

Upper Blue Sanitation District
Board of Directors Meeting
Thursday January 12, 2023 @ 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 answered "present" at roll call.

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

II. MINUTES:

December 8, 2022 minutes: Mr. Orwig made a motion to approve the December 8, 2022 Board of Directors meeting minutes. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

III. PUBLIC HEARINGS: None

IV. PUBLIC COMMENT: None

V. BILLS:

Mr. Theobald made a motion to approve the bills as presented. Mr. Orwig 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 flows and collection grease trap reports were discussed by the Board of Directors.

B. Manager Report:

The Manager's report was discussed by the Board of Directors during the work session.

VIII. OLD BUSINESS:

Upper Blue Sanitation District
Board of Directors Meeting
Thursday January 12, 2023 @ 5:30 PM

IX. NEW BUSINESS:

C. Stan Miller, Inc. Pay Request #5 and #6 – Highway Crossings

Mr. Carlberg said that Stan Miller, Inc. has been installing Highway 9 sewer crossings in the Upper Blue and the project is complete. Stan Miller, Inc. has submitted Pay Request #5 which is a zero-dollar amount to accompany the final deductive change order and Pay Request #6 is for the release of retainage in the amount of \$127,784.41. Mr. Carlberg said that he would recommend approval of Stan Miller, Inc. Pay Request #5 and #6.

Mr. Orwig made a motion to approve Stan Miller, Inc. Pay Request #5 and #6 in the amount of \$127,784.41. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

D. Design Mechanical Pay Request #2 – Farmers Korner Non-Potable Water System

Mr. Carlberg said that Design Mechanical has progressed well in the replacement of the Farmers Korner Non-Potable Water System, and he recommended payment in the amount of \$223,851.35

Mrs. Stimson made a motion to approve Design Mechanical Pay Request #2 in the amount of \$223,851.35. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board of Directors.

E. Resolution 1, Series 2023 – Establishing the Time and Place for Meetings

Mr. Orwig made a motion to approve Resolution 1, Series 2023 establishing the time and place for meetings of the Upper Blue Sanitation District Board of Directors. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

F. Resolution 2, Series 2023 – Election Resolution

Mr. Theobald made a motion to approve election Resolution 2, Series 2023 for a polling place election on May 2, 2023. Mr. Orwig seconded the motion. The motion was passed unanimously by the Board.

X. CORRESPONDENCE:

XI. ADJOURN:

Mr. Orwig made a motion to adjourn the meeting at 5:50 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, 2022

	<u>2022</u>	<u>2021</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Assets:</u>			
Petty Cash	\$200	\$200	-
Checking-Wells Fargo Bank	14,608,845	16,770,256	(2,161,411)
Colotrust Plus	26,146,838	20,703,205	5,443,633
ColoTrust Prime	3,895,366	3,841,143	54,223
Total Cash and Equivalents	<u>44,651,249</u>	<u>41,314,804</u>	<u>3,336,445</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	16,214	60,569	(44,355)
Developer/Contractor Escrow	230,973	230,973	-
Interest Receivable & Market Adjustments	138	137	1
Notes Receivable	41,717	103,176	(61,459)
Prepaid Expenses	200,028	173,205	26,823
Emp. Loan Assist. Notes Receivable	28,415	29,541	(1,126)
Total Other Assets	<u>517,485</u>	<u>597,601</u>	<u>(80,116)</u>
Total Current Assets:	<u>45,168,734</u>	<u>41,912,405</u>	<u>3,256,329</u>
Property Plant and Equipment:			
Land	868,609	868,609	-
Easements	98,254	98,254	-
Sewer Lines	19,069,644	19,069,644	-
Treatment Plants	81,211,321	81,211,321	-
Office Equipment	252,351	252,351	-
Other Machines & Equipment	551,065	551,065	-
Autos & Trucks	1,634,128	1,634,128	-
IH Administration Building	164,045	164,045	-
Upper Blue System Costs	9,320,991	9,320,991	-
Telemetry	440,929	440,929	-
Employee Housing	2,398,975	2,398,975	-
Total Property Plant and Equipment :	<u>116,010,312</u>	<u>116,010,312</u>	<u>-</u>
Less Accumulated Depreciation	<u>(49,536,218)</u>	<u>(49,536,218)</u>	<u>-</u>
Net Property Plant and Equipment :	<u>66,474,094</u>	<u>66,474,094</u>	<u>-</u>
Total Assets:	<u>111,642,828</u>	<u>108,386,499</u>	<u>3,256,329</u>

