

Upper Blue Sanitation District
Board of Directors Meeting
Thursday September 9, 2021 @ 5:30 PM

I. ROLL CALL:

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

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

II. MINUTES:

August 12, 2021 minutes: Mrs. Stimson made a motion to approve the August 12, 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 Manager's report was discussed by the Board of Directors during the work session

VIII. OLD BUSINESS: None

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IX. NEW BUSINESS:

C. 2022 Draft Budget

The Board discussed the District's 2022 Draft Budget during the work session. Mr. Carlberg proposed a \$1.00 per month/per sfe increase in the sewer service rate and a \$1,000.00 per sfe increase in the Plant Investment Fee for future facility expansion. Mr. Carlberg said that the 2022 Draft Budget will be posted on the District's website, published in the District's fourth quarter newsletter, and advertised in the November & December Summit Journal.

D. Home Crafters Pay Request #7

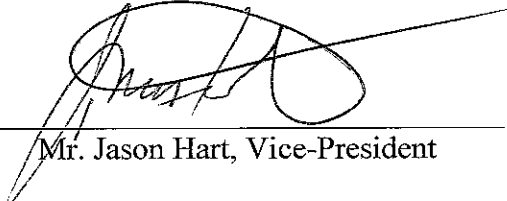
Mr. Carlberg said that Home Crafters has submitted pay request #7 in the amount of \$70,000.00 for the employee housing project. Mr. Carlberg recommended that the Board approve Home Crafters pay request #7 with the contingency that the check will not be released until the Manager deems that Home Crafters has made significant progress with the project.

Mr. Orwig made a motion to approve Home Crafters pay request #7 in the amount of \$70,000.00 with the contingency that the check will not be released until the Manager deems that Home Crafters has made significant progress with the project. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board.

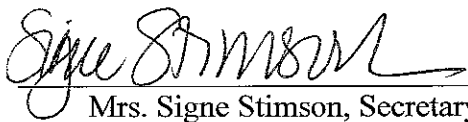
X. CORRESPONDENCE:

XI. ADJOURN:

Mrs. Stimson made a motion to adjourn the meeting at 5:44 PM. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board.



Mr. Jason Hart, Vice-President



Mrs. Signe Stimson, Secretary

Upper Blue Sanitation District
 Comparative Balance Sheet-UNAUDITED DRAFT
 August 31, 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	16,975,857	17,021,381	(45,524)
Colotrust Plus	20,701,310	15,681,969	5,019,341
ColoTrust Prime	3,841,035	3,839,428	1,607
Total Cash and Equivalents	<u>41,518,402</u>	<u>36,542,978</u>	<u>4,975,424</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	37,333	376,064	(338,731)
Developer/Contractor Escrow	178,494	137,244	41,250
Interest Receivable & Market Adjustments	138	10,283	(10,145)
Notes Receivable	38,845	62,551	(23,706)
Prepaid Expenses	56,075	58,852	(2,777)
Emp. Loan Assist. Notes Receivable	29,834	30,000	(166)
Total Other Assets	<u>340,719</u>	<u>674,994</u>	<u>(334,275)</u>
Total Current Assets:	<u>41,859,121</u>	<u>37,217,972</u>	<u>4,641,149</u>
Property Plant and Equipment:			
Land	868,609	721,070	147,539
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>108,866,230</u>	<u>105,229,819</u>	<u>3,636,411</u>

Liabilities

	<u>2021</u>	<u>2020</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Liabilities:</u>			
Accounts Payable	42,029	295,619	(253,590)
Construction/Developer Escrow	178,494	137,244	41,250
Earned Employee Benefits	166,285	144,008	22,277
Unearned User Fees	525,740	519,855	5,885
Interest Payable	8,896	9,738	(842)
Loan Payable (Current Portion)	103,105	101,073	2,032
Retainage Payable-Construction in Progress	30,000	30,828	(828)
Retainage Payable-Blue River	-	-	-
Employee Housing Deposit Payable	1,750	1,750	-
Total Current Liabilities:	1,056,299	1,240,115	(183,816)
Long Term Liabilities:			
Loan Payable	964,411	1,067,516	(103,105)
Total Long Term Liabilities:	964,411	1,067,516	(103,105)
Total Liabilities	2,020,710	2,307,631	(286,921)
Net Assets			
Invested in Capital Assets, Net of Related Debt	65,930,698	65,930,698	-
Unrestricted Net Assets	20,914,822	18,991,490	2,657
Unrestricted Net Assets - Nutrient Reserve	20,000,000	18,000,000	2,000,000
Total Contributed Capital	106,845,520	102,922,188	3,923,332
Total Liabilities and Equity	108,866,230	105,229,819	3,636,411

