

**CORTEZ SANITATION DISTRICT  
REGULAR BOARD MEETING  
2908 SOUTH BROADWAY  
April 11, 2022  
5:30 p.m.**

**1. CALL TO ORDER / OPENING PLEDGE OF ALLEGIANCE/ROLL CALL**

The meeting was called to order at 5:31 p.m. at the District Administrative Office by Board President Ryan Griglak. The Board members present were Teri Muller, Ernest Maness, Scott Story, Ryan Griglak and Leroy Roberts. Also present were District Manager Jan Nelson, Collection System Supervisor Jim Webb and Plant Supervisor Peter Hayes.

**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: March 14, 2022
- b. Approval of the Expense Vouchers

Mr. Maness 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**

<u>Name</u>	<u>Company/Topic</u>
Bryce Kurtz	Cortez Sanitation District Intern
Rich Landreth	Upcoming Board Vacancy

Mr. Hayes introduced Bryce Kurtz to the Board.

Mr. Landreth introduced himself to the Board and submitted a Letter of Intent to fill Mr. Story's position that will be vacated in May.

**4. MONTHLY REPORTS**

- a. Manager's Report
- b. Supervisor's Reports: Plant Stats & Collection Stats

Mr. Hayes introduced Intern Bryce Kurtz to the Board. Bryce will be performing various tests for the next three months.

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**

None

**6. OLD BUSINESS OF THE BOARD**

a. Discussion and action on Master Plan

The Board tabled making any decision at the March 14, 2022 meeting until all Board members could be present.

District staff contacted engineering companies requesting quotes for a Master Plan. SGM Engineering and MSK Consulting, LLC were the two lowest bidders. The Board was concerned that MSK Engineering wasn't given the same information as SGM Engineering to base a comparable quote.

Ms. Nelson contacted MSK Consulting, LLC and requested a new quote that would include a broader scope of work comparable to SGM Engineering's scope of work.

The quotes received were:

<u>Company</u>	<u>Quote</u>
SGM Engineering	\$58,500 not to exceed \$60,000
MSK Consulting, LLC	\$67,200 plus expenses

Ms. Nelson recommended SGM since their quote was lower and they are familiar with our plant and collection system.

After discussion, Mrs. Muller made a motion to award the Master Plan contract to SGM, at a cost not to exceed \$60,000. Mr. Roberts seconded the motion. The vote was as follows:

Griglak	Maness	Roberts	Muller	Story
abstain	yes	yes	yes	yes

Mr. Griglak abstained from the vote due to a conflict, as he knows someone from MSK Consulting, LLC.

b. Discussion on screw press

Ms. Nelson informed the Board that the boots are holding on the existing screw press. Her recommendation is to schedule the overhaul of the screw press as soon as possible and hold off on purchasing a new press until after the District has worked with SGM on the Master Plan. The Board agreed.

**7. BOARD INFORMATION**

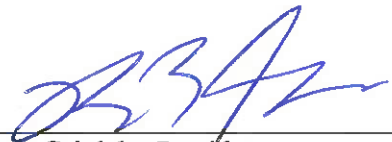
- a. The SDA Regional Workshop will be held in Durango on June 27<sup>th</sup> from 11:30 – 4:00.
- b. The Auditor’s Understanding of Services letter is ready to be signed. I sent out a request to several audit firms, the one we currently use had the best price.

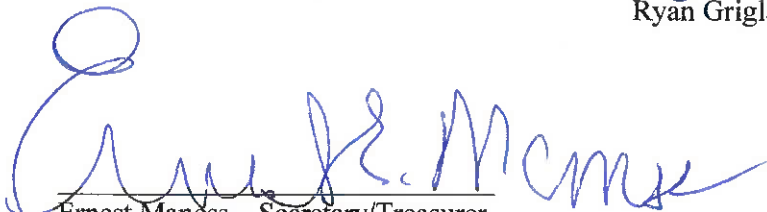
**8. ADJOURNMENT**

Having no further business to come before the Board, Mrs. Muller 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 6:03 p.m.

  
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Ryan Griglak - President

  
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Ernest Maness – Secretary/Treasurer