Liabilities

	<u>2022</u>	<u>2021</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Liabilities:</u>			
Accounts Payable	576,579	381,945	194,634
Construction/Developer Escrow	230,973	230,973	-
Earned Employee Benefits	167,182	167,182	-
Unearned User Fees	-	-	-
Interest Payable	8,037	8,037	-
Loan Payable (Current Portion)	105,177	105,177	-
Retainage Payable-Construction in Progress	-	-	-
Retainage Payable-Blue River	-	-	-
Employee Housing Deposit Payable	1,750	1,750	-
Total Current Liabilities:	<u>1,089,698</u>	<u>895,064</u>	<u>194,634</u>
Long Term Liabilities:			
Loan Payable	859,234	859,234	-
Total Long Term Liabilities:	<u>859,234</u>	<u>859,234</u>	<u>-</u>
Total Liabilities	<u>1,948,932</u>	<u>1,754,298</u>	<u>194,634</u>
Net Assets			
Invested in Capital Assets, Net of Related Debt	65,501,646	65,501,646	-
Unrestricted Net Assets	24,192,250	23,130,555	1,061,695
Unrestricted Net Assets - Nutrient Reserve	20,000,000	18,000,000	2,000,000
Total Contributed Capital	<u>109,693,896</u>	<u>106,632,201</u>	<u>3,061,695</u>
Total Liabilities and Equity	<u>111,642,828</u>	<u>108,386,499</u>	<u>3,256,329</u>

Upper Blue Sanitation District
 Monthly Financial Statement-UNAUDITED DRAFT
 December 31, 2022

	2022	2022	2022	2022	2022
	December	Year To Date	Approved Budget	Uncollected	% Uncol/Col
Operating Revenue					
Sewer User Fees	564,154	6,635,119	6,650,000	14,881	0
Tap Inspection Fees	600	5,300	4,000	(1,300)	(33)
Miscellaneous Revenue	0	9,143	5,000	(4,143)	(83)
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	0	22,155	20,000	(2,155)	(11)
Late Fees	1,953	12,079	15,000	2,921	19
Line Extension Fees	7,087	120,077	50,000	(70,077)	(140)
Rental Income	8,800	77,075	57,000	(20,075)	(35)
Total Operating Revenue	582,594	6,880,948	6,801,000	(79,948)	(1)
Miscellaneous Revenue					
Interest on Loan Payments	71	4,443	4,000	(443)	(11)
Plant Investment Fees	146,155	5,201,966	1,500,000	(3,701,966)	(247)
Inclusion Fees	0	81,460	50,000	(31,460)	(63)
Interest on Investments	108,580	497,855	50,000	(447,855)	(896)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	254,806	5,785,724	1,604,000	(4,181,281)	(261)
Total Revenue	837,400	12,666,672	8,405,000	(4,261,672)	(51)

