

**CORTEZ SANITATION DISTRICT
REGULAR BOARD MEETING
2908 SOUTH BROADWAY
October 12, 2020
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, 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: September 14, 2020
- b. Approval of the Expense Vouchers

Mr. Roberts 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	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. Resolution No. 3 Series 2020

In 2005 a Debt Service fund was established by the Board to reimburse the Enterprise (Operating) Fund for the cost of servicing the DOLA loan. This fund was approved with the adoption of Resolution No. 1 Series 2005. This loan was paid off this year.

Resolution No. 3 Series 2020 is to end the transfer of funds required by the previous resolution.

Mr. Story made a motion to adopt Resolution No. 3 Series 2020. 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 #3 in the amount of \$102,915.00.

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

Mr. Roberts made a motion to pay Ramco Developments LLC Pay Application #3 in the amount of \$102,915.00 for the 2020 Sikis Subdivision Sewer Replacement Project. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- c. Change to Annual Reviews

A couple of years ago the Board changed staff reviews to the employee's hire date instead of an annual review in January. This has created some difficulties and extra work for staff. Staff has requested the annual review process take place in January for all employees.

Mr. Story made a motion to move employee annual reviews to January. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

- d. Review 2021 Budget and Direction to Publish Notice of Public Hearings

Ms. Nelson presented the Board with a copy of the Proposed 2021 Budget. The District is required to post notice of the availability and public hearing of the Proposed 2021 Budget on the District's website at cortezsanitation.com. The Board discussed having a note added to the next monthly statement if it was cost feasible. The public hearing will be held at the December 14, 2020 Regular Board Meeting.

The Board discussed the Proposed 2021 Budget.

6. OLD BUSINESS OF THE BOARD

- a. Approval to sign Bill Payment Services Contract

Bill Payment Services is to utilize a payment kiosk for accepting customer payments. The District's attorney has reviewed and approved the contract.

Mrs. Muller made a motion to approve and direct Ryan Griglak to sign the contract with Bill Payment Services. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

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.

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	yes	yes

The meeting adjourned at 6:13 p.m.



Ryan Griglak – President



Ernest Maness – Secretary/Treasurer