Upper Blue Sanitation District
 Monthly Financial Statement-UNAUDITED DRAFT
 August 31, 2021

	2021	2021	2021	2021	2021
	August	Year To Date	Approved Budget	Uncollected	% Uncol/Col
Operating Revenue					
Sewer User Fees	526,208	4,195,753	6,247,176	2,051,423	33
Tap Inspection Fees	495	4,294	4,000	(294)	(7)
Miscellaneous Revenue	0	0	5,000	5,000	100
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	5,791	20,080	9,000	(11,080)	(123)
Late Fees	457	11,789	15,000	3,211	21
Line Extension Fees	20,079	83,363	50,000	(33,363)	(67)
Rental Income	4,990	37,950	50,000	12,050	24
Total Operating Revenue	558,020	4,353,229	6,380,176	2,026,947	32
Miscellaneous Revenue					
Interest on Loan Payments	0	2,955	4,000	1,045	26
Plant Investment Fees	161,297	2,660,551	1,200,000	(1,460,551)	(122)
Inclusion Fees	11,244	62,503	50,000	(12,503)	(25)
Interest on Investments	478	7,411	75,000	67,589	90
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	173,019	2,733,420	1,329,000	(1,405,465)	(106)
Total Revenue	731,039	7,086,649	7,709,176	622,527	8

Administration Expense	2021 August	2021 Year to Date	2021 Approved Budget	2021 Available	2021 % Available
Payroll & Employee Benefits					
Salaries	98,005	834,853	1,398,850	563,997	40
Overtime	4,699	11,706	45,000	33,294	74
FICA-Admn	6,315	52,062	89,519	37,457	42
Medicare-Admin	1,477	12,176	20,936	8,760	42
401K Contributions	7,415	59,416	108,289	48,873	45
Worker's Compensation Insurance	779	7,267	28,000	20,733	74
Health Insurance	26,936	214,077	355,000	140,923	40
Total	145,626	1,191,557	2,045,594	854,037	42
Office Supplies	0	840	5,000	4,160	83
Telephone	2,860	17,281	22,000	4,719	21
Business Expenses	0	18,622	50,000	31,378	63
Bank Service Fees - Admin	0	10,842	17,000	6,158	36
Legal Counsel	0	11,586	100,000	88,414	88
Education	170	2,879	25,000	22,121	88
Audit & Accounting	0	9,950	10,500	550	5
Legal Publications	0	5,375	5,000	(375)	(8)
Board Members	500	4,000	6,000	2,000	33
Elections	0	0	0	0	#DIV/0!
Computer Expenses	0	24,629	40,000	15,371	38
Copy Machine & Supply	39	445	1,000	555	56
Postage & Meter Rent	0	6,877	14,000	7,123	51
Insurance - General	10,297	82,380	163,000	80,620	49
Insurance - Deductible	0	1,000	1,000	0	0
Engineering	0	14,283	75,000	60,717	81
Tools	0	1,225	2,500	1,275	51
Vehicle Expense	0	0	500	500	100
Dues & Memberships	349	5,724	9,000	3,276	36
Safety	341	4,762	5,000	238	5
Summit Water Quality	0	9,356	18,000	8,644	48
Building Maintenance	1,384	22,737	20,000	(2,737)	(14)
Employee Housing Maintenance	1,089	3,625	15,000	11,375	76
Employee Housing Utilities	0	1,240	3,000	1,760	59
Total Administration	162,655	1,451,215	2,653,094	1,201,879	45
Iowa Hill Plant Expenses					
Utilities					
Gas	171	9,048	20,000	10,952	55
Electric	606	5,197	45,000	39,803	88
Freight	67	479	3,000	2,521	84
Equipment Repairs	0	4,562	30,000	25,438	85
Chemicals	0	0	20,000	20,000	100
Supplies	283	2,921	10,000	7,079	71
Contracted Repairs	0	23,006	50,000	26,994	54
Laboratory Supplies	677	9,066	15,000	5,934	40
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	0	1,857	8,000	6,143	77
Site Monitoring	75	1,007	5,000	3,993	80
Total Iowa Hill	1,879	57,143	206,000	148,857	72

August Financial Statement Cont.

