

**Upper Blue Sanitation District**  
**Board of Directors Meeting**  
**Thursday April 11, 2019 @ 5:30 PM**

**I. ROLL CALL:**

Mr. Allyn Mosher called the meeting of the Upper Blue Sanitation District Board of Directors to order at 5:30 PM. Mrs. Signe Stimson, Mr. Jason Hart, Mr. Allyn Mosher and Mr. Rick Orwig answered "present" at roll call.

Mr. Andrew Carlberg and Ms. Marjorie Covey attended as well.

**Appointment of New Board Member:**

Mr. Carlberg said that the District advertised the available position on the Board of Directors in the newspaper. Two applicants responded, but one dropped out.

Mrs. Stimson made a motion to appoint Mr. Theobald as a new Board member. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board.

Mr. Theobald stated the Oath of Office.

**II. MINUTES:**

February 14, 2019 minutes: Mr. Hart made a motion to approve the February 14, 2019 Board of Directors meeting minutes. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board.

**III. PUBLIC HEARINGS:**

-Resolution 2, Series 2019, Inclusion of Lot 27 in the Ten Mile Vista, Filing #1 subdivision

Mr. Carlberg said that the property owner requested service and has submitted a petition for Inclusion of Lot 27 in the Ten Mile Vista, Filing #1 subdivision. Mr. Carlberg said that the Notice of Public Hearing has been published in the newspaper and to date the District has not received any comments. Mr. Carlberg said he recommends that the Board approve Resolution 2, Series 2019 for the Inclusion of Lot 27 in the Ten Mile Vista, Filing #1 subdivision.

Mr. Orwig made a motion to approve Resolution 2, Series 2019 for the Inclusion of Lot 27 in the Ten Mile Vista, Filing #1 subdivision. Mr. Hart seconded the motion. The motion was passed unanimously by the Board.

**IV. PUBLIC COMMENT:** None

**V. BILLS:**

Mr. Hart made a motion to approve the bills. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board.

**VI. FINANCIAL REPORT:**

The Financial Report was reviewed and accepted by the Board of Directors.

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**VII. MONTHLY REPORTS:**

A. Plant and Collection:

The Plant and Collection reports were discussed by the Board of Directors during the work session.

B. Manager Report:

- The Iowa Hill Permit Renewal was discussed during the work session.
- Mr. Carlberg said that he has been working with the engineer, Mr. Jerry Westhoff on the employee housing units and the bid documents should be out in two weeks.
- Mr. Carlberg said that we are seeing lower I/I and metals concentrations in French Creek after our 2018 repair project.

**VIII. OLD BUSINESS:** None

**IX. NEW BUSINESS:**

C. Iowa Hill Permit Renewal was discussed during the work session.


D. Award of Contract – Warriors Mark Repairs  
Mr. Carlberg said that the District received a bid from Infra Trak, DRC and C&L for the Warriors Mark cleaning, televising and slip lining repairs project. The low bid was from Infra Trak at \$514,725.00, DRC was \$691,665.00 and C&L was the highest bid at \$999,240.00. After careful review and with extensive discussions with the bidders it became apparent that Infra Trak was not qualified and did not have any experience in the technology required. Therefore, the District should not consider Infra Trak's bid. DRC met all the requirements of the project and has extensive experience in the technology required. Therefore, Mr. Carlberg recommended awarding the bid to DRC in the amount of \$691,665.00.

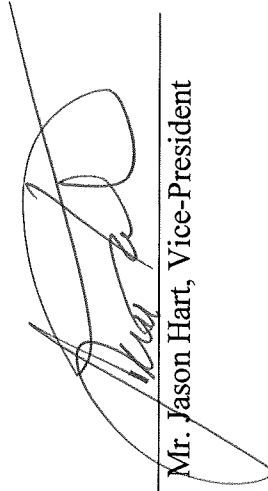
Mr. Orwig made a motion to award the Warriors Mark Repairs bid to DRC in the amount of \$691,665.00. Mr. Hart seconded the bid. The motion was passed unanimously by the Board.

**X. CORRESPONDENCE:**

**XI. ADJOURN:**

Mr. Hart made a motion to adjourn the meeting at 5:37 PM. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board.

