

**CORTEZ SANITATION DISTRICT  
REGULAR BOARD MEETING  
2908 SOUTH BROADWAY  
November 8, 2021  
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, Teri Muller, Leroy Roberts and Scott Story. Board President Ryan Griglak was absent. Also present were District Manager Jan Nelson, Plant Supervisor Peter Hayes and Maintenance Supervisor Rick Collin. Collection System Supervisor Jim Webb was absent.

Mr. Roberts made a motion to excuse Mr. Griglak from this meeting. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
n/a	yes	yes	yes	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. Regular Meeting: October 11, 2021
- 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
excused	yes	yes	yes	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 Department and Plant Supervisor. Questions on the content of the reports were answered by Ms. Nelson and Mr. Hayes.

**5. BUSINESS OF THE BOARD**

- a. Acceptance of Sewer Line Extension in the Kemnitz Subdivision, Downey and Sligo St.

The District has received the final paperwork for the sewer work completed for Grant Smith of KKV Development in the Kemnitz Subdivision on Downey and Sligo Streets.

Mr. Story made a motion to accept the Sewer Line Extension Agreement with KKV Development located in the Kemnitz Subdivision. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
excused	yes	yes	yes	yes

- b. Discussion of Covid-19 Vaccine Policy and Adoption of Resolution 3 Series 2021 Revising Personnel Manual

Ms. Nelson along with Allison Ullmer, the District’s attorney, wrote a Covid-19 Vaccine Policy. This policy was written due to the high absenteeism with employees either having Covid or are in quarantine due to exposure to Covid 19. New recommendations from the Center for Disease Control do not require a vaccinated person to quarantine if they have been exposed to the virus.

The policy would require all employees to be fully vaccinated against Covid-19 unless a reasonable accommodation is approved by the District Manager.

After discussion Mr. Roberts made a motion to approve the Covid-19 Vaccine Policy and adoption of Resolution 3 Series 2021 Revising the Personnel Manual. The motion was not seconded.

The Board will continue the discussion at the next meeting Board Meeting when Board President Ryan Griglak would be in attendance.

**6. OLD BUSINESS OF THE BOARD**

- a. Expedition

The Expedition, the District’s company vehicle, has been experiencing mechanical problems. Ms. Nelson is waiting on quotes from local dealerships. She presented to the Board quotes from the Colorado State Fleet Management which should be similar to quotes from local dealerships. The quotes for a 2022 Ford Escape range from \$25,350 to \$28,350. The trade-in on the Expedition is approximately \$10,000.

After discussion Mr. Maness made a motion to approve the purchase of an administrative vehicle for the District, no more than \$30,000 with the \$10,000 trade in. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
excused	yes	yes	yes	yes

b. Discussion of screw press

Maintenance Supervisor, Rick Collin, spoke to the Board about serious mechanical issues with the screw press. The repairs have been costly and not very effective. Mr. Collin presented the following options for a new screw press:

<u>Company</u>	<u>Cost</u>
Huber Q Press 620.2	\$452,000
PW Tech	\$375,000
FKC	\$320,000

At this time Mr. Collin feels that the Huber Q Press 620.2 would be best for the District but he is still conducting research. Mr. Hayes agrees that further research is necessary.

The Board asked Ms. Nelson if there were funds available to cover this item. She stated that there were funds remaining in the 2021 Budget that would cover half of the cost and the remainder would be from the 2022 Budget. Ms. Nelson recommended that an amount not to exceed \$500,000 be approved so that the District could move forward with the process of purchasing a screw press.

Mr. Maness made a motion to approve the purchase of a screw press not to exceed \$500,000, contingent upon further due diligence by Mr. Collin and Mr. Hayes. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
excused	yes	yes	yes	yes

c. Presentation of Proposed 2022 Budget

Ms. Nelson presented the Board with a copy of the Proposed 2022 Budget. The District is required to post notice of the availability and public hearing of the Proposed 2022 Budget and Rate Fee Increase on the District's website at [cortezsanitation.com](http://cortezsanitation.com). The public hearing will be held at the December 13, 2021 Regular Board Meeting.

Mr. Roberts made a motion to authorize Ms. Nelson to advertise a Public Hearing for the Proposed 2022 Budget and Rate Increase to be held at the next Board meeting on December 13, 2021. Mr. Story seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
excused	yes	yes	yes	yes

## 7. BOARD INFORMATION

a. Collins Cockrel & Cole will be splitting into 2 firms

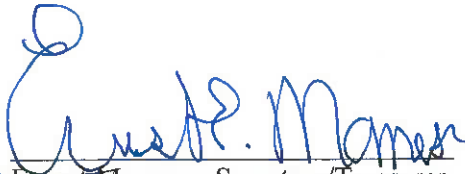
The law firm that represents the District, Collins Cockrel & Cole, will be separating into two different law firms. The District will follow the lawyers it has been using to their new firm of Collins Cole Flynn Winn & Ulmer, PLLC.

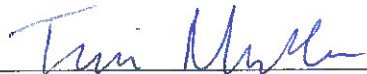
**8. ADJOURNMENT**

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

Griglak	Maness	Roberts	Muller	Story
excused	yes	yes	yes	yes

The meeting adjourned at 6:32 p.m.

  
Ernest Maness – Secretary/Treasurer

  
Terri Muller – Vice President