	2021 <u>August</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	936	45,954	70,000	24,046	34
Electric	44,805	289,238	475,000	185,762	39
Freight	126	10,426	45,000	34,574	77
Equipment Repairs	2,977	19,392	65,000	45,608	70
Chemicals	31,880	312,122	425,000	112,878	27
Supplies	334	4,473	10,500	6,027	57
Contracted Repairs	200	23,394	100,000	76,606	77
Dumpster Charges	1,100	10,135	15,000	4,865	32
Biomonitoring	0	1,685	7,800	6,115	78
Discharge Permit	0	1,728	30,000	28,272	94
Composting	8,724	71,867	125,000	53,133	43
Site Monitoring	707	4,924	23,000	18,076	79
Sludge Hauling Costs	5,400	45,675	80,000	34,325	43
State Health Fees	0	80	2,500	2,420	97
Total Farmers Korner	97,189	841,093	1,473,800	632,707	43
South Blue Expenses					
Utilities					
Gas	735	5,920	8,000	2,080	26
Electric	1,481	22,574	40,000	17,426	44
Equipment Repairs	0	3,872	2,500	(1,372)	(55)
Supplies	0	462	1,000	538	54
Contracted Repairs	0	3,029	8,000	4,971	62
Discharge Permit	0	0	3,800	3,800	100
Site Monitoring	411	4,794	10,000	5,206	52
Total South Blue	2,627	40,651	73,300	32,649	45
Collection Expenses					
Utilities	1,122	9,378	16,000	6,622	41
Vehicle Expense	5,284	23,513	45,000	21,487	48
Line Cleaner Expenses	0	1,626	10,000	8,374	84
Manhole Repairs/Line Repairs	11,906	64,509	140,000	75,491	54
Equipment Repairs	1,408	21,984	10,000	(11,984)	(120)
CCTV Expense	0	120	5,000	4,880	98
Total Collection	19,720	121,130	226,000	104,870	46
Total Operating Expenditures	284,070	2,511,232	4,632,194	2,120,962	46
Net Cash from Operations	273,950	1,841,997	1,747,982	(94,015)	(5)
Replacement Capital					
Administration	0	0	35,000	35,000	100
Employee Housing	0	0			
Plant:					
IH	0	3,733	350,000	346,267	99
FK	28,854	161,445	1,195,000	1,033,555	86
South Blue	0	0	50,000	50,000	100
Collection					
Misc.	7,998	454,061	1,060,000	605,939	57
Vehicle	0	0	55,000	55,000	100
Total Replacement Capital	36,852	619,239	2,745,000	2,125,761	77
Non Operating Expenses					
Bond Principal	0	103,105	97,129	(5,976)	(6)
Bond Interest	0	20,837	26,813	5,976	22
Total Non Operating	0	123,942	123,942	0	0

August Financial Statement Cont.

	<u>2021</u> <u>August</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	2,617	17,148	320,000	302,852	95
FK	0	0	20,000	20,000	100
South Blue	0	0	150,000	150,000	0
Employee Housing	11,583	290,962	1,000,000	709,038	71
Collection	408	61,199	1,700,000	1,638,801	96
Land	0	0			
Administration	0	0	30,000	30,000	100
Total Capital Outlay	<u>14,608</u>	<u>369,309</u>	<u>3,220,000</u>	<u>2,850,691</u>	<u>89</u>
Total Expenses	<u>335,530</u>	<u>3,623,722</u>	<u>10,721,135</u>	<u>7,097,413</u>	<u>66</u>
Total Revenue - Total Expenses	<u>395,509</u>	<u>3,462,927</u>			

