

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY**

April 13, 2020

5:30 p.m.

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

The meeting was called to order at 5:33 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. There was no one in the audience.

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: March 9, 2020
 - 2. Special Meetings: March 16 and 30, 2020
- b. Approval of the Expense Vouchers

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

3. AUDIENCE PARTICIPATION AND COMMUNICATION

There was no one 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 Ms. Nelson, Mr. Webb and Mr. Hayes.

5. BUSINESS OF THE BOARD

- a. Ratify motion to close the office, emergency agenda item made at March 16, 2020 Special Board Meeting

Ms. Nelson recommended at the March 16, 2020 Special Board Meeting that due to the current COVID-19 pandemic situation that the office be closed to the public to protect all staff. The Board approved the recommendation to close the offices to the public. Arrangements were made to provide a payment drop box at the gate. Other utilities closed their offices to the public also.

The Board needs to ratify this motion since it wasn't agendized at the March 16, 2020 Special Board Meeting but added as an emergency item.

Mr. Story made a motion to ratify approval to close the office pursuant to the Governor's Stay at Home Order. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

b. Approve Engagement Letter for 2019 Audit

An engagement letter was received by the District from Osborne, Parsons & Rosacker, LLP who will be the accounting firm performing the 2019 audit. The letter explained the objective and each party's responsibilities in performing the audit.

Mr. Maness made a motion to approve the engagement of Osborne, Parsons & Rosacker, LLP to perform the District's 2019 audit. Mrs. Muller seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

c. Award Bid for the WWTP Site Improvement Project

Three bids were received for the WWTP Site Improvement Project. The Board discussed the current Covid-19 Pandemic. Colorado Governor Polis has issued Public Health Order 20-22 an order closing all non-essential businesses and Public Health Order 20-24 Implementing Stay at Home Requirements. Due to these orders there could be a possible reduction and or delay in receiving revenue.

After discussion Mr. Story made a motion to table the award for the WWTP Site Improvement Project to a later date. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

d. Award Bid for 2020 Sikis Village Sewer Replacement Project Phase II

Five bids were received for the 2020 Sikis Village Sewer Replacement Project Phase II. The Board discussed the current Covid-19 Pandemic. Colorado Governor Polis has issued Public Health Order 20-22 an order closing all non-essential businesses and Public Health Order 20-24 Implementing Stay at Home Requirements. Due to these orders there could be a possible reduction and or delay in receiving revenue.

After discussion Mr. Story made a motion to table the award for the WWTP Site Improvement Project to a later date. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

6. OLD BUSINESS OF THE BOARD

a. Approval to Continue Emergency Declaration

On March 25, 2020 the attorney for the Cortez Sanitation District recommended that Ms. Nelson file a Declaration of Local Disaster Emergency due to the COVID-19 Pandemic. This declaration gives Ms. Nelson extra flexibility and authority to do what is necessary during the period of the declared disaster.

Resolution 2 Series 2020 Declaration of Local Disaster Emergency was approved on March 30, 2020 and was valid until the next Regular Board Meeting on April 13, 2020. This resolution has to be approved monthly at each Regular Board Meeting until canceled.

Mr. Story made a motion to approve Resolution 2 Series 2020 Continuation of Declaration of Local Disaster Emergency. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

7. BOARD INFORMATION

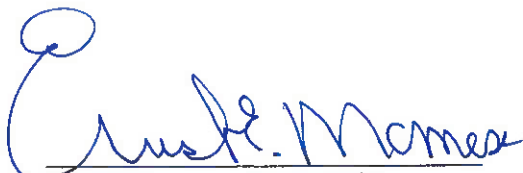
None

8. ADJOURNMENT

Having no further business to come before the Board, Mr. Story 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 5:56 p.m.


Ernest Maness – Secretary/Treasurer


Ryan Griglak - President