

Upper Blue Sanitation District
Board of Directors Meeting
Thursday July 8, 2021 @ 5:30 PM

I. ROLL CALL:

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

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

II. MINUTES:

June 10, 2021 minutes: Mr. Theobald made a motion to approve the June 10, 2021 Board of Directors meeting minutes. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board.

III. PUBLIC HEARINGS:

IV. PUBLIC COMMENT: None

V. BILLS:

Mr. Orwig made a motion to approve the bills as presented. 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.

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 Managers report was discussed by the Board of Directors during the work session

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

C. 2020 Audit

Mr. Tim Mayberry of Mayberry & Company, LLC presented the 2020 Draft Audit to the Board during the work session.

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D. Line Extension Agreement – Miller Braddock Subdivision

The developer for Miller Braddock Subdivision (Stan Miller property) has submitted a completed Line Extension Agreement and the plans have been approved. Mr. Carlberg recommended that the Board approve the Line Extension Agreement.

Mr. Hart made a motion to approve the Miller Braddock Subdivision Line Extension Agreement. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board.

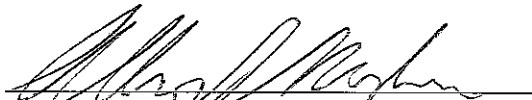
X. CORRESPONDENCE:

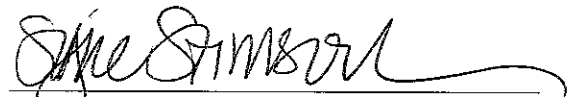
The Board discussed updating the District's salary scale during the work session.

Mr. Theobald made a motion to increase the District's salary scale by \$5,000.00 on the low end and the high end of each section of the salary scale, to be implemented at the Manager's discretion. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board.

XI. ADJOURN:

Mr. Orwig made a motion to adjourn the meeting at 6:16 PM. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board.


Mr. Allyn Mosher, President


Mrs. Signe Stimson, Secretary

Upper Blue Sanitation District
 Comparative Balance Sheet-UNAUDITED DRAFT
 June 30, 2021

	<u>2021</u>	<u>2020</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Assets:</u>			
Petty Cash	\$200	\$200	-
Checking-Wells Fargo Bank	16,121,462	16,123,459	(1,997)
Colotrust Plus	20,700,275	15,676,783	5,023,492
ColoTrust Prime	3,841,001	3,838,830	2,171
Total Cash and Equivalents	<u>40,662,938</u>	<u>35,639,272</u>	<u>5,023,666</u>
Investments			
FK Construction Retainage Escrow	-	-	-
Cert. of Deposit & Treasuries	-	-	-
Total Investments	<u>-</u>	<u>-</u>	<u>-</u>
Other Current Assets			
Receivables-Utility + Spec. Assessments	37,190	28,786	8,404
Developer/Contractor Escrow	178,494	137,244	41,250
Interest Receivable & Market Adjustments	138	10,283	(10,145)
Notes Receivable	43,474	66,952	(23,478)
Prepaid Expenses	78,227	70,622	7,605
Emp. Loan Assist. Notes Receivable	30,000	30,000	-
Total Other Assets	<u>367,523</u>	<u>343,887</u>	<u>23,636</u>
Total Current Assets:	<u>41,030,461</u>	<u>35,983,159</u>	<u>5,047,302</u>
Property Plant and Equipment:			
Land	868,609	721,070	-
Easements	98,254	98,254	-
Sewer Lines	18,460,508	17,929,836	530,672
Treatment Plants	80,648,260	80,151,892	496,368
Office Equipment	252,351	252,351	-
Other Machines & Equipment	551,065	551,065	-
Autos & Trucks	1,617,110	1,384,202	232,908
IH Administration Building	164,045	164,045	-
Upper Blue System Costs	9,294,559	9,294,559	-
Telemetry	440,929	429,229	11,700
Employee Housing	1,403,596	1,151,054	252,542
Total Property Plant and Equipment :	<u>113,799,286</u>	<u>112,127,557</u>	<u>1,671,729</u>
Less Accumulated Depreciation	<u>(46,792,177)</u>	<u>(44,115,710)</u>	<u>(2,676,467)</u>
Net Property Plant and Equipment :	<u>67,007,109</u>	<u>68,011,847</u>	<u>(1,004,738)</u>
Total Assets:	<u>108,037,570</u>	<u>103,995,006</u>	<u>4,042,564</u>