Administration Expense	2022 December	2022 Year to Date	2022 Approved Budget	2022 Available	2022 % Available
Payroll & Employee Benefits					
Salaries	165,347	1,383,783	1,675,000	291,217	17
Overtime	8,723	48,019	45,000	(3,019)	(7)
FICA-Admn	9,274	83,477	106,640	23,163	22
Medicare-Admin	2,504	20,567	24,940	4,373	18
401K Contributions	8,864	98,904	129,000	30,096	23
Worker's Compensation Insurance	930	15,696	20,000	4,304	22
Health Insurance	25,361	279,085	355,000	75,915	21
Total	221,003	1,929,531	2,355,580	426,049	18
Office Supplies	0	2,672	5,000	2,328	47
Telephone	929	19,410	25,000	5,590	22
Business Expenses	3,212	64,335	50,000	(14,335)	(29)
Bank Service Fees - Admin	0	6,891	17,000	10,109	59
Legal Counsel	0	117,429	75,000	(42,429)	(57)
Education	550	24,900	25,000	100	0
Audit & Accounting	0	10,400	10,500	100	1
Legal Publications	92	9,026	5,000	(4,026)	(81)
Board Members	500	6,000	6,000	0	0
Elections	0	0	5,000	5,000	100
Computer Expenses	5,575	51,940	40,000	(11,940)	(30)
Copy Machine & Supply	0	730	1,000	270	27
Postage & Meter Rent	913	15,226	14,000	(1,226)	(9)
Insurance - General	11,267	136,033	163,000	26,967	17
Insurance - Deductible	0	0	1,000	1,000	100
Engineering	74,829	240,279	75,000	(165,279)	(220)
Tools	61	1,693	2,500	807	32
Vehicle Expense	0	0	500	500	100
Dues & Memberships	600	9,113	9,000	(113)	(1)
Safety	531	13,376	5,000	(8,376)	(168)
Summit Water Quality	0	18,531	18,000	(531)	(3)
Building Maintenance	1,675	35,111	27,000	(8,111)	(30)
Employee Housing Maintenance	2,625	17,128	15,000	(2,128)	(14)
Employee Housing Utilities	514	5,621	3,000	(2,621)	(87)
Total Administration	324,876	2,735,375	2,953,080	217,705	7
Iowa Hill Plant Expenses					
Utilities					
Gas	3,979	16,134	25,000	8,866	35
Electric	745	9,643	75,000	65,357	87
Freight	353	1,996	3,000	1,004	33
Equipment Repairs	0	15,541	30,000	14,459	48
Chemicals	1,056	2,189	10,000	7,811	78
Supplies	300	9,116	10,000	884	9
Contracted Repairs	2,776	51,653	60,000	8,347	14
Laboratory Supplies	3,326	15,575	15,000	(575)	(4)
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	0	46,441	9,000	(37,441)	(416)
Site Monitoring	128	12,143	5,000	(7,143)	(143)
Total Iowa Hill	12,663	180,431	242,000	61,569	25