Upper Blue Sanitation District
 Comparative Financial Statement-UNAUDITED DRAFT
 August 31, 2021 vs. August 31, 2020

	2021 <u>August</u>	2020 <u>August</u>	2021 <u>Year To Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Operating Revenue					
Sewer User Fees	526,208	511,500	4,195,753	4,134,151	61,602
Tap Inspection Fees	495	1,100	4,294	2,300	1,994
Miscellaneous Revenue	0	0	0	5,600	(5,600)
CEBT Dividend	0	0	0	0	
Camper Dump Fees	5,791	3,048	20,080	9,290	10,790
Late Fees	457	995	11,789	19,713	(7,924)
Line Extension Fees	20,079	0	83,363	60,761	22,602
Rental Income	4,990	5,500	37,950	33,650	4,300
Total Operating Revenue	558,020	522,143	4,353,229	4,265,465	87,764
Miscellaneous Revenue					
Interest on Loan Payments	0	0	2,955	2,907	48
Plant Investment Fees	161,297	352,154	2,660,551	810,400	1,850,151
Inclusion Fees	11,244	8,271	62,503	31,329	31,174
Interest on Investments	478	4,649	7,411	159,583	(152,172)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	173,019	365,074	2,733,420	1,004,219	1,729,153
Total Revenue	731,039	887,217	7,086,649	5,269,684	1,816,965

August Comparative Statement Cont.

	2021 <u>August</u>	2020 <u>August</u>	2021 <u>Year to Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Administration Expense					
Payroll & Employee Benefits					
Salaries	98,005	98,250	834,853	800,726	34,127
Overtime	4,699	229	11,706	6,799	4,907
FICA-Admn	6,315	6,022	52,062	49,328	2,734
Medicare-Admin	1,477	1,408	12,176	11,536	640
401K Contributions	7,415	6,842	59,416	55,442	3,974
Worker's Compensation Insur	779	985	7,267	7,956	(689)
Health Insurance	26,936	23,962	214,077	195,791	18,286
Total	145,626	137,698	1,191,557	1,127,578	63,979
Office Supplies	0	0	840	2,244	(1,404)
Telephone	2,860	1,433	17,281	10,822	6,459
Business Expenses	0	615	18,622	18,673	(51)
Bank Service Fees - Admin	0	2,133	10,842	12,312	(1,470)
Legal Counsel	0	4,584	11,586	36,285	(24,699)
Education	170	130	2,879	2,210	669
Audit & Accounting	0	0	9,950	0	9,950
Legal Publications	0	19	5,375	3,593	1,782
Board Members	500	500	4,000	4,000	0
Elections	0	0	0	3,856	(3,856)
Computer Expenses	0	3,625	24,629	52,969	(28,340)
Copy Machine & Supply	39	46	445	421	24
Postage & Meter Rent	0	444	6,877	8,818	(1,941)
Insurance - General	10,297	10,786	82,380	87,053	(4,673)
Insurance - Deductible	0	0	1,000	1,009	(9)
Engineering	0	0	14,283	1,580	12,703
Tools	0	0	1,225	3,702	(2,477)
Vehicle Expense	0	0	0	0	0
Dues & Memberships	349	0	5,724	5,644	80
Safety	341	941	4,762	1,652	3,110
Summit Water Quality	0	0	9,356	9,355	1
Building Maintenance	1,384	1,655	22,737	26,096	(3,359)
Employee Housing Maintenan	1,089	3,734	3,625	5,025	(1,400)
Employee Housing Utilities	0	0	1,240	1,240	-
Total Administration	162,655	168,343	1,451,215	1,426,137	25,078
Iowa Hill Plant Expenses					
Utilities					
Gas	171	115	9,048	6,575	2,473
Electric	606	1,024	5,197	17,191	(11,994)
Freight	67	139	479	1,244	(765)
Equipment Repairs	0	77	4,562	3,805	757
Chemicals	0	1,117	0	2,444	(2,444)
Contracted Repairs	283	5,782	2,921	24,496	(21,575)
Laboratory Supplies	0	2,831	23,006	9,101	13,905
Biomonitoring	677	0	9,066	0	9,066
Discharge Permit	0	99	0	7,529	(7,529)
Supplies	0	511	1,857	9,075	(7,218)
Site Monitoring	75	0	1,007	1,245	(238)
Total Iowa Hill	1,879	11,695	57,143	82,705	(25,562)

August Comparative Statement Cont.