Liabilities

	<u>2021</u>	<u>2020</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Liabilities:</u>			
Accounts Payable	6,042	266,673	(260,631)
Construction/Developer Escrow	178,494	137,244	41,250
Earned Employee Benefits	166,285	144,008	22,277
Unearned User Fees	-	-	-
Interest Payable	8,896	9,738	(842)
Loan Payable (Current Portion)	103,105	101,073	2,032
Retainage Payable-Construction in Progress	30,828	30,828	-
Retainage Payable-Blue River	-	-	-
Employee Housing Deposit Payable	1,750	1,750	-
Total Current Liabilities:	<u>495,400</u>	<u>691,314</u>	<u>(195,914)</u>
Long Term Liabilities:			
Loan Payable	964,411	1,067,516	(103,105)
Total Long Term Liabilities:	<u>964,411</u>	<u>1,067,516</u>	<u>(103,105)</u>
Total Liabilities	<u>1,459,811</u>	<u>1,758,830</u>	<u>(299,019)</u>
Net Assets			
Invested in Capital Assets, Net of Related Debt	67,743,100	66,833,519	909,581
Unrestricted Net Assets	18,834,659	17,402,657	2,657
Unrestricted Net Assets - Nutrient Reserve	20,000,000	18,000,000	2,000,000
Total Contributed Capital	<u>106,577,759</u>	<u>102,236,176</u>	<u>4,341,583</u>
Total Liabilities and Equity	<u>108,037,570</u>	<u>103,995,006</u>	<u>4,042,564</u>

Upper Blue Sanitation District
 Monthly Financial Statement-UNAUDITED DRAFT
 June 30, 2021

	2021 <u>June</u>	2021 <u>Year To Date</u>	2021 <u>Approved Budget</u>	2021 <u>Uncollected</u>	2021 <u>% Uncol/Col</u>
Operating Revenue					
Sewer User Fees	524,611	3,144,288	6,247,176	3,102,888	50
Tap Inspection Fees	1,000	3,200	4,000	800	20
Miscellaneous Revenue	0	0	5,000	5,000	100
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	5,587	8,413	9,000	587	7
Late Fees	1,608	10,982	15,000	4,018	27
Line Extension Fees	26,653	61,284	50,000	(11,284)	(23)
Rental Income	4,800	28,250	50,000	21,750	44
Total Operating Revenue	564,259	3,256,417	6,380,176	3,123,759	49
Miscellaneous Revenue					
Interest on Loan Payments	0	2,053	4,000	1,947	49
Plant Investment Fees	385,212	2,278,893	1,200,000	(1,078,893)	(90)
Inclusion Fees	28,450	51,259	50,000	(1,259)	(3)
Interest on Investments	698	6,343	75,000	68,657	92
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	414,360	2,338,548	1,329,000	(1,011,495)	(76)
Total Revenue	978,619	5,594,965	7,709,176	2,114,211	27

Administration Expense	2021 June	2021 Year to Date	2021 Approved Budget	2021 Available	2021 % Available
Payroll & Employee Benefits					
Salaries	112,983	639,267	1,398,850	759,583	54
Overtime	2,847	6,522	45,000	38,478	86
FICA-Admn	7,128	39,721	89,519	49,798	56
Medicare-Admin	1,667	9,290	20,936	11,646	56
401K Contributions	8,190	45,002	108,289	63,287	58
Worker's Compensation Insurance	779	4,562	28,000	23,438	84
Health Insurance	26,936	160,205	355,000	194,795	55
Total	160,530	904,569	2,045,594	1,141,025	56
Office Supplies	0	168	5,000	4,832	97
Telephone	650	12,892	22,000	9,108	41
Business Expenses	1,543	7,894	50,000	42,106	84
Bank Service Fees - Admin	9	10,495	17,000	6,505	38
Legal Counsel	0	5,845	100,000	94,155	94
Education	275	2,410	25,000	22,590	90
Audit & Accounting	0	0	10,500	10,500	100
Legal Publications	0	1,911	5,000	3,089	62
Board Members	500	3,000	6,000	3,000	50
Elections	0	0	0	0	#DIV/0!
Computer Expenses	399	20,791	40,000	19,209	48
Copy Machine & Supply	0	406	1,000	594	59
Postage & Meter Rent	0	3,997	14,000	10,003	71
Insurance - General	10,297	61,785	163,000	101,215	62
Insurance - Deductible	0	1,000	1,000	0	0
Engineering	0	14,023	75,000	60,977	81
Tools	0	845	2,500	1,655	66
Vehicle Expense	0	0	500	500	100
Dues & Memberships	2,955	5,246	9,000	3,754	42
Safety	993	2,940	5,000	2,060	41
Summit Water Quality	0	9,356	18,000	8,644	48
Building Maintenance	714	16,891	20,000	3,109	16
Employee Housing Maintenance	0	891	15,000	14,109	94
Employee Housing Utilities	0	620	3,000	2,380	79
Total Administration	178,865	1,087,975	2,653,094	1,565,119	59
Iowa Hill Plant Expenses					
Utilities					
Gas	1,115	8,725	20,000	11,275	56
Electric	574	4,005	45,000	40,995	91
Freight	74	252	3,000	2,748	92
Equipment Repairs	0	4,371	30,000	25,629	85
Chemicals	0	0	20,000	20,000	100
Supplies	1,689	2,598	10,000	7,402	74
Contracted Repairs	0	19,684	50,000	30,316	61
Laboratory Supplies	934	6,267	15,000	8,733	58
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	1,857	1,857	8,000	6,143	77
Site Monitoring	120	812	5,000	4,188	84
Total Iowa Hill	6,363	48,571	206,000	157,429	76

