

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
January 13, 2020
5:30 p.m.**

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

The meeting was called to order at 5:32 p.m. at the District Administrative Office by Board President Ryan Griglak. The Board members present were Ernest Maness, Ryan Griglak, Leroy Roberts, Terri Muller and Scott Story. Also present were District Manager Jan Nelson, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes. The following people were in the audience:

<u>Name</u>	<u>Company or Topic Represented</u>
Wade and Shelley Jordan	Line break at 407 S. Market St.
Catherine Carella	SGM Engineering

MOVE ITEM ON AGENDA

Mrs. Muller made a motion to address Business of the Board item 5.g. Line Break first since there were people in the audience to speak on the issue. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

On January 2, 2020 Empire Electric was working on their lines in the alley on South Market. During the work the District's sewer line was damaged but was not apparent at the time. The next day a few of the nearby properties were experiencing plugged lines. One of the properties had severe overflow in the house. Ms. Nelson is working with the District's insurance on this issue.

Wade and Shelley Jordan informed the Board they were grateful for the quick response in addressing the sewage overflow that occurred January 3, 2020 at 407 S. Market St. They inquired about the next steps to be taken. Ms. Nelson stated that our insurance company should be contacting them to set an appointment to assess the damage. They also inquired what else should be done to dry out the area. Staff suggested they contact Bravo Cleaning as they are the ones who are handling the cleanup.

2. AUDIENCE PARTICIPATION AND COMMUNICATION

No one came forward to speak.

- 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: December 9, 2019
 - b. Approval of the Expense Vouchers

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

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 Ms. Nelson, Mr. Webb and Mr. Hayes.

5. BUSINESS OF THE BOARD

- a. Site Improvement Project Update and Bid Dates

In August 2018 an Invitation to Bid was issued for the Cortez Sanitation District Wastewater Treatment Plant Site Improvement Project. The project generally consists of pavement and drainage improvements at the plant. Only one bid was received for the project. After discussion the Board tabled the project for that year and would re-bid at a later date.

Catherine Carella, engineer with SGM, gave an update on the Plant Site Improvement Project. The Board requested that a few changes be made to the plans.

Mr. Roberts made a motion to approve the bid process with the requested changes. Mrs. Muller seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- b. Approval to pay Granite Inliner for 2019 Trenchless Pipeline Rehabilitation Project \$80,797.50.

Granite Inliner has finished the 2019 Trenchless Pipeline Rehabilitation Project at the 7th St. bridge. A request for payment has been submitted in the amount of \$80,797.50.

Mr. Maness made a motion to approve the payment request to Granite Inliner in the amount of \$80,797.50. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- c. Old Castle SW Group Pay Request #6 in the Amount of \$439,385.85 for the Carpenter Area Sewer Replacement Project

The project is progressing well and the crew has been able to work most of the winter.

Old Castle SW Group has submitted Pay Request #6 in the amount of \$439,385.85. Mr. Maness made a motion to approve Old Castle SW Group Inc. Pay Request #6 in the amount of \$439,385.85. Mrs. Muller seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- d. Designate the official posting place and backup location for 24-hour notice of regular meetings of the Board of Directors for 2020

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

Currently the meeting place and time is at the District's office at 2908 S. Broadway on the second Monday of each month at 5:30 pm.

Mr. Story made a motion to approve the District's website as the official posting place for meeting times, location and agendas with the entrance door at the District office as a backup and the second Monday at 5:30 pm as the meeting date and time for regular meetings in 2020. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- e. Resolution 1 Series 2020 Calling for the 2020 Regular District Election and Appointing a Designated Election Official

Ms. Nelson has spoken with LuAnn Meyer of the Law Office of McCabe, Lovett and McCabe and she is available to be the Designated Election Official.

Mr. Maness made a motion to approve Resolution 1, Series 2020 Calling for the 2020 Regular District Election and Appointing LuAnn Meyer with the Law Office of McCabe, Lovett and McCabe as the Designated Election Official. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- f. Request to Vacate Tap at 339 S. Linden St.

Rysta Williford had submitted a request to vacate the tap at 339 S. Linden St. Before the Board meeting Ms. Williford contacted Ms. Nelson and withdrew the vacation request.

- g. Line Break

The Board moved this item to the beginning of the meeting.

6. OLD BUSINESS OF THE BOARD

None

7. BOARD INFORMATION

a. District election in May

Mr. Roberts, Mrs. Muller and Mr. Story's seats will be up for election this May since they were appointed positions. Mr. Story's seat has 2 years remaining. Due to the change from even to odd years for elections, Mr. Roberts and Mrs. Muller's seats will be for three years.

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

a. Personnel Matters (Manager's 3 Year Evaluation)

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

The meeting went into executive session at 6:44 p.m.

Return to Regular Session

The meeting returned to regular session at 7:45 p.m.

Mr. Maness made a motion to accept Ms. Nelson's evaluation as presented in the executive session and to approve the COLA and step raise. Mrs. Muller seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

9. ADJOURNMENT

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

The meeting adjourned at 7:55 p.m.



Ernest Maness – Secretary/Treasurer



Ryan Griglak - President