

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
September 14, 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 Vice President Terri Muller. The Board members present were Ernest Maness, Terri Muller, Scott Story and Leroy Roberts. Board President Ryan Griglak 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. Griglak from this board meeting. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
n/a	yes	yes	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: August 10, 2020
- b. Approval of the Expense Vouchers

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

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	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.

6. BUSINESS OF THE BOARD

- a. Approval to pay TKF Contracting Inc. Payment Application #1 in the amount of \$35,748 for the 2020 Cortez Bar Screen Project

This payment application represents 81% of the project total. It has been reviewed and approved by the engineer.

Mr. Maness made a motion to approve TKF Contracting Inc. Payment Application #1 in the amount of \$35,748.00 for 81% completion of the 2020 Cortez Bar Screen Project. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

- b. Approval to pay Ramco Developments, LLC Payment Application #1 in the amount of \$45,808.65 for the 2020 Sikis Village Sewer Replacement Project

This payment application is for the work performed in July. It has been reviewed and approved by the engineer.

Mr. Maness made a motion to approve Ramco Developments, LLC Payment Application #1 in the amount of \$45,808.65 for the 2020 Sikis Village Sewer Replacement Project. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

- c. Approval to pay Ramco Developments, LLC Payment Application#2 in the amount of \$74,621.70 for the 2020 Sikis Village Sewer Replacement Project

This payment application is for the work performed in August. It has been reviewed and approved by the engineer.

Mr. Maness made a motion to approve Ramco Developments, LLC Payment Application #2 in the amount of \$74,621.70 for the 2020 Sikis Village Sewer Replacement Project. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

- d. Approve Ramco Developments, LLC Change Order#1 in the amount of \$12,735.00 for the 2020 Sikis Village Sewer Replacement Project

This change order is for additional work required that was discovered after bidding and for an addition error on the original bid. It has been reviewed and approved by the engineer.

Mr. Story made a motion to approve Ramco Developments, LLC Change Order#1 in the amount of \$12,735.00 for the 2020 Sikis Village Sewer Replacement Project. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

7. OLD BUSINESS OF THE BOARD

- a. Approval to sign Paymentus Contract

Ms. Nelson has been working with Paymentus, a payment platform that accepts a variety of payment methods. There is no cost to the District. The customer will be charged a convenience fee by Paymentus if they choose to pay through this platform. This is a five-year term requirement.

The District’s attorney has reviewed and approved this contract.

Mr. Maness made a motion to approve the contract with Paymentus and direct the Board President to sign the contract. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

- b. Approval to sign Bill Payment Services Contract

Bill Payment Services is to utilize a payment kiosk for accepting customer payments.

The Bill Payment Services contract was not received by the time of the Board Meeting. This item was tabled.

- c. 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. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

8. BOARD INFORMATION

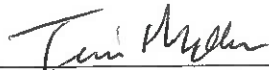
None

9. ADJOURNMENT

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

Griglak	Maness	Roberts	Muller	Story
absent	yes	yes	yes	yes

The meeting adjourned at 5:56 p.m.



Terri Muller – Vice President



Ernest Maness – Secretary/Treasurer