	2021 <u>August</u>	2020 <u>August</u>	2021 <u>Year to Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Farmers Korner					
Utilities					
Gas	936	736	45,954	29,382	16,572
Electric	44,805	35,069	289,238	239,281	49,957
Freight	126	3,158	10,426	29,192	(18,766)
Equipment Repairs	2,977	5,677	19,392	37,896	(18,504)
Chemicals	31,880	44,681	312,122	324,591	(12,469)
Supplies	334	1,706	4,473	4,121	352
Contracted Repairs	200	32,599	23,394	65,927	(42,533)
Dumpster Charges	1,100	1,242	10,135	9,932	203
Biomonitoring	0	0	1,685	1,612	73
Discharge Permit	0	0	1,728	15,713	(13,985)
Composting	8,724	3,000	71,867	75,795	(3,928)
Site Monitoring	707	0	4,924	8,104	(3,180)
Sludge Hauling Costs	5,400	2,250	45,675	40,725	4,950
State Health Fees	0	0	80	71	9
Total Farmers Korner	97,189	130,118	841,093	882,342	(41,249)
South Blue Expenses					
Utilities					
Gas	735	358	5,920	2,888	3,032
Electric	1,481	2,244	22,574	22,713	(139)
Equipment Repairs	0	0	3,872	240	3,632
Contracted Repairs	0	450	462	2,000	(1,538)
Supplies	0	0	3,029	287	2,742
Discharge Permit	0	976	0	976	(976)
Site Monitoring	411	0	4,794	5,281	(487)
Total South Blue	2,627	4,028	40,651	34,385	6,266
Collection Expenses					
Utilities	1,122	1,098	9,378	8,992	386
Vehicle Expense	5,284	1,673	23,513	24,880	(1,367)
Line Cleaner Expenses	0	291	1,626	2,548	(922)
Manhole Repairs/Line Repair	11,906	2,777	64,509	82,542	(18,033)
Equipment Repairs	1,408	1,763	21,984	10,012	11,972
CCTV Expense	0	1,525	120	1,525	(1,405)
Total Collection	19,720	9,127	121,130	130,499	(9,369)
Total Operating Expenditure	284,070	323,311	2,511,232	2,556,068	(44,836)
Net Cash from Operations	273,950	198,832	1,841,997	1,709,397	132,600
Replacement Capital					
Administration	0	0	0	13,114	(13,114)
Employee Housing	0	0	0	0	
Plant:					
IH	0	0	3,733	80,358	(76,625)
FK	28,854	24,630	161,445	174,935	(13,490)
South Blue	0	0	0	0	0
Collection	0	0	0	0	0
Misc.	7,998	1,742	454,061	100,668	353,393
Vehicle	0	9,078	0	47,307	(47,307)
Total Replacement Capital	36,852	35,450	619,239	416,382	202,857
Non Operating Expenses					
CWRPDA Loan Principal	0	0	103,105	101,073	2,032
Loan Interest	0	0	20,837	22,869	(2,032)
Total Non Operating	0	0	123,942	123,942	0

August Comparative Statement Cont.

	<u>2021</u> <u>August</u>	<u>2020</u> <u>August</u>	<u>2021</u> <u>Year to Date</u>	<u>2020</u> <u>Year to Date</u>	
Capital Outlay					
Plant-IH-CO	2,617	0	17,148	0	17,148
Plant-FK-CO	0	29,438	0	37,294	(37,294)
Plant-South Blue-CO	0		0		0
Employee Housing	11,583	2,474	290,962	177,696	113,266
Collection	408	5,850	61,199	227,646	(166,447)
Land	0		0		
Administration	0	0	0	0	0
Total Capital Outlay	14,608	37,762	369,309	442,636	(73,327)
Total Expenses	335,530	396,523	3,623,722	3,539,028	84,694
Revenue Less Expenses	395,509	490,694	3,462,927	1,730,656	1,732,271