  
Mr. Allyn Mosher, President

  
Mr. Jason Hart, Vice-President

Upper Blue Sanitation District  
 Monthly Financial Statement-UNAUDITED DRAFT  
 March 31, 2019

	2019 March	2019 Year To Date	2019 Approved Budget	2019 Uncollected	2019 % Uncol/Col
<b>Operating Revenue</b>					
Sewer User Fees	483,975	1,452,704	5,838,176	4,385,472	75
Tap Inspection Fees	500	1,000	10,000	9,000	90
Miscellaneous Revenue	0	3,556	15,000	11,444	76
CEBT Dividend	0	11,268	0	(11,268)	#DIV/0!
Camper Dump Fees	0	0	9,000	9,000	100
Late Fees	4,646	5,131	10,000	4,869	49
Line Extension Fees	3,983	3,983	50,000	46,017	92
Rental Income	4,000	12,750	45,000	32,250	72
<b>Total Operating Revenue</b>	<b>497,104</b>	<b>1,490,392</b>	<b>5,977,176</b>	<b>4,486,784</b>	<b>75</b>
<b>Miscellaneous Revenue</b>					
Interest on Loan Payments	88	2,048	15,000	12,952	86
Plant Investment Fees	351,690	532,980	1,800,000	1,267,020	70
Inclusion Fees	9,667	9,667	100,000	90,333	90
Interest on Investments	51,821	150,602	350,000	199,398	57
Transfer from Reserve	0	0	0	0	0
<b>Total Miscellaneous Revenue</b>	<b>413,266</b>	<b>695,297</b>	<b>2,265,000</b>	<b>1,556,751</b>	<b>69</b>
<b>Total Revenue</b>	<b>910,370</b>	<b>2,185,689</b>	<b>8,242,176</b>	<b>6,056,487</b>	<b>73</b>

	2019	2019	2019	2019	2019	2019
	March	Year to Date	Approved Budget	Budget	Available	% Available
<b>Administration Expense</b>						
<b>Payroll &amp; Employee Benefits</b>						
Salaries	93,952	294,685	1,378,343		1,083,658	79
Overtime	3,076	11,134	45,000		33,866	75
FICA-Admin	5,892	18,439	88,247		69,808	79
Medicare-Admin	1,378	4,312	20,638		16,326	79
401K Contributions	6,817	20,472	103,376		82,904	80
Worker's Compensation Insurance	(2,020)	1,523	30,000		28,477	95
Health Insurance	27,288	76,842	280,000		203,158	73
<b>Total</b>	<b>136,383</b>	<b>427,407</b>	<b>1,945,604</b>		<b>1,518,197</b>	<b>78</b>
<b>Office Supplies</b>						
Telephone	0	339	5,000		4,661	93
Business Expenses	1,358	3,094	22,000		18,906	86
Bank Service Fees - Admin	484	20,633	45,000		24,367	54
Legal Counsel	378	1,650	9,000		7,350	82
Education	0	32,783	50,000		17,217	34
Audit & Accounting	1,600	6,216	25,000		18,784	75
Legal Publications	0	0	10,000		10,000	100
Board Members	0	2,066	5,000		2,934	59
Elections	400	1,400	6,000		4,600	77
Computer Expenses	0	0	0		0	#DIV/0!
Copy Machine & Supply	3,251	9,244	40,000		30,756	77
Postage & Meter Rent	0	0	1,000		1,000	100
Insurance - General	771	2,267	12,000		9,733	81
Insurance - Deductible	12,047	36,141	135,249		99,108	73
Engineering	0	0	1,000		1,000	100
Tools	0	5,737	75,000		69,263	92
Vehicle Expense	0	154	2,500		2,346	94
Dues & Memberships	0	0	500		500	100
Safety	1,238	3,641	7,000		3,359	48
Summit Water Quality	576	1,223	5,000		3,777	76
Building Maintenance	0	0	18,000		18,000	100
Employee Housing Maintenance	1,466	7,163	20,000		12,837	64
Employee Housing Utilities	840	1,002	15,000		13,998	93
<b>Total Administration</b>	<b>0</b>	<b>0</b>	<b>4,000</b>		<b>4,000</b>	<b>100</b>
<b>Total</b>	<b>160,792</b>	<b>562,160</b>	<b>2,458,853</b>		<b>1,896,693</b>	<b>77</b>
<b>Iowa Hill Plant Expenses</b>						
<b>Utilities</b>						
Gas	3,188	7,127	26,000		18,873	73
Electric	14,940	35,097	220,000		184,903	84
Freight	778	3,883	18,000		14,117	78
Equipment Repairs	2,584	7,005	50,000		42,995	86
Chemicals	8,660	44,369	200,000		155,631	78
Supplies	179	2,355	10,000		7,645	76
Contracted Repairs	2,366	15,116	60,000		44,884	75
Laboratory Supplies	1,462	6,008	15,000		8,992	60
Biomonitoring	0	0	8,000		8,000	100
Discharge Permit	0	0	8,000		8,000	100
Site Monitoring	1,093	5,287	23,000		17,713	77
<b>Total Iowa Hill</b>	<b>35,250</b>	<b>126,247</b>	<b>638,000</b>		<b>511,753</b>	<b>80</b>

March Financial Statement Cont.

