

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
October 9, 2023
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 and Richard Landreth via phone. Also present were District Manager Jan Winfree, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes.

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

Griglak	Maness	Roberts	Muller	Landreth
yes	yes	n/a	n/a	yes

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. Special Meeting September 18, 2023
- b. Approval of the Expense Vouchers

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

Griglak	Maness	Roberts	Muller	Landreth
yes	yes	excused	excused	yes

3. AUDIENCE PARTICIPATION AND COMMUNICATION

No one was 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 Mrs. Winfree, Mr. Webb and Mr. Hayes.

5. BUSINESS OF THE BOARD

- a. Discussion and approval to pay Candelaria Construction, Inc. Pay Application #4 for the #23-01-SWS-Cedar Street Improvements Project in the amount of \$163,578.82. This Pay Application includes three change orders as outlined in the backup paperwork.

The amount of Pay Application #4 was reduced by the retainage which will be paid after the punch list is completed. The correct balance is \$155,399.88.

Mr. Maness made a motion to pay Candelaria Construction, Inc. for Pay Application #4 for the #23-01-SWS – Cedar Street Improvements Project in the amount of \$155,399.88. Mr. Landreth seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Landreth
yes	yes	excused	excused	yes

- b. Presentation and discussion of preliminary 2024 Budget

The draft budget was presented to the Board. Ms. Winfree explained that this is still very preliminary while final numbers are being gathered. She mentioned that another employee turned in his notice this week. She feels that we need to raise our pay and benefits to help retain and attract employees. She and the office manager are working on the numbers to present to the board next month.

6. OLD BUSINESS OF THE BOARD

- a. None

7. BOARD INFORMATION


- a. None

8. ADJOURNMENT

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

Griglak	Maness	Roberts	Muller	Landreth
yes	yes	excused	excused	yes

The meeting adjourned at 6:05 p.m.


Ernest Maness – Secretary/Treasurer


Ryan Griglak – President