	2022 <u>December</u>	2022 <u>Year to Date</u>	2022 <u>Approved Budget</u>	2022 <u>Available</u>	2022 <u>% Available</u>
Farmers Korner Expenses					
Utilities					
Gas	0	74,977	95,000	20,023	21
Electric	41,591	532,260	545,000	12,740	2
Freight	2,184	41,910	45,000	3,090	7
Equipment Repairs	5,055	74,698	65,000	(9,698)	(15)
Chemicals	37,761	454,652	550,000	95,348	17
Supplies	442	9,040	10,500	1,460	14
Contracted Repairs	5,352	127,582	100,000	(27,582)	(28)
Dumpster Charges	1,100	12,100	15,000	2,900	19
Biomonitoring	2,190	6,080	7,800	1,720	22
Discharge Permit	4,923	18,958	20,000	1,042	5
Composting	8,448	121,246	125,000	3,754	3
Site Monitoring	512	17,600	23,000	5,400	23
Sludge Hauling Costs	6,525	88,650	80,000	(8,650)	(11)
State Health Fees	0	1,627	2,500	873	35
Total Farmers Korner	116,083	1,581,380	1,683,800	102,420	6
South Blue Expenses					
Utilities					
Gas	1,501	10,947	12,000	1,053	9
Electric	3,999	40,921	50,000	9,079	18
Equipment Repairs	0	982	4,000	3,018	75
Supplies	0	0	1,000	1,000	100
Contracted Repairs	0	2,653	8,000	5,347	67
Discharge Permit	3,282	4,258	3,800	(458)	(12)
Site Monitoring	588	7,221	10,000	2,779	28
Total South Blue	9,370	66,982	88,800	21,818	25
Collection Expenses					
Utilities					
Gas	1,216	14,469	20,000	5,531	28
Vehicle Expense	2,449	47,363	54,000	6,637	12
Line Cleaner Expenses	0	9,552	10,000	448	4
Manhole Repairs/Line Repairs	719	117,627	140,000	22,373	16
Equipment Repairs	4,077	34,065	15,000	(19,065)	(127)
CCTV Expense	0	4,665	5,000	335	7
Total Collection	8,461	227,741	244,000	16,259	7
Total Operating Expenditures	471,453	4,791,909	5,211,680	419,771	8
Net Cash from Operations	111,141	2,089,039	1,589,320	(499,719)	(31)
Replacement Capital					
Administration					
Administration	0	0	25,000	25,000	100
Employee Housing					
Employee Housing	0	74,375	70,000	(4,375)	(6)
Plant:					
IH	0	178,391	4,050,000	3,871,609	96
FK	278,102	1,134,971	1,621,000	486,029	30
South Blue	0	73,817	50,000	(23,817)	(48)
Collection					
Misc.	27,938	405,273	1,015,000	609,727	60
Vehicle	0	0	120,000	120,000	100
Total Replacement Capital	306,040	1,866,827	6,951,000	5,084,173	73
Non Operating Expenses					
Bond Principal					
Bond Principal	0	105,177	97,129	(8,048)	(8)
Bond Interest					
Bond Interest	0	18,765	26,813	8,048	30
Total Non Operating	0	123,942	123,942	0	0

December Financial Statement Cont.

Pg. 4

	<u>2022</u> <u>December</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	31,125	209,516	4,050,000	3,840,484	95
FK	508,835	640,972	470,000	(170,972)	(36)
South Blue	0	0	100,000	100,000	0
Employee Housing	3,532	604,513	2,500,000	1,895,487	76
Collection	127,909	1,343,268	1,625,000	281,732	17
Land		0			
Administration	0	0	25,000	25,000	100
Total Capital Outlay	<u>671,401</u>	<u>2,798,269</u>	<u>8,770,000</u>	<u>5,971,731</u>	<u>68</u>
Total Expenses	<u>1,448,894</u>	<u>9,580,947</u>	<u>21,056,622</u>	<u>11,475,675</u>	<u>54</u>
Total Revenue - Total Expenses	<u>(611,494)</u>	<u>3,085,725</u>			

Upper Blue Sanitation District
 Comparative Financial Statement-UNAUDITED DRAFT
 December 31, 2022 vs. December 31, 2021

	2022	2021	2022	2021	Increase
	December	December	Year To Date	Year to Date	(Decrease)
Operating Revenue					
Sewer User Fees	564,154	529,658	6,635,119	6,297,404	337,715
Tap Inspection Fees	600	200	5,300	6,394	(1,094)
Miscellaneous Revenue	0	0	9,143	18,069	(8,926)
CEBT Dividend	0	0	0	0	
Camper Dump Fees	0	0	22,155	25,554	(3,399)
Late Fees	1,953	2,524	12,079	17,563	(5,484)
Line Extension Fees	7,087	10,542	120,077	148,452	(28,375)
Rental Income	8,800	4,450	77,075	56,405	20,670
Total Operating Revenue	582,594	547,374	6,880,948	6,569,841	311,107
Miscellaneous Revenue					
Interest on Loan Payments	71	74	4,443	5,177	(734)
Plant Investment Fees	146,155	65,616	5,201,966	3,400,959	1,801,007
Inclusion Fees	0	1,449	81,460	91,243	(9,783)
Interest on Investments	108,580	898	497,855	9,416	488,439
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	254,806	68,037	5,785,724	3,506,795	2,279,663
Total Revenue	837,400	615,411	12,666,672	10,076,636	2,590,036

December Comparative Statement Cont.