	2021 <u>June</u>	2021 <u>Year to Date</u>	2021 <u>Approved Budget</u>	2021 <u>Available</u>	2021 <u>% Available</u>
Farmers Korner Expenses					
Utilities					
Gas	0	43,916	70,000	26,084	37
Electric	25,745	204,360	475,000	270,640	57
Freight	45	10,210	45,000	34,790	77
Equipment Repairs	979	15,429	65,000	49,571	76
Chemicals	41,211	234,643	425,000	190,357	45
Supplies	1,536	3,208	10,500	7,292	69
Contracted Repairs	351	20,435	100,000	79,565	80
Dumpster Charges	1,336	7,885	15,000	7,115	47
Biomonitoring	34	1,685	7,800	6,115	78
Discharge Permit	0	1,728	30,000	28,272	94
Composting	9,642	56,191	125,000	68,809	55
Site Monitoring	364	3,853	23,000	19,147	83
Sludge Hauling Costs	0	29,025	80,000	50,975	64
State Health Fees	0	80	2,500	2,420	97
Total Farmers Korner	81,243	632,648	1,473,800	841,152	57
South Blue Expenses					
Utilities					
Gas	170	5,018	8,000	2,982	37
Electric	2,801	17,889	40,000	22,111	55
Equipment Repairs	0	3,279	2,500	(779)	(31)
Supplies	299	439	1,000	561	56
Contracted Repairs	0	3,029	8,000	4,971	62
Discharge Permit	0	0	3,800	3,800	100
Site Monitoring	524	3,859	10,000	6,141	61
Total South Blue	3,794	33,513	73,300	39,787	54
Collection Expenses					
Utilities					
Gas	1,182	6,964	16,000	9,036	56
Vehicle Expense	3,262	15,573	45,000	29,427	65
Line Cleaner Expenses	0	110	10,000	9,890	99
Manhole Repairs/Line Repairs	34,768	47,500	140,000	92,500	66
Equipment Repairs	11,761	16,108	10,000	(6,108)	(61)
CCTV Expense	0	0	5,000	5,000	100
Total Collection	50,973	86,255	226,000	139,745	62
Total Operating Expenditures	321,238	1,888,962	4,632,194	2,743,232	59
Net Cash from Operations	243,021	1,367,455	1,747,982	380,527	22
Replacement Capital					
Administration					
Administration	0	0	35,000	35,000	100
Employee Housing					
Employee Housing	0	0			
Plant:					
IH	0	3,733	350,000	346,267	99
FK	0	113,101	1,195,000	1,081,899	91
South Blue	0	0	50,000	50,000	100
Collection					
Misc.	0	91,016	1,060,000	968,984	91
Vehicle	0	0	55,000	55,000	100
Total Replacement Capital	0	207,850	2,745,000	2,537,150	92
Non Operating Expenses					
Bond Principal					
Bond Principal	0	51,296	97,129	45,833	47
Bond Interest					
Bond Interest	0	10,675	26,813	16,138	60
Total Non Operating	0	61,971	123,942	61,971	50

June Financial Statement Cont.

