

Upper Blue Sanitation District
Board of Directors Meeting
Thursday July 14, 2022 @ 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. Mr. Allyn Mosher, Mrs. Signe Stimson, Mr. Rick Orwig and Mr. Robin Theobald and Jason Hart, answered "present" at roll call.

Mr. Andrew Carlberg attended as well.

II. MINUTES:

June 9, 2022 and June 24 Minutes: Mr. Orwig made a motion to approve the June 9 and the June 24, 2022 Board of Directors meeting minutes. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

III. PUBLIC HEARINGS:

Inclusion Lot 3, Valley of the Blue Subdivision

Mr. Theobald made the motion to pass the Inclusion Resolution 5 Series 2022. Mrs Stimson seconded. Motion passed.

IV. PUBLIC COMMENT: None

V. BILLS:

Mrs. Stimson made a motion to approve the bills as presented. Mr. Hart 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.

The 2021 Audit was presented at the Work session.

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 July 14, 2022 @ 5:30 PM


IX. NEW BUSINESS:

C. Guildner Pipeline Pay request. Mr. Orwig made the motion to approve the pay request in the amount of \$39,496.39, Mrs Stimson seconded the motion. Motion passed.


X. CORRESPONDENCE:

XI. ADJOURN:

Mr. Orwig made a motion to adjourn the meeting at 6:04 PM. Mr. Theobald 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
 June 30, 2022

	<u>2022</u>	<u>2021</u>	<u>Increase (Decrease)</u>
<u>Current Assets:</u>			
Petty Cash	\$200	\$200	-
Checking-Wells Fargo Bank	19,609,638	16,121,462	3,488,176
Colotrust Plus	20,757,820	20,700,275	57,545
ColoTrust Prime	3,846,690	3,841,001	5,689
Total Cash and Equivalents	<u>44,214,348</u>	<u>40,662,938</u>	<u>3,551,410</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	55,177	34,795	20,382
Developer/Contractor Escrow	230,973	178,494	52,479
Interest Receivable & Market Adjustments	138	137	1
Notes Receivable	48,798	145,255	(96,457)
Prepaid Expenses	73,183	78,227	(5,044)
Emp. Loan Assist. Notes Receivable	28,982	30,000	(1,018)
Total Other Assets	<u>437,251</u>	<u>466,908</u>	<u>(29,657)</u>
Total Current Assets:	<u>44,651,599</u>	<u>41,129,846</u>	<u>3,521,753</u>
Property Plant and Equipment:			
Land	868,609	868,609	-
Easements	98,254	98,254	-
Sewer Lines	19,069,644	18,460,508	609,136
Treatment Plants	81,211,321	80,648,260	563,061
Office Equipment	252,351	252,351	-
Other Machines & Equipment	551,065	551,065	-
Autos & Trucks	1,634,128	1,617,110	17,018
IH Administration Building	164,045	164,045	-
Upper Blue System Costs	9,320,991	9,294,559	26,432
Telemetry	440,929	440,929	-
Employee Housing	2,398,975	1,403,596	995,379
Total Property Plant and Equipment :	<u>116,010,312</u>	<u>113,799,286</u>	<u>2,211,026</u>
Less Accumulated Depreciation	<u>(49,536,218)</u>	<u>(46,792,177)</u>	<u>(2,744,041)</u>
Net Property Plant and Equipment :	<u>66,474,094</u>	<u>67,007,109</u>	<u>(533,015)</u>
Total Assets:	<u>111,125,693</u>	<u>108,136,955</u>	<u>2,988,738</u>

Liabilities

	<u>2022</u>	<u>2021</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Liabilities:</u>			
Accounts Payable	244,290	131,347	112,943
Construction/Developer Escrow	230,973	178,494	52,479
Earned Employee Benefits	167,182	166,285	897
Unearned User Fees	555,575	-	555,575
Interest Payable	8,037	8,896	(859)
Loan Payable (Current Portion)	105,177	103,105	2,072
Retainage Payable-Construction in Progress	-	30,000	(30,000)
Retainage Payable-Blue River	-	-	-
Employee Housing Deposit Payable	1,750	1,750	-
Total Current Liabilities:	<u>1,312,984</u>	<u>619,877</u>	<u>693,107</u>
Long Term Liabilities:			
Loan Payable	859,234	964,411	(105,177)
Total Long Term Liabilities:	<u>859,234</u>	<u>964,411</u>	<u>(105,177)</u>
Total Liabilities	<u>2,172,218</u>	<u>1,584,288</u>	<u>587,930</u>
Net Assets			
Invested in Capital Assets, Net of Related Debt	65,501,646	65,930,698	(429,052)
Unrestricted Net Assets	23,451,829	22,621,969	829,860
Unrestricted Net Assets - Nutrient Reserve	20,000,000	18,000,000	2,000,000
Total Contributed Capital	<u>108,953,475</u>	<u>106,552,667</u>	<u>2,400,808</u>
Total Liabilities and Equity	<u>111,125,693</u>	<u>108,136,955</u>	<u>2,988,738</u>

