

**CORTEZ SANITATION DISTRICT  
REGULAR BOARD MEETING  
2908 SOUTH BROADWAY  
December 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 President Ryan Griglak. The Board members present were Ernest Maness, Ryan Griglak, Leroy Roberts and Scott Story. Board Member Terri Muller was absent. Also present were District Manager Jan Nelson, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes. No one was in the audience.

**2. EXCUSE ABSENT BOARD MEMBER**

Mr. Maness made a motion to excuse Mrs. Muller due to illness from this Board Meeting. Mr. Roberts seconded the motion. The vote was as follows:

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

**3. PUBLIC HEARINGS**

a. Service Fees: Proposed Rate Increase for 2021

Mr. Griglak opened the public hearing for comments. No one was in the audience. Mr. Griglak closed the public hearing.

b. 2021 Proposed Budget

Mr. Griglak opened the public hearing for comments. No one was in the audience. Mr. Griglak closed the public hearing.

**4. 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: November 9, 2020

b. Approval of the Expense Vouchers

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

**5. AUDIENCE PARTICIPATION AND COMMUNICATION**

No one was in the audience.

**6. 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.

**7. BUSINESS OF THE BOARD**

- a. Approval of Ramco Developments LLC Change Order #3 in the amount of \$6,833.00 for the 2020 Sikis Subdivision Sewer Replacement Project Phase II

Ramco Developments LLC has submitted Change Order #3 in the amount of \$6,833.00. This change order reconciles all the bid amounts to actual costs. Mr. Story made a motion to approve Ramco Developments LLC Change Order #3 in the amount of \$6,833.00. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

- b. Approval to pay Ramco Developments LLC Pay Application #5 in the amount of \$108,215.10 for the 2020 Sikis Subdivision Sewer Replacement Project Phase II

This payment application is for work performed in November on the 2020 Sikis Subdivision Sewer Replacement Project Phase II. The project has been completed except for some landscaping in the amount of \$400-\$500 that has to wait until Spring. Ramco Developments LLC has submitted a letter to the District guaranteeing the work will be completed in the Spring of 2021. This pay application has been reviewed and approved by the engineer.

Mr. Maness made a motion to pay Ramco Developments LLC Pay Application #5 in the amount of \$108,215.10 for the 2020 Sikis Subdivision Sewer Replacement Project Phase II. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

- c. Discussion regarding comped accounts

Volunteer fire fighters have been receiving free sewer service since the 1990’s. There are many volunteers in the community who do not receive sewer service for free. Management is requesting that the District start charging these comped accounts.

The Board is requesting that Ms. Nelson consult with legal counsel regarding this matter.

d. 2021 Budget Adoption

Ms. Nelson presented a draft of the final budget to the Board for their review.

Mr. Maness made a motion to approve the adoption of the 2021 Budget. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

e. Resolution #4, Series 2020 Adopting 2021 Budget

Mr. Story made a motion to approve Resolution #4, Series 2020 – Adopting 2021 Budget. Mr. Maness seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

f. Resolution #5, Series 2020 Appropriation of 2021 Budget

Mr. Roberts made a motion to approve Resolution #5, Series 2020 appropriating sums of money to various funds and accounts for the 2021 Budget. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

g. Resolution #6, Series 2020 Certification of accounts to Montezuma County Treasurer for collection

The District must certify for collections, by the Montezuma County Treasurer, any accounts which meet the requirements of \$150 and more than six months past due. These amounts will be included in the property tax notices to be sent out in February 2021.

Mr. Story made a motion to approve Resolution #6, Series 2020 Certification of Accounts to Montezuma County Treasurer for Collection. Mr. Robert seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

h. Resolution #7, Series 2020 Changes to the District Rules and Regulations

Changes to the District Rules and Regulations

- Appendix A Plant Investment Fee Schedule - The Plant Investment Fee (PIF) for a single-family residence is increasing to \$5000. The PIF for commercial properties, which is based on the size of the water line, will increase with \$5000 being the minimum.

- Appendix B Service Fees – per discussion to follow the 2013 Rate Study guideline and increase the monthly service rate for 2021 to \$41.00 and approved through Resolution #4 Series 2020 Adopting 2021 Budget.

Mr. Maness made a motion to approve Resolution #7, Series 2020 Changes to the District Rules and Regulations. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

## 8. 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 must 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
yes	yes	yes	absent	yes

## 9. BOARD INFORMATION

### a. Format for District Manager's annual evaluation

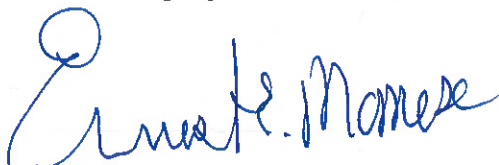
Ms. Nelson was directed to send blank evaluation forms to all Board Members.

## 10. ADJOURNMENT

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

Griglak	Maness	Roberts	Muller	Story
yes	yes	yes	absent	yes

The meeting adjourned at 6:06 p.m.

  
Ernest Maness – Secretary/Treasurer

  
Ryan Griglak - President