	<u>2021</u> <u>June</u>	<u>2021</u> <u>Year to Date</u>	<u>2021</u> <u>Approved Budget</u>	<u>2021</u> <u>Available</u>	<u>2021</u> <u>% Available</u>
Capital Outlay					
Plant:					
IH	0	0	320,000	320,000	100
FK	0	0	20,000	20,000	100
South Blue	0	0	150,000	150,000	0
Employee Housing	(65,000)	182,874	1,000,000	817,126	82
Collection	0	59,747	1,700,000	1,640,253	96
Land	0	0			
Administration	0	0	30,000	30,000	100
Total Capital Outlay	<u>(65,000)</u>	<u>242,621</u>	<u>3,220,000</u>	<u>2,977,379</u>	<u>92</u>
Total Expenses	<u>256,238</u>	<u>2,401,404</u>	<u>10,721,135</u>	<u>8,319,731</u>	<u>78</u>
Total Revenue - Total Expenses	<u>722,381</u>	<u>3,193,561</u>			

Upper Blue Sanitation District
 Comparative Financial Statement-UNAUDITED DRAFT
 June 30, 2021 vs. June 30, 2020

	2021	2020	2021	2020	Increase
	<u>June</u>	<u>June</u>	<u>Year To Date</u>	<u>Year to Date</u>	<u>(Decrease)</u>
Operating Revenue					
Sewer User Fees	524,611	518,606	3,144,288	3,102,724	41,564
Tap Inspection Fees	1,000	200	3,200	800	2,400
Miscellaneous Revenue	0	0	0	5,600	(5,600)
CEBT Dividend	0	0	0	0	
Camper Dump Fees	5,587	2,426	8,413	2,811	5,602
Late Fees	1,608	7,661	10,982	18,517	(7,535)
Line Extension Fees	26,653	15,507	61,284	36,085	25,199
Rental Income	4,800	4,200	28,250	25,000	3,250
Total Operating Revenue	<u>564,259</u>	<u>548,600</u>	<u>3,256,417</u>	<u>3,191,537</u>	<u>64,880</u>
Miscellaneous Revenue					
Interest on Loan Payments	0	0	2,053	2,076	(23)
Plant Investment Fees	385,212	59,688	2,278,893	371,191	1,907,702
Inclusion Fees	28,450	6,192	51,259	11,814	39,445
Interest on Investments	698	7,769	6,343	148,732	(142,389)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	<u>414,360</u>	<u>73,649</u>	<u>2,338,548</u>	<u>533,813</u>	<u>1,804,758</u>
Total Revenue	<u>978,619</u>	<u>622,249</u>	<u>5,594,965</u>	<u>3,725,350</u>	<u>1,869,615</u>

June Comparative Statement Cont.

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	2021 <u>June</u>	2020 <u>June</u>	2021 <u>Year to Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Administration Expense					
Payroll & Employee Benefits					
Salaries	112,983	101,241	639,267	602,046	37,221
Overtime	2,847	1,549	6,522	6,570	(48)
FICA-Admn	7,128	6,290	39,721	37,162	2,559
Medicare-Admin	1,667	1,471	9,290	8,691	599
401K Contributions	8,190	6,843	45,002	41,780	3,222
Worker's Compensation Insur	779	1,849	4,562	5,987	(1,425)
Health Insurance	26,936	23,962	160,205	147,866	12,339
Total	160,530	143,205	904,569	850,102	54,467
Office Supplies	0	247	168	2,244	(2,076)
Telephone	650	1,443	12,892	7,944	4,948
Business Expenses	1,543	2,001	7,894	14,217	(6,323)
Bank Service Fees - Admin	9	1,149	10,495	8,992	1,503
Legal Counsel	0	5,503	5,845	22,580	(16,735)
Education	275	0	2,410	2,460	(50)
Audit & Accounting	0	0	0	0	0
Legal Publications	0	0	1,911	3,574	(1,663)
Board Members	500	500	3,000	3,000	0
Elections	0	0	0	3,856	(3,856)
Computer Expenses	399	4,358	20,791	45,599	(24,808)
Copy Machine & Supply	0	0	406	375	31
Postage & Meter Rent	0	875	3,997	6,390	(2,393)
Insurance - General	10,297	11,146	61,785	66,090	(4,305)
Insurance - Deductible	0	0	1,000	925	75
Engineering	0	0	14,023	0	14,023
Tools	0	439	845	3,462	(2,617)
Vehicle Expense	0	0	0	0	0
Dues & Memberships	2,955	129	5,246	2,718	2,528
Safety	993	863	2,940	(144)	3,084
Summit Water Quality	0	0	9,356	9,355	1
Building Maintenance	714	8,813	16,891	21,733	(4,842)
Employee Housing Maintenan	0	121	891	931	(40)
Employee Housing Utilities	0	0	620	620	-
Total Administration	178,865	180,792	1,087,975	1,077,023	10,952
Iowa Hill Plant Expenses					
Utilities					
Gas	1,115	150	8,725	6,331	2,394
Electric	574	2,489	4,005	15,084	(11,079)
Freight	74	273	252	965	(713)
Equipment Repairs	0	385	4,371	3,728	643
Chemicals	0	1,328	0	1,328	(1,328)
Contracted Repairs	1,689	1,625	2,598	15,813	(13,215)
Laboratory Supplies	0	399	19,684	6,191	13,493
Biomonitoring	934	0	6,267	0	6,267
Discharge Permit	0	0	0	0	0
Supplies	1,857	1,174	1,857	8,025	(6,168)
Site Monitoring	120	120	812	1,124	(312)
Total Iowa Hill	6,363	7,943	48,571	58,589	(10,018)

June Comparative Statement Cont.