Upper Blue Sanitation District
 Monthly Financial Statement-UNAUDITED DRAFT
 June 30, 2022

	2022	2022	2022	2022	2022
	June	Year To Date	Approved Budget	Uncollected	% Uncol/Col
Operating Revenue					
Sewer User Fees	554,742	3,291,019	6,650,000	3,358,981	51
Tap Inspection Fees	700	2,300	4,000	1,700	43
Miscellaneous Revenue	0	1,000	5,000	4,000	80
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	4,046	5,867	20,000	14,133	71
Late Fees	3,364	6,866	15,000	8,134	54
Line Extension Fees	43,402	55,945	50,000	(5,945)	(12)
Rental Income	5,600	33,700	57,000	23,300	41
Total Operating Revenue	611,854	3,396,697	6,801,000	3,404,303	50
Miscellaneous Revenue					
Interest on Loan Payments	73	2,725	4,000	1,275	32
Plant Investment Fees	624,367	1,459,257	1,500,000	40,743	3
Inclusion Fees	20,264	28,535	50,000	21,465	43
Interest on Investments	27,349	60,161	50,000	(10,161)	(20)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	672,053	1,550,678	1,604,000	52,047	3
Total Revenue	1,283,907	4,947,375	8,405,000	3,457,625	41

Administration Expense	2022 <u>June</u>	2022 <u>Year to Date</u>	2022 <u>Approved Budget</u>	2022 <u>Available</u>	2022 <u>% Available</u>
Payroll & Employee Benefits					
Salaries	115,755	661,494	1,675,000	1,013,506	61
Overtime	2,573	13,459	45,000	31,541	70
FICA-Admn	7,268	41,439	106,640	65,201	61
Medicare-Admin	1,700	9,691	24,940	15,249	61
401K Contributions	8,257	48,450	129,000	80,550	62
Worker's Compensation Insurance	930	8,726	20,000	11,274	56
Health Insurance	23,324	138,791	355,000	216,209	61
Total	159,807	922,050	2,355,580	1,433,530	61
Office Supplies	0	233	5,000	4,767	95
Telephone	1,712	7,720	25,000	17,280	69
Business Expenses	1,549	18,361	50,000	31,639	63
Bank Service Fees - Admin	0	4,083	17,000	12,917	76
Legal Counsel	0	30,067	75,000	44,933	60
Education	100	4,590	25,000	20,410	82
Audit & Accounting	0	7,800	10,500	2,700	26
Legal Publications	0	1,854	5,000	3,146	63
Board Members	500	3,000	6,000	3,000	50
Elections	0	0	5,000	5,000	100
Computer Expenses	0	12,332	40,000	27,668	69
Copy Machine & Supply	0	500	1,000	500	50
Postage & Meter Rent	1,106	7,666	14,000	6,334	45
Insurance - General	11,267	67,604	163,000	95,396	59
Insurance - Deductible	0	0	1,000	1,000	100
Engineering	0	9,546	75,000	65,454	87
Tools	58	225	2,500	2,275	91
Vehicle Expense	0	0	500	500	100
Dues & Memberships	3,300	7,130	9,000	1,870	21
Safety	759	7,778	5,000	(2,778)	(56)
Summit Water Quality	0	18,531	18,000	(531)	(3)
Building Maintenance	1,140	14,689	27,000	12,311	46
Employee Housing Maintenance	108	5,476	15,000	9,524	63
Employee Housing Utilities	425	3,116	3,000	(116)	(4)
Total Administration	181,831	1,154,351	2,953,080	1,798,729	61
Iowa Hill Plant Expenses					
Utilities					
Gas	987	8,393	25,000	16,607	66
Electric	704	3,977	75,000	71,023	95
Freight	0	544	3,000	2,456	82
Equipment Repairs	0	7,113	30,000	22,887	76
Chemicals	1,134	1,134	10,000	8,866	89
Supplies	199	4,390	10,000	5,610	56
Contracted Repairs	2,103	13,858	60,000	46,142	77
Laboratory Supplies	1,036	5,812	15,000	9,188	61
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	32,131	38,912	9,000	(29,912)	(332)
Site Monitoring	3,902	8,805	5,000	(3,805)	(76)
Total Iowa Hill	42,196	92,938	242,000	149,062	62