Pg. 2

	2022 <u>December</u>	2021 <u>December</u>	2022 <u>Year to Date</u>	2021 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Administration Expense					
Payroll & Employee Benefits					
Salaries	165,347	128,303	1,383,783	1,285,622	98,161
Overtime	8,723	12,829	48,019	33,367	14,652
FICA-Admn	9,274	7,573	83,477	77,467	6,010
Medicare-Admin	2,504	2,023	20,567	18,966	1,601
401K Contributions	8,864	7,683	98,904	90,167	8,737
Worker's Compensation Insur	930	1,763	15,696	12,512	3,184
Health Insurance	25,361	22,174	279,085	306,109	(27,024)
Total	221,003	182,348	1,929,531	1,824,210	105,321
Office Supplies	0	2,637	2,672	6,116	(3,444)
Telephone	929	1,881	19,410	25,171	(5,761)
Business Expenses	3,212	9,455	64,335	56,436	7,899
Bank Service Fees - Admin	0	328	6,891	14,764	(7,873)
Legal Counsel	0	14,218	117,429	50,056	67,373
Education	550	460	24,900	7,959	16,941
Audit & Accounting	0	0	10,400	9,950	450
Legal Publications	92	1,476	9,026	13,228	(4,202)
Board Members	500	500	6,000	6,000	0
Elections	0	0	0	0	0
Computer Expenses	5,575	4,154	51,940	51,266	674
Copy Machine & Supply	0	0	730	517	213
Postage & Meter Rent	913	284	15,226	14,048	1,178
Insurance - General	11,267	21,083	136,033	134,356	1,677
Insurance - Deductible	0	0	0	1,000	(1,000)
Engineering	74,829	43,984	240,279	68,461	171,818
Tools	61	95	1,693	2,174	(481)
Vehicle Expense	0	0	0	0	0
Dues & Memberships	600	664	9,113	6,703	2,410
Safety	531	5,181	13,376	17,432	(4,056)
Summit Water Quality	0	0	18,531	9,356	9,175
Building Maintenance	1,675	1,384	35,111	36,348	(1,237)
Employee Housing Maintenan	2,625	0	17,128	5,443	11,685
Employee Housing Utilities	514	2,201	5,621	3,453	2,168
Total Administration	324,876	292,333	2,735,375	2,364,447	370,928
Iowa Hill Plant Expenses					
Utilities					
Gas	3,979	4,490	16,134	15,645	489
Electric	745	1,281	9,643	7,910	1,733
Freight	353	210	1,996	1,032	964
Equipment Repairs	0	0	15,541	10,754	4,787
Chemicals	1,056	0	2,189	0	2,189
Contracted Repairs	300	2,534	9,116	47,683	(38,567)
Laboratory Supplies	2,776	2,772	51,653	17,105	34,548
Biomonitoring	3,326	0	15,575	0	15,575
Discharge Permit	0	0	0	9,386	(9,386)
Supplies	0	1,709	46,441	10,236	36,205
Site Monitoring	128	120	12,143	1,502	10,641
Total Iowa Hill	12,663	13,116	180,431	121,253	59,178

December Comparative Statement Cont.

