

Upper Blue Sanitation District
Board of Directors Meeting
Thursday April 13, 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:

March 9, 2023 minutes: Mr. Orwig made a motion to approve the March 9, 2023 Board of Directors meeting minutes. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

III. PUBLIC HEARINGS:

IV. PUBLIC COMMENT: None

V. BILLS:

Mrs. Stimson made a motion to approve the bills as presented with the addition of the quarterly CUTA payment. 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 and collection reports were discussed by the Board of Directors.

B. Manager Report:

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

Mr. Carlberg said the District was recently informed that the current Radio Telemetry for lift stations will not have support, so we have been seeking a replacement. The District received two bids for the Radio Telemetry project, a bid from Browns Hill Engineering & Controls in the amount of \$391,000.00 and another bid from Timber Line Electric & Control Corporation in the amount of \$388,000.00. Mr. Carlberg and Mr. Picard, the District's Chief Plant Operator feel that Browns Hill Engineering & Controls has a better understanding of the District's telemetry and information technology and recommend awarding the contract to Browns Hill Engineering & Controls.

Mr. Theobald made a motion to award the contract for the Radio Telemetry project to Browns Hill Engineering & Controls in the amount of \$391,000.00. Mr. Orwig seconded the motion. The motions was passed unanimously by the Board of Directors.

Upper Blue Sanitation District
Board of Directors Meeting
Thursday April 13, 2023 @ 5:30 PM

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

C. Notice of Award - 39 Degrees North Line Extension

Stan Miller, Inc. was the sole bidder on the 39 Degrees North line extension project in the amount of \$1,964,218.00. The bid has been reviewed and Mr. Carlberg recommended awarding the contract to Stan Miller, Inc.

Mr. Orwig made a motion to award the contract to Stan Miller, Inc. for the 39 Degrees North line extension project in the amount of \$1,964,218.00. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board of Directors.

D. Notice of Award - Sewer Main Cleaning and Rehabilitation Project

Guildner Pipeline Maintenance, Inc. was the low bidder for the sewer main cleaning and rehabilitation project in the amount of \$450,950.00. The bid has been reviewed and Mr. Carlberg recommended awarding the contract to Guildner Pipeline Maintenance, Inc.

Mr. Theobald made a motion to award the sewer main cleaning and rehabilitation project to Guildner Pipeline Maintenance, Inc. in the