	2019 March	2019 Year to Date	2019 Approved Budget	2019 Available	2019 % Available
<b>Farmers Korner Expenses</b>					
Utilities					
Gas	0	17,828	60,000	42,172	70
Electric	34,535	77,900	400,000	322,100	81
Freight	725	5,277	30,000	24,723	82
Equipment Repairs	194	4,002	60,000	55,998	93
Chemicals	16,272	89,517	330,000	240,483	73
Supplies	0	3,945	10,000	6,055	61
Contracted Repairs	4,732	9,870	60,000	50,130	84
Dumpster Charges	1,188	3,564	15,000	11,436	76
Biomonitoring	0	0	7,000	7,000	100
Discharge Permit	0	0	15,000	15,000	100
Composting	12,392	38,044	110,000	71,956	65
Site Monitoring	1,329	4,262	23,000	18,738	81
Sludge Hauling Costs	7,650	23,850	70,000	46,150	66
State Health Fees	0	0	2,500	2,500	100
<b>Total Farmers Korner</b>	<b>79,017</b>	<b>278,059</b>	<b>1,192,500</b>	<b>914,441</b>	<b>77</b>
<b>South Blue Expenses</b>					
Utilities					
Gas	803	1,790	10,000	8,210	82
Electric	2,942	6,935	38,000	31,065	82
Equipment Repairs	0	0	2,500	2,500	100
Supplies	41	41	1,000	959	96
Contracted Repairs	0	0	5,000	5,000	100
Discharge Permit	0	0	3,000	3,000	100
Site Monitoring	723	1,488	8,000	6,512	81
<b>Total South Blue</b>	<b>4,509</b>	<b>10,254</b>	<b>67,500</b>	<b>57,246</b>	<b>85</b>
<b>Collection Expenses</b>					
Utilities	1,110	2,473	20,000	17,527	88
Vehicle Expense	2,027	7,137	40,000	32,863	82
Line Cleaner Expenses	0	0	10,000	10,000	100
Manhole Repairs/Line Repairs	2,920	20,957	130,000	109,043	84
Equipment Repairs	37	841	9,000	8,159	91
CCTV Expense	0	0	5,000	5,000	100
<b>Total Collection</b>	<b>6,094</b>	<b>31,408</b>	<b>214,000</b>	<b>182,592</b>	<b>85</b>
<b>Total Operating Expenditures</b>	<b>285,662</b>	<b>1,008,128</b>	<b>4,570,853</b>	<b>3,562,725</b>	<b>78</b>
<b>Net Cash from Operations</b>	<b>211,442</b>	<b>482,264</b>	<b>1,406,323</b>	<b>924,059</b>	<b>66</b>
<b>Replacement Capital</b>					
Administration	0	0	35,000	35,000	100
Plant:					
IH	0	9,117	600,000	590,883	98
FK	0	0	575,000	575,000	100
South Blue	0	0	50,000	50,000	100
Collection					
Misc.	1,250	3,625	1,225,000	1,221,375	100
Vehicle	0	0	55,000	55,000	100
<b>Total Replacement Capital</b>	<b>1,250</b>	<b>12,742</b>	<b>2,540,000</b>	<b>2,527,258</b>	<b>99</b>
<b>Non Operating Expenses</b>					
Bond Principal	0	49,294	97,129	47,835	49
Bond Interest	0	12,677	26,813	14,136	53
<b>Total Non Operating</b>	<b>0</b>	<b>61,971</b>	<b>123,942</b>	<b>61,971</b>	<b>50</b>

March Financial Statement Cont.

	2019 March	2019 Year to Date	2019 Approved Budget	2019 Available	2019 % Available
<b>Capital Outlay</b>					
Plant:					
IH	0	0	300,000	300,000	100
FK	0	0	310,000	310,000	100
South Blue	0	0	0	0	0
Employee Housing	5,445	12,125	900,000	0	0
Collection	0	1,500	600,000	598,500	100
Administration	0	0	30,000	30,000	100
<b>Total Capital Outlay</b>	<b>5,445</b>	<b>13,625</b>	<b>2,140,000</b>	<b>1,238,500</b>	<b>58</b>
<b>Total Expenses</b>	<b>292,357</b>	<b>1,096,466</b>	<b>9,374,795</b>	<b>8,278,329</b>	<b>88</b>

**Total Revenue - Total Expenses**      618,013      1,089,223