

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
July 10, 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 Vice - President Teri Muller. The Board members present were Ernest Maness, Richard Landreth and Leroy Roberts. Board President Ryan Griglak was absent. Also present were District Manager Jan Winfree, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes.

Mr. Roberts made a motion to excuse Mr. Griglak from this meeting. Mr. Landreth seconded the motion. The vote was as follows:

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

2. APPROVAL OF AMENDED AGENDA

Item 6a on the previous agenda, Discussion with Attorney Allison Ulmer regarding financing future capital improvements was cancelled since Mr. Griglak would not be in attendance.

Cody Maxwell's request for a line extension from Cedar St. to Chisholm Pl. was added to the agenda.

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

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

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: June 12, 2023
- b. Approval of the Expense Vouchers

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

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

4. AUDIENCE PARTICIPATION AND COMMUNICATION

No one was in the audience.

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

- a. Discussion and Approval of Line Extension from Cedar St to Chisholm Pl

Cody Maxwell of Maxwell Development & Construction has requested a line extension from the District’s current sewer upgrade under construction on Cedar St. to Chisholm Pl in which he is developing. He has stated that he will work with the District’s contractor, Candelaria Construction, and pay them directly for the change order.

Mr. Landreth made a motion to approve a line extension for Maxwell Development & Construction. Mr. Roberts seconded the motion. The vote was as follows:

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

- b. Discussion and Approval to Pay Candelaria Construction, Inc. Pay Application #1 for the #23-01-SWS – Cedar Street Improvements Project in the Amount of \$30,744.05

Candelaria Construction, Inc. has submitted Pay Application #1 for the #23-01-SWS-Cedar Street Improvements Project in the amount of \$30,744.05.

Mr. Maness made a motion to pay Candelaria Construction, Inc. for Pay Application #1 for the #23-01-SWS – Cedar Street Improvements Project in the amount of \$30,744.05. Mr. Roberts seconded the motion. The vote was as follows:

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

c. Approval of Changes to the District's Purchasing Policy, Per New State Law

Per new state law effective August 7, 2023 the threshold to advertise construction projects for bid has increased from \$60,000 to \$120,000.

Also, Mrs. Winfree requested to change the requirement for comparative quotes on construction/material purchases from \$10,000 to \$25,000.

Mr. Maness made a motion to adopt Appendix M, changes to the Purchasing Policy as presented. Mr. Landreth seconded the motion. The vote was as follows:

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

7. OLD BUSINESS OF THE BOARD

a. None

8. BOARD INFORMATION


a. Special District Association Conference September 12-14, 2023

9. ADJOURNMENT

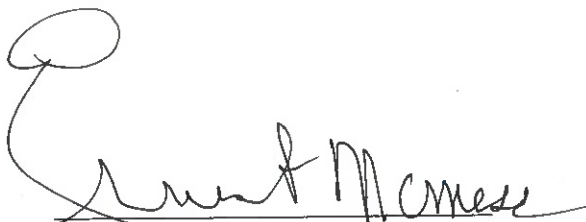
Having no further business to come before the Board, Mr. Roberts made a motion to adjourn. Mr. Landreth seconded the motion. The vote was as follows:

| | | | | |
|---------|--------|---------|--------|----------|
| Griglak | Maness | Roberts | Muller | Landreth |
| excused | yes | yes | yes | yes |

The meeting adjourned at 6:01 p.m.



Teri Muller – Vide-President
Terri



Ernest Maness – Secretary/Treasurer