	2022 June	2022 Year to Date	2022 Approved Budget	2022 Available	2022 % Available
Farmers Korner Expenses					
Utilities					
Gas	0	47,875	95,000	47,125	50
Electric	39,905	265,014	545,000	279,986	51
Freight	2,368	22,050	45,000	22,950	51
Equipment Repairs	7,478	38,497	65,000	26,503	41
Chemicals	50,696	198,353	550,000	351,647	64
Supplies	671	4,333	10,500	6,167	59
Contracted Repairs	3,346	46,770	100,000	53,230	53
Dumpster Charges	1,100	6,600	15,000	8,400	56
Biomonitoring	2,190	3,841	7,800	3,959	51
Discharge Permit	0	0	20,000	20,000	100
Composting	16,288	74,365	125,000	50,635	41
Site Monitoring	3,078	8,146	23,000	14,854	65
Sludge Hauling Costs	8,775	58,050	80,000	21,950	27
State Health Fees	0	1,627	2,500	873	35
Total Farmers Korner	135,895	775,521	1,683,800	908,279	54
South Blue Expenses					
Utilities					
Gas	760	7,177	12,000	4,823	40
Electric	3,523	20,961	50,000	29,039	58
Equipment Repairs	0	337	4,000	3,663	92
Supplies	0	0	1,000	1,000	100
Contracted Repairs	0	0	8,000	8,000	100
Discharge Permit	0	0	3,800	3,800	100
Site Monitoring	416	3,121	10,000	6,879	69
Total South Blue	4,699	31,596	88,800	57,204	64
Collection Expenses					
Utilities	1,291	6,774	20,000	13,226	66
Vehicle Expense	3,779	21,026	54,000	32,974	61
Line Cleaner Expenses	64	543	10,000	9,457	95
Manhole Repairs/Line Repairs	7,496	22,546	140,000	117,454	84
Equipment Repairs	3,657	6,427	15,000	8,573	57
CCTV Expense	0	4,665	5,000	335	7
Total Collection	16,287	61,981	244,000	182,019	75
Total Operating Expenditures	380,908	2,116,387	5,211,680	3,095,293	59
Net Cash from Operations	230,946	1,280,310	1,589,320	309,010	19
Replacement Capital					
Administration	0	0	25,000	25,000	100
Employee Housing	0	2,562	70,000		
Plant:					
IH	0	88,625	4,050,000	3,961,375	98
FK	207,621	560,248	1,621,000	1,060,752	65
South Blue	5,136	13,409	50,000	36,591	73
Collection					
Misc.	0	56,850	1,015,000	958,150	94
Vehicle	0	0	120,000	120,000	100
Total Replacement Capital	212,757	721,694	6,951,000	6,161,868	89
Non Operating Expenses					
Bond Principal	0	52,327	97,129	44,802	46
Bond Interest	0	9,644	26,813	17,169	64
Total Non Operating	0	61,971	123,942	61,971	50

June Financial Statement Cont.

	<u>2022</u> <u>June</u>	<u>2022</u> <u>Year to Date</u>	<u>2022</u> <u>Approved Budget</u>	<u>2022</u> <u>Available</u>	<u>2022</u> <u>% Available</u>
Capital Outlay					
Plant:					
IH	0	88,625	4,050,000	3,961,375	98
FK	0	0	470,000	470,000	100
South Blue	0	0	100,000	100,000	0
Employee Housing	22,552	(893,844)	2,500,000	3,393,844	136
Collection	0	17,192	1,625,000	1,607,808	99
Land	0	0			
Administration	0	0	25,000	25,000	100
Total Capital Outlay	<u>22,552</u>	<u>(788,027)</u>	<u>8,770,000</u>	<u>9,558,027</u>	<u>109</u>
Total Expenses	<u>616,217</u>	<u>2,112,025</u>	<u>21,056,622</u>	<u>18,944,597</u>	<u>90</u>
Total Revenue - Total Expenses	<u>667,690</u>	<u>2,835,350</u>			

