

Upper Blue Sanitation District
Board of Directors Meeting
Thursday January 13, 2022 @ 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. Mr. Allyn Mosher, Mrs. Signe Stimson, Mr. Jason Hart, Mr. Rick Orwig and Mr. Robin Theobald answered "present" at roll call.

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

**The dial in phone number to the meeting was posted on the front door of the District's Administration building.

II. MINUTES:

December 9, 2021 minutes: Mrs. Stimson made a motion to approve the December 9, 2021 Board of Directors meeting minutes. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board of Directors.

III. PUBLIC HEARINGS: None

IV. PUBLIC COMMENT: None

V. BILLS:

Mrs. Stimson made a motion to approve the bills as presented. Mr. Theobald 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 and the District's housing projects were discussed by the Board of Directors during the work session.

VIII. OLD BUSINESS:

Upper Blue Sanitation District
Board of Directors Meeting
Thursday January 13, 2022 @ 5:30 PM

IX. NEW BUSINESS:

C. Resolution 1, Series 2022 - Setting Time and Place for Meetings

Mr. Orwig made a motion to approve Resolution 1, Series 2022. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board of Directors.

D. Resolution 2, Series 2022 – Election Resolution

Mr. Orwig made a motion to approve election Resolution 2, Series 2022 for a polling place election on May 3, 2022. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board.

E. Resolution 3, Series 2022 – Modification of terms and conditions of escrow for the Berlin Placer Inclusion

Mr. Carlberg said that the Berlin placer developer has requested to change the Escrow Agreement to a Letter of Credit. This has been reviewed by the District's attorney and Mr. Carlberg recommended that the Board approve the request.

Mr. Theobald made a motion to approve Resolution 3, Series 2022 modifying the terms and conditions of the escrow for the Berlin Placer Inclusion. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board of Directors.

F. Mott/MacDonald Contract – Final Design – Iowa Hill Nutrient Removal

Mr. Carlberg explained the Mott MacDonald contract is for the final design of the nutrient removal required by the State Health Department for Iowa Hill WWTP. This engineering contract is in the amount of \$281,670.00 and Mr. Carlberg recommended that the Board approve the Mott MacDonald contract.

Mr. Orwig made a motion to approve the Mott MacDonald contract in the amount of \$281,670.00 for the final design of the Iowa Hill nutrient removal required by the State Health Department. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

G. Guildner Pipeline Pay Request

Mr. Carlberg said that Guildner Pipeline has submitted pay request #3 in the amount of \$38,722.50 for the sewer pipe cleaning and TV inspections project. Mr. Carlberg said that Guildner Pipeline has done a very good job and recommended that the Board approve the pay request.


Mr. Theobald made a motion to approve Guildner Pipeline pay request #3 in the amount of \$38,722.50. Mr. Hart seconded the motion. The motion was passed unanimously by the Board of Directors.

X. CORRESPONDENCE:

XI. ADJOURN:

Mr. Orwig made a motion to adjourn the meeting at 6:15 PM. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.


Mr. Allyn Mosher, President


Mrs. Signe Stimson, Secretary

Upper Blue Sanitation District
 Comparative Balance Sheet-UNAUDITED DRAFT
 December 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	16,790,370	18,107,638	(1,317,268)
Colotrust Plus	20,703,205	15,694,728	5,008,477
ColoTrust Prime	3,841,143	3,840,628	515
Total Cash and Equivalents	<u>41,334,918</u>	<u>37,643,194</u>	<u>3,691,724</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	30,641	57,331	(26,690)
Developer/Contractor Escrow	230,973	137,244	93,729
Interest Receivable & Market Adjustments	138	10,283	(10,145)
Notes Receivable	1,396	58,107	(56,711)
Prepaid Expenses	184,976	175,591	9,385
Emp. Loan Assist. Notes Receivable	29,541	30,000	(459)
Total Other Assets	<u>477,665</u>	<u>468,556</u>	<u>9,109</u>
Total Current Assets:	<u>41,812,583</u>	<u>38,111,750</u>	<u>3,700,833</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>108,819,692</u>	<u>106,123,597</u>	<u>2,696,095</u>

