

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
July 13, 2020
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, Ryan Griglak, Terri Muller and Scott Story. Board member Leroy Roberts was absent. 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. EXCUSE ABSENT BOARD MEMBER

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	n/a	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 8, 2020
- b. Approval of the Expense Vouchers

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	absent	yes	yes

4. AUDIENCE PARTICIPATION AND COMMUNICATION

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

Mr. Roberts entered the meeting at 5:40 pm.

6. BUSINESS OF THE BOARD

a. Payment Kiosk Discussion

District staff has been researching the option of using the utility payment kiosk located in the foyer at Empire Electric. This kiosk can be utilized by any utility. Customers can pay their bill with cash, check and credit/debit cards. There is a credit/debit card convenience fee that would be charged to the customer, just as it is now when they pay online. The kiosk is available 24/7 and has a customer service phone number.

There are two major benefits of utilizing the payment kiosk. One is the safety of our customers. The entrance to the District office can be quite difficult and dangerous. The other benefit is a time savings for office staff.

After discussion Mrs. Muller made a motion directing staff to move forward with the utility kiosk located at Empire Electric. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

8. BOARD INFORMATION

None

9. ADJOURNMENT

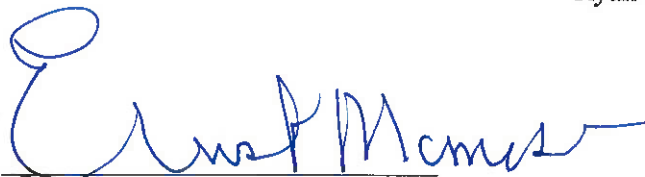
Having no further business to come before the Board, Mr. Story made a motion to adjourn. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

The meeting adjourned at 6:01 p.m.



Ryan Griglak - President



Ernest Maness – Secretary/Treasurer