Upper Blue Sanitation District
 Comparative Financial Statement-UNAUDITED DRAFT
 June 30, 2022 vs. June 30, 2021

	2022	2021	2022	2021	Increase
	June	June	Year To Date	Year to Date	(Decrease)
Operating Revenue					
Sewer User Fees	554,742	524,011	3,291,019	3,132,060	158,959
Tap Inspection Fees	700	1,200	2,300	3,500	(1,200)
Miscellaneous Revenue	0	0	1,000	0	1,000
CEBT Dividend	0	0	0	0	
Camper Dump Fees	4,046	5,587	5,867	8,413	(2,546)
Late Fees	3,364	1,608	6,866	10,982	(4,116)
Line Extension Fees	43,402	51,601	55,945	95,748	(39,803)
Rental Income	5,600	4,800	33,700	28,250	5,450
Total Operating Revenue	611,854	588,807	3,396,697	3,278,953	117,744
Miscellaneous Revenue					
Interest on Loan Payments	73	0	2,725	2,053	672
Plant Investment Fees	624,367	424,594	1,459,257	2,329,820	(870,563)
Inclusion Fees	20,264	38,876	28,535	67,307	(38,772)
Interest on Investments	27,349	698	60,161	6,343	53,818
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	672,053	464,168	1,550,678	2,405,523	(855,517)
Total Revenue	1,283,907	1,052,975	4,947,375	5,684,476	(737,101)

June Comparative Statement Cont.

	<u>2022</u> <u>June</u>	<u>2021</u> <u>June</u>	<u>2022</u> <u>Year to Date</u>	<u>2021</u> <u>Year to Date</u>	<u>Increase</u> <u>(Decrease)</u>
Administration Expense					
Payroll & Employee Benefits					
Salaries	115,755	112,983	661,494	639,267	22,227
Overtime	2,573	2,847	13,459	6,523	6,936
FICA-Admn	7,268	7,128	41,439	39,721	1,718
Medicare-Admin	1,700	1,667	9,691	9,289	402
401K Contributions	8,257	8,190	48,450	45,002	3,448
Worker's Compensation Insur	930	1,755	8,726	5,538	3,188
Health Insurance	23,324	26,936	138,791	161,617	(22,826)
Total	159,807	161,506	922,050	906,957	15,093
Office Supplies	0	221	233	1,061	(828)
Telephone	1,712	1,501	7,720	13,744	(6,024)
Business Expenses	1,549	5,108	18,361	13,689	4,672
Bank Service Fees - Admin	0	9	4,083	10,495	(6,412)
Legal Counsel	0	2,645	30,067	8,490	21,577
Education	100	1,755	4,590	3,888	702
Audit & Accounting	0	0	7,800	0	7,800
Legal Publications	0	2,034	1,854	3,946	(2,092)
Board Members	500	500	3,000	3,000	0
Elections	0	0	0	0	0
Computer Expenses	0	4,225	12,332	24,649	(12,317)
Copy Machine & Supply	0	0	500	407	93
Postage & Meter Rent	1,106	0	7,666	6,272	1,394
Insurance - General	11,267	10,298	67,604	61,785	5,819
Insurance - Deductible	0	0	0	1,000	(1,000)
Engineering	0	0	9,546	15,778	(6,232)
Tools	58	0	225	1,225	(1,000)
Vehicle Expense	0	0	0	0	0
Dues & Memberships	3,300	3,074	7,130	5,375	1,755
Safety	759	1,350	7,778	3,297	4,481
Summit Water Quality	0	0	18,531	9,356	9,175
Building Maintenance	1,140	3,178	14,689	20,248	(5,559)
Employee Housing Maintenan	108	0	5,476	891	4,585
Employee Housing Utilities	425	0	3,116	620	2,496
Total Administration	181,831	197,404	1,154,351	1,116,173	38,178
Iowa Hill Plant Expenses					
Utilities					
Gas	987	1,115	8,393	8,725	(332)
Electric	704	574	3,977	4,005	(28)
Freight	0	152	544	329	215
Equipment Repairs	0	0	7,113	4,371	2,742
Chemicals	1,134	0	1,134	0	1,134
Contracted Repairs	199	0	4,390	21,309	(16,919)
Laboratory Supplies	2,103	1,833	13,858	11,404	2,454
Biomonitoring	1,036	0	5,812	0	5,812
Discharge Permit	0	1,857	0	1,857	(1,857)
Supplies	32,131	1,689	38,912	2,598	36,314
Site Monitoring	3,902	120	8,805	812	7,993
Total Iowa Hill	42,196	7,340	92,938	55,410	37,528

June Comparative Statement Cont.