Liabilities

	<u>2021</u>	<u>2020</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Liabilities:</u>			
Accounts Payable	72,590	317,028	(244,438)
Construction/Developer Escrow	230,973	137,244	93,729
Earned Employee Benefits	166,285	166,285	-
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	30,000	30,828	(828)
Retainage Payable-Blue River	-	-	-
Employee Housing Deposit Payable	1,750	1,750	-
Total Current Liabilities:	<u>613,599</u>	<u>763,946</u>	<u>(150,347)</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>1,578,010</u>	<u>1,831,462</u>	<u>(253,452)</u>
Net Assets			
Invested in Capital Assets, Net of Related Debt	65,930,698	65,930,698	-
Unrestricted Net Assets	21,310,984	20,361,437	2,657
Unrestricted Net Assets - Nutrient Reserve	20,000,000	18,000,000	2,000,000
Total Contributed Capital	<u>107,241,682</u>	<u>104,292,135</u>	<u>2,949,547</u>
Total Liabilities and Equity	<u>108,819,692</u>	<u>106,123,597</u>	<u>2,696,095</u>

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

	2021	2021	2021	2021	2021
	December	Year To Date	Approved Budget	Uncollected	% Uncol/Col
Operating Revenue					
Sewer User Fees	531,116	6,313,220	6,247,176	(66,044)	(1)
Tap Inspection Fees	200	6,294	4,000	(2,294)	(57)
Miscellaneous Revenue	0	18,070	5,000	(13,070)	(261)
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	0	25,554	9,000	(16,554)	(184)
Late Fees	2,524	17,563	15,000	(2,563)	(17)
Line Extension Fees	10,542	130,170	50,000	(80,170)	(160)
Rental Income	4,450	56,405	50,000	(6,405)	(13)
Total Operating Revenue	548,832	6,567,276	6,380,176	(187,100)	(3)
Miscellaneous Revenue					
Interest on Loan Payments	74	5,177	4,000	(1,177)	(29)
Plant Investment Fees	65,616	3,416,060	1,200,000	(2,216,060)	(185)
Inclusion Fees	9,557	83,304	50,000	(33,304)	(67)
Interest on Investments	898	9,416	75,000	65,584	87
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	76,145	3,513,957	1,329,000	(2,183,780)	(164)
Total Revenue	624,977	10,081,233	7,709,176	(2,372,057)	(31)

Administration Expense	2021 December	2021 Year to Date	2021 Approved Budget	2021 Available	2021 % Available
Payroll & Employee Benefits					
Salaries	127,406	1,284,725	1,398,850	114,125	8
Overtime	12,829	33,367	45,000	11,633	26
FICA-Admn	7,573	77,467	89,519	12,052	13
Medicare-Admin	2,023	18,966	20,936	1,970	9
401K Contributions	7,683	90,167	108,289	18,122	17
Worker's Compensation Insurance	779	11,527	28,000	16,473	59
Health Insurance	22,174	304,696	355,000	50,304	14
Total	180,467	1,820,915	2,045,594	224,679	11
Office Supplies	0	1,840	5,000	3,160	63
Telephone	774	23,308	22,000	(1,308)	(6)
Business Expenses	454	40,015	50,000	9,985	20
Bank Service Fees - Admin	0	13,015	17,000	3,985	23
Legal Counsel	6,802	42,640	100,000	57,360	57
Education	0	7,469	25,000	17,531	70
Audit & Accounting	0	9,950	10,500	550	5
Legal Publications	1,476	13,228	5,000	(8,228)	(165)
Board Members	500	6,000	6,000	0	0
Elections	0	0	0	0	#DIV/0!
Computer Expenses	157	43,178	40,000	(3,178)	(8)
Copy Machine & Supply	0	517	1,000	483	48
Postage & Meter Rent	284	10,767	14,000	3,233	23
Insurance - General	10,298	123,570	163,000	39,430	24
Insurance - Deductible	0	1,000	1,000	0	0
Engineering	550	23,531	75,000	51,469	69
Tools	95	2,174	2,500	326	13
Vehicle Expense	0	0	500	500	100
Dues & Memberships	379	6,223	9,000	2,777	31
Safety	1,453	13,705	5,000	(8,705)	(174)
Summit Water Quality	0	9,356	18,000	8,644	48
Building Maintenance	1,384	34,173	20,000	(14,173)	(71)
Employee Housing Maintenance	0	5,184	15,000	9,816	65
Employee Housing Utilities	391	1,643	3,000	1,357	45
Total Administration	205,464	2,253,401	2,653,094	399,693	15
Iowa Hill Plant Expenses					
Utilities					
Gas	0	11,155	20,000	8,845	44
Electric	0	6,630	45,000	38,370	85
Freight	105	927	3,000	2,073	69
Equipment Repairs	0	9,772	30,000	20,228	67
Chemicals	0	0	20,000	20,000	100
Supplies	1,153	9,353	10,000	647	6
Contracted Repairs	909	44,433	50,000	5,567	11
Laboratory Supplies	1,522	12,012	15,000	2,988	20
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	0	9,386	8,000	(1,386)	(17)
Site Monitoring	120	1,502	5,000	3,498	70
Total Iowa Hill	3,809	105,170	206,000	100,830	49