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	2021 <u>June</u>	2020 <u>June</u>	2021 <u>Year to Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Farmers Korner					
Utilities					
Gas	0	3,807	43,916	27,868	16,048
Electric	25,745	24,678	204,360	177,398	26,962
Freight	45	2,720	10,210	22,606	(12,396)
Equipment Repairs	979	5,084	15,429	24,834	(9,405)
Chemicals	41,211	40,277	234,643	259,823	(25,180)
Supplies	1,536	34	3,208	1,845	1,363
Contracted Repairs	351	0	20,435	20,223	212
Dumpster Charges	1,336	1,241	7,885	7,449	436
Biomonitoring	34	1,599	1,685	1,612	73
Discharge Permit	0	0	1,728	1,678	50
Composting	9,642	9,744	56,191	58,859	(2,668)
Site Monitoring	364	1,173	3,853	7,644	(3,791)
Sludge Hauling Costs	0	6,525	29,025	38,475	(9,450)
State Health Fees	0	0	80	71	9
Total Farmers Korner	81,243	96,882	632,648	650,385	(17,737)
South Blue Expenses					
Utilities					
Gas	170	168	5,018	2,348	2,670
Electric	2,801	2,793	17,889	18,086	(197)
Equipment Repairs	0	240	3,279	240	3,039
Contracted Repairs	299	0	439	1,550	(1,111)
Supplies	0	0	3,029	168	2,861
Discharge Permit	0	0	0	0	-
Site Monitoring	524	862	3,859	4,611	(752)
Total South Blue	3,794	4,063	33,513	27,003	6,510
Collection Expenses					
Utilities	1,182	1,219	6,964	6,707	257
Vehicle Expense	3,262	1,432	15,573	21,395	(5,822)
Line Cleaner Expenses	0	113	110	1,515	(1,405)
Manhole Repairs/Line Repair	34,768	18,281	47,500	50,503	(3,003)
Equipment Repairs	11,761	797	16,108	18,011	(1,903)
CCTV Expense	0	0	0	0	-
Total Collection	50,973	21,842	86,255	98,131	(11,876)
Total Operating Expenditure	321,238	311,522	1,888,962	1,911,131	(22,169)
Net Cash from Operations	243,021	237,078	1,367,455	1,280,406	87,049
Replacement Capital					
Administration	0	0	0	13,114	(13,114)
Employee Housing	0	0	0	0	-
Plant:					
IH	0	47,585	3,733	80,358	(76,625)
FK	0	2,845	113,101	116,299	(3,198)
South Blue	0	0	0	0	0
Collection	0	0	0	0	0
Misc.	0	(109,684)	91,016	98,926	(7,910)
Vehicle	0	0	0	38,229	(38,229)
Total Replacement Capital	0	(59,254)	207,850	346,926	(139,076)
Non Operating Expenses					
CWRPDA Loan Principal	0	0	51,296	50,285	1,011
Loan Interest	0	0	10,675	11,686	(1,011)
Total Non Operating	0	0	61,971	61,971	0

June Comparative Statement Cont.

	<u>2021</u> <u>June</u>	<u>2020</u> <u>June</u>	<u>2021</u> <u>Year to Date</u>	<u>2020</u> <u>Year to Date</u>	
Capital Outlay					
Plant-IH-CO	0	0	0	0	0
Plant-FK-CO	0	8,745	0	8,745	(8,745)
Plant-South Blue-CO	0		0		0
Employee Housing	(65,000)	10,709	182,874	163,970	18,904
Collection	0	121,295	59,747	158,801	(99,054)
Land	0		0		
Administration	0	0	0	0	0
Total Capital Outlay	<u>(65,000)</u>	<u>140,749</u>	<u>242,621</u>	<u>331,516</u>	<u>(88,895)</u>
Total Expenses	<u>256,238</u>	<u>393,017</u>	<u>2,401,404</u>	<u>2,651,544</u>	<u>(250,140)</u>
Revenue Less Expenses	<u>722,381</u>	<u>229,232</u>	<u>3,193,561</u>	<u>1,073,806</u>	<u>2,119,755</u>