adjourned at 6:50 p.m.

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Ryan Griglak – President

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Ernest Maness – Secretary/Treasurer