December Financial Statement Cont.

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	2021 December	2021 Year to Date	2021 Approved Budget	2021 Available	2021 % Available
Farmers Korner Expenses					
Utilities					
Gas	11,841	61,562	70,000	8,438	12
Electric	0	399,644	475,000	75,356	16
Freight	681	11,445	45,000	33,555	75
Equipment Repairs	5,533	29,542	65,000	35,458	55
Chemicals	34,155	401,450	425,000	23,550	6
Supplies	115	10,491	10,500	9	0
Contracted Repairs	9,609	64,101	100,000	35,899	36
Dumpster Charges	1,100	14,535	15,000	465	3
Biomonitoring	0	1,684	7,800	6,116	78
Discharge Permit	0	15,763	30,000	14,237	47
Composting	8,646	101,408	125,000	23,592	19
Site Monitoring	380	8,396	23,000	14,604	63
Sludge Hauling Costs	6,525	65,025	80,000	14,975	19
State Health Fees	0	80	2,500	2,420	97
Total Farmers Korner	78,585	1,185,126	1,473,800	288,674	20
South Blue Expenses					
Utilities					
Gas	817	7,273	8,000	727	9
Electric	790	31,503	40,000	8,497	21
Equipment Repairs	0	6,353	2,500	(3,853)	(154)
Supplies	0	462	1,000	538	54
Contracted Repairs	1,372	5,346	8,000	2,654	33
Discharge Permit	0	976	3,800	2,824	74
Site Monitoring	524	6,975	10,000	3,025	30
Total South Blue	3,503	58,888	73,300	14,412	20
Collection Expenses					
Utilities					
	21	12,437	16,000	3,563	22
Vehicle Expense	1,879	34,641	45,000	10,359	23
Line Cleaner Expenses	0	1,722	10,000	8,278	83
Manhole Repairs/Line Repairs	3,905	124,489	140,000	15,511	11
Equipment Repairs	425	33,284	10,000	(23,284)	(233)
CCTV Expense	2,064	2,454	5,000	2,546	51
Total Collection	8,294	209,027	226,000	16,973	8
Total Operating Expenditures	299,655	3,811,612	4,632,194	820,582	18
Net Cash from Operations	249,177	2,755,664	1,747,982	(1,007,682)	(58)
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	56,624	464,642	1,195,000	730,358	61
South Blue	0	0	50,000	50,000	100
Collection					
Misc.	7,000	478,953	1,060,000	581,047	55
Vehicle	0	0	55,000	55,000	100
Total Replacement Capital	63,624	947,328	2,745,000	1,797,672	65
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

December Financial Statement Cont.

