

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
November 9, 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, Terri Muller, Scott Story, Ryan Griglak and Leroy Roberts. 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: October 12, 2020
- 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

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. Approval of Ramco Developments LLC Change Order #2 in the amount of \$25,775.00 for the 2020 Sikis Subdivision Sewer Replacement Project Phase II

Ramco Developments LLC was awarded the contract for the 2020 Sikis Subdivision Sewer Replacement Project Phase II. During the course of work there have been issues that were not known at the time of bidding. Due to these issues Ramco Developments LLC has submitted Change Order #2 in the amount of \$25,775.00 and an extension of 40 days, until November 27, 2020 to complete the work. The engineer has approved the request.

Mr. Story made a motion to approve Ramco Developments LLC Change Order #2 in the amount of \$25,775.00. Mrs. Muller seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- b. Approval to pay Ramco Developments LLC Pay Application #4 in the amount of \$101,506.05 for the 2020 Sikis Subdivision Sewer Replacement Project Phase II

This payment application is for the work performed in October on the 2020 Sikis Subdivision Sewer Replacement Project Phase II. It has been reviewed and approved by the engineer.

Mr. Roberts made a motion to pay Ramco Developments LLC Pay Application #4 in the amount of \$101,506.05 for the 2020 Sikis Subdivision Sewer Replacement Project Phase II. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- c. Approval to pay TKF Contracting Inc. the final payment in the amount of \$7,500.00 for the 2020 Cortez Bar Screen Project

TKF Contracting Inc. performed the 2020 Cortez Bar Screen Project. The project has been completed and the Final Pay Request in the amount of \$7,500 has been submitted. The final payment notice for this project will be published in The Journal on November 11 and 18, 2020.

Mr. Story made a motion to approve the final payment of \$7,500.00 to TKF Contracting Inc. provided that no claims against this project are received by 5:00 pm on November 18, 2020. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- d. Review of Fee Schedule for 2021

In 2013 a Rate Study was performed. Based on that study Ms. Nelson presented to the Board the proposed new monthly rate and Plant Investment Fee. Currently the flat monthly service rate per unit is \$39.00 and the new proposed rate is \$41.00. The Plant Investment Fee for a single family residence is \$4770.00 and the new proposed rate is \$5000.00

6. OLD BUSINESS OF THE BOARD

- a. Final Review 2021 Budget

Ms. Nelson and the Board discussed the Proposed 2021 Budget. A public hearing will be held at the December 14, 2020 Regular Board Meeting.

b. 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 must be approved monthly at each Regular Board Meeting until canceled.

Mrs. Muller 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

Ms. Nelson and the Board discussed the grant issued by the state to cover Covid-19 related expenses.

8. ADJOURNMENT

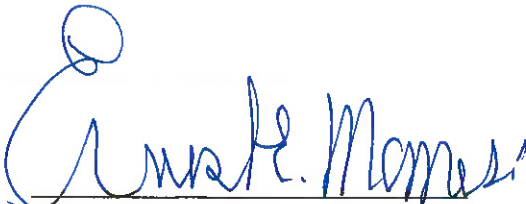
Having no further business to come before the Board, Mr. Story made a motion to adjourn. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

The meeting adjourned at 6:14 p.m.



Ryan Griglak – President



Ernest Maness – Secretary/Treasurer