Pg. 3

	2022 December	2021 December	2022 Year to Date	2021 Year to Date	Increase (Decrease)
Farmers Korner					
Utilities					
Gas	0	29,632	74,977	79,354	(4,377)
Electric	41,591	37,876	532,260	437,520	94,740
Freight	2,184	876	41,910	11,666	30,244
Equipment Repairs	5,055	12,472	74,698	39,154	35,544
Chemicals	37,761	42,453	454,652	431,043	23,609
Supplies	442	514	9,040	11,993	(2,953)
Contracted Repairs	5,352	17,085	127,582	76,925	50,657
Dumpster Charges	1,100	1,100	12,100	14,535	(2,435)
Biomonitoring	2,190	0	6,080	1,685	4,395
Discharge Permit	4,923	0	18,958	15,763	3,195
Composting	8,448	8,646	121,246	101,408	19,838
Site Monitoring	512	380	17,600	8,397	9,203
Sludge Hauling Costs	6,525	6,525	88,650	65,025	23,625
State Health Fees	0	0	1,627	80	1,547
Total Farmers Korner	116,083	157,559	1,581,380	1,294,548	286,832
South Blue Expenses					
Utilities					
Gas	1,501	1,256	10,947	7,712	3,235
Electric	3,999	3,462	40,921	34,176	6,745
Equipment Repairs	0	0	982	7,951	(6,969)
Contracted Repairs	0	1,372	0	5,346	(5,346)
Supplies	0	0	2,653	462	2,191
Discharge Permit	3,282	0	4,258	976	3,282
Site Monitoring	588	524	7,221	6,975	246
Total South Blue	9,370	6,614	66,982	63,598	3,384
Collection Expenses					
Utilities	1,216	1,435	14,469	13,851	618
Vehicle Expense	2,449	2,431	47,363	36,191	11,172
Line Cleaner Expenses	0	0	9,552	1,722	7,830
Manhole Repairs/Line Repair	719	3,905	117,627	124,489	(6,862)
Equipment Repairs	4,077	425	34,065	33,626	439
CCTV Expense	0	2,064	4,665	2,454	2,211
Total Collection	8,461	10,260	227,741	212,333	15,408
Total Operating Expenditure	471,453	479,882	4,791,909	4,056,179	735,730
Net Cash from Operations	111,141	67,492	2,089,039	2,513,662	(424,623)
Replacement Capital					
Administration	0	0	0	0	-
Employee Housing	0	0	74,375	0	
Plant:					
IH	0	0	178,391	0	178,391
FK	278,102	80,386	1,134,971	480,107	654,864
South Blue	0	0	73,817	0	73,817
Collection		0		0	0
Misc.	27,938	94,433	405,273	549,369	(144,096)
Vehicle	0	0	0	17,017	(17,017)
Total Replacement Capital	306,040	174,819	1,866,827	1,046,493	820,334
Non Operating Expenses					
CWRPDA Loan Principal	0	0	105,177	103,105	2,072
Loan Interest	0	0	18,765	20,837	(2,072)
Total Non Operating	0	0	123,942	123,942	0

December Comparative Statement Cont.

	2022 <u>December</u>	2021 <u>December</u>	2022 <u>Year to Date</u>	2021 <u>Year to Date</u>	Pg. 4 Increase <u>(Decrease)</u>
Capital Outlay					
Plant-IH-CO	31,125	2,775	209,516	70,298	139,218
Plant-FK-CO	508,835	0	640,972	12,656	628,316
Plant-South Blue-CO	0	0	0	56,432	(56,432)
Employee Housing	3,532	9,069	604,513	995,379	(390,866)
Collection	127,909	0	1,343,268	64,552	1,278,716
Land		0	0	0	0
Administration	0	0	0	0	0
Total Capital Outlay	<u>671,401</u>	<u>11,844</u>	<u>2,798,269</u>	<u>1,199,317</u>	<u>1,598,952</u>
Total Expenses	<u>1,448,894</u>	<u>666,545</u>	<u>9,580,947</u>	<u>6,425,931</u>	<u>3,155,016</u>
Revenue Less Expenses	<u>(611,494)</u>	<u>(51,134)</u>	<u>3,085,725</u>	<u>3,650,705</u>	<u>(564,980)</u>