	<u>2021</u> <u>December</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	2,775	70,298	320,000	249,702	78
FK	0	12,656	20,000	7,344	37
South Blue	0	56,432	150,000	93,568	0
Employee Housing	9,069	1,066,751	1,000,000	(66,751)	(7)
Collection	0	61,262	1,700,000	1,638,738	96
Land	0	0			
Administration	0	0	30,000	30,000	100
Total Capital Outlay	<u>11,844</u>	<u>1,267,399</u>	<u>3,220,000</u>	<u>1,952,601</u>	<u>61</u>
Total Expenses	<u>375,123</u>	<u>6,150,281</u>	<u>10,721,135</u>	<u>4,570,854</u>	<u>43</u>
Total Revenue - Total Expenses	<u>249,854</u>	<u>3,930,952</u>			

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

	2021 December	2020 December	2021 Year To Date	2020 Year to Date	Increase (Decrease)
Operating Revenue					
Sewer User Fees	531,116	521,561	6,313,220	6,208,819	104,401
Tap Inspection Fees	200	700	6,294	6,000	294
Miscellaneous Revenue	0	0	18,070	6,075	11,995
CEBT Dividend	0	0	0	0	
Camper Dump Fees	0	0	25,554	11,723	13,831
Late Fees	2,524	(60,315)	17,563	(31,281)	48,844
Line Extension Fees	10,542	8,521	130,170	82,206	47,964
Rental Income	4,450	4,400	56,405	51,200	5,205
Total Operating Revenue	548,832	474,867	6,567,276	6,334,742	232,534
Miscellaneous Revenue					
Interest on Loan Payments	74	0	5,177	3,695	1,482
Plant Investment Fees	65,616	262,066	3,416,060	2,166,620	1,249,440
Inclusion Fees	9,557	11,584	83,304	83,295	9
Interest on Investments	898	1,861	9,416	159,501	(150,085)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	76,145	275,511	3,513,957	2,413,111	1,099,364
Total Revenue	624,977	750,378	10,081,233	8,747,853	1,333,380

December Comparative Statement Cont.

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	2021 <u>December</u>	2020 <u>December</u>	2021 <u>Year to Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Administration Expense					
Payroll & Employee Benefits					
Salaries	127,406	169,804	1,284,725	1,266,086	18,639
Overtime	12,829	3,825	33,367	22,250	11,117
FICA-Admn	7,573	8,631	77,467	74,165	3,302
Medicare-Admin	2,023	2,158	18,966	18,053	913
401K Contributions	7,683	7,208	90,167	83,734	6,433
Worker's Compensation Insur	779	2,031	11,527	13,833	(2,306)
Health Insurance	22,174	18,248	304,696	288,506	16,190
Total	180,467	211,905	1,820,915	1,766,627	54,288
Office Supplies	0	6,371	1,840	9,225	(7,385)
Telephone	774	1,872	23,308	16,947	6,361
Business Expenses	454	3,577	40,015	39,035	980
Bank Service Fees - Admin	0	1,452	13,015	18,166	(5,151)
Legal Counsel	6,802	12,268	42,640	67,105	(24,465)
Education	0	85	7,469	4,437	3,032
Audit & Accounting	0	56	9,950	9,700	250
Legal Publications	1,476	0	13,228	3,704	9,524
Board Members	500	500	6,000	6,000	0
Elections	0	0	0	3,856	(3,856)
Computer Expenses	157	11,762	43,178	78,909	(35,731)
Copy Machine & Supply	0	4,152	517	4,598	(4,081)
Postage & Meter Rent	284	1,343	10,767	13,357	(2,590)
Insurance - General	10,298	10,877	123,570	130,286	(6,716)
Insurance - Deductible	0	0	1,000	1,009	(9)
Engineering	550	88	23,531	23,671	(140)
Tools	95	0	2,174	3,705	(1,531)
Vehicle Expense	0	0	0	0	0
Dues & Memberships	379	110	6,223	7,143	(920)
Safety	1,453	1,155	13,705	4,785	8,920
Summit Water Quality	0	0	9,356	9,355	1
Building Maintenance	1,384	1,581	34,173	35,822	(1,649)
Employee Housing Maintenan	0	5,553	5,184	11,446	(6,262)
Employee Housing Utilities	391	0	1,643	1,240	403
Total Administration	205,464	274,707	2,253,401	2,270,128	(16,727)
Iowa Hill Plant Expenses					
Utilities					
Gas	0	1,576	11,155	9,368	1,787
Electric	0	748	6,630	20,299	(13,669)
Freight	105	191	927	1,581	(654)
Equipment Repairs	0	0	9,772	3,829	5,943
Chemicals	0	0	0	2,444	(2,444)
Contracted Repairs	1,153	4,213	9,353	34,873	(25,520)
Laboratory Supplies	909	280	44,433	11,166	33,267
Biomonitoring	1,522	0	12,012	0	12,012
Discharge Permit	0	0	0	7,529	(7,529)
Supplies	0	744	9,386	10,423	(1,037)
Site Monitoring	120	120	1,502	1,944	(442)
Total Iowa Hill	3,809	7,872	105,170	103,456	1,714

December Comparative Statement Cont.