Pg. 3

	2022 June	2021 June	2022 Year to Date	2021 Year to Date	Increase (Decrease)
Farmers Korner					
Utilities					
Gas	0	1,102	47,875	45,017	2,858
Electric	39,905	25,745	265,014	204,360	60,654
Freight	2,368	227	22,050	10,392	11,658
Equipment Repairs	7,478	1,053	38,497	15,778	22,719
Chemicals	50,696	41,211	198,353	245,874	(47,521)
Supplies	671	1,954	4,333	3,626	707
Contracted Repairs	3,346	351	46,770	22,625	24,145
Dumpster Charges	1,100	1,336	6,600	7,885	(1,285)
Biomonitoring	2,190	34	3,841	1,685	2,156
Discharge Permit	0	0	0	1,728	(1,728)
Composting	16,288	9,642	74,365	56,191	18,174
Site Monitoring	3,078	364	8,146	3,853	4,293
Sludge Hauling Costs	8,775	6,300	58,050	35,325	22,725
State Health Fees	0	0	1,627	80	1,547
Total Farmers Korner	135,895	89,319	775,521	654,419	121,102
South Blue Expenses					
Utilities					
Gas	760	170	7,177	5,018	2,159
Electric	3,523	2,801	20,961	17,889	3,072
Equipment Repairs	0	1,487	337	5,359	(5,022)
Contracted Repairs	0	0	0	3,029	(3,029)
Supplies	0	322	0	462	(462)
Discharge Permit	0	0	0	0	-
Site Monitoring	416	524	3,121	3,859	(738)
Total South Blue	4,699	5,304	31,596	35,616	(4,020)
Collection Expenses					
Utilities	1,291	1,182	6,774	6,964	(190)
Vehicle Expense	3,779	3,836	21,026	16,388	4,638
Line Cleaner Expenses	64	0	543	110	433
Manhole Repairs/Line Repair	7,496	35,185	22,546	50,166	(27,620)
Equipment Repairs	3,657	11,770	6,427	16,109	(9,682)
CCTV Expense	0	0	4,665	120	4,545
Total Collection	16,287	51,973	61,981	89,857	(27,876)
Total Operating Expenditure	380,908	351,340	2,116,387	1,951,475	164,912
Net Cash from Operations	230,946	237,467	1,280,310	1,327,478	(47,168)
Replacement Capital					
Administration	0	0	0	0	-
Employee Housing	0	0	2,562	0	
Plant:					
IH	0	0	88,625	0	88,625
FK	207,621	17,975	560,248	131,076	429,172
South Blue	5,136	0	13,409	0	13,409
Collection	0	0	0	0	0
Misc.	0	1,630	56,850	92,646	(35,796)
Vehicle	0	0	0	0	0
Total Replacement Capital	212,757	19,605	721,694	223,722	497,972
Non Operating Expenses					
CWRPDA Loan Principal	0	0	52,327	51,296	1,031
Loan Interest	0	0	9,644	10,675	(1,031)
Total Non Operating	0	0	61,971	61,971	0

June Comparative Statement Cont.

	<u>2022</u> <u>June</u>	<u>2021</u> <u>June</u>	<u>2022</u> <u>Year to Date</u>	<u>2021</u> <u>Year to Date</u>	
Capital Outlay					
Plant-IH-CO	0	0	88,625	14,530	74,095
Plant-FK-CO	0	0	0	0	0
Plant-South Blue-CO	0	0	0	0	0
Employee Housing	22,552	(44,616)	(893,844)	203,259	(1,097,103)
Collection	0	1,045	17,192	59,297	(42,105)
Land	0	0	0	0	0
Administration	0	0	0	0	0
Total Capital Outlay	<u>22,552</u>	<u>(43,571)</u>	<u>(788,027)</u>	<u>277,086</u>	<u>(1,065,113)</u>
Total Expenses	<u>616,217</u>	<u>327,374</u>	<u>2,112,025</u>	<u>2,514,254</u>	<u>(402,229)</u>
Revenue Less Expenses	<u>667,690</u>	<u>725,601</u>	<u>2,835,350</u>	<u>3,170,222</u>	<u>(334,872)</u>