Pg. 3

	2021 <u>December</u>	2020 <u>December</u>	2021 <u>Year to Date</u>	2020 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Farmers Korner					
Utilities					
Gas	11,841	8,188	61,562	49,874	11,688
Electric	0	27,861	399,644	358,941	40,703
Freight	681	3,470	11,445	38,868	(27,423)
Equipment Repairs	5,533	8,100	29,542	62,782	(33,240)
Chemicals	34,155	37,536	401,450	486,454	(85,004)
Supplies	115	395	10,491	6,409	4,082
Contracted Repairs	9,609	6,564	64,101	85,074	(20,973)
Dumpster Charges	1,100	1,241	14,535	14,899	(364)
Biomonitoring	0	1,599	1,684	3,211	(1,527)
Discharge Permit	0	0	15,763	15,713	50
Composting	8,646	9,584	101,408	110,892	(9,484)
Site Monitoring	380	1,095	8,396	13,961	(5,565)
Sludge Hauling Costs	6,525	6,525	65,025	63,900	1,125
State Health Fees	0	0	80	71	9
Total Farmers Korner	78,585	112,158	1,185,126	1,311,049	(125,923)
South Blue Expenses					
Utilities					
Gas	817	356	7,273	3,911	3,362
Electric	790	3,814	31,503	33,962	(2,459)
Equipment Repairs	0	748	6,353	988	5,365
Contracted Repairs	0	0	462	2,130	(1,668)
Supplies	1,372	0	5,346	287	5,059
Discharge Permit	0	0	976	976	-
Site Monitoring	524	862	6,975	9,591	(2,616)
Total South Blue	3,503	5,780	58,888	51,845	7,043
Collection Expenses					
Utilities	21	1,083	12,437	13,482	(1,045)
Vehicle Expense	1,879	1,762	34,641	31,160	3,481
Line Cleaner Expenses	0	890	1,722	3,438	(1,716)
Manhole Repairs/Line Repair	3,905	10,495	124,489	101,525	22,964
Equipment Repairs	425	18	33,284	11,263	22,021
CCTV Expense	2,064	0	2,454	1,525	929
Total Collection	8,294	14,248	209,027	162,393	46,634
Total Operating Expenditure	299,655	414,765	3,811,612	3,898,871	(87,259)
Net Cash from Operations	249,177	60,102	2,755,664	2,435,871	319,793
Replacement Capital					
Administration	0	0	0	13,114	(13,114)
Employee Housing	0	0	0	0	-
Plant:					
IH	0	9,526	3,733	89,884	(86,151)
FK	56,624	18,653	464,642	265,149	199,493
South Blue	0	0	0	0	0
Collection	0	0	0	0	0
Misc.	7,000	178,802	478,953	376,462	102,491
Vehicle	0	0	0	47,307	(47,307)
Total Replacement Capital	63,624	206,981	947,328	791,916	155,412
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

December Comparative Statement Cont.

	<u>2021</u> <u>December</u>	<u>2020</u> <u>December</u>	<u>2021</u> <u>Year to Date</u>	<u>2020</u> <u>Year to Date</u>	
Capital Outlay					
Plant-IH-CO	2,775	0	70,298	0	70,298
Plant-FK-CO	0	94,565	12,656	149,237	(136,581)
Plant-South Blue-CO	0		56,432		56,432
Employee Housing	9,069	56,032	1,066,751	252,542	814,209
Collection	0	930	61,262	359,290	(298,028)
Land	0	0	0	147,540	(147,540)
Administration	0	0	0	0	0
Total Capital Outlay	11,844	151,527	1,267,399	908,609	358,790
Total Expenses	375,123	773,273	6,150,281	5,723,338	426,943
Revenue Less Expenses	249,854	(22,895)	3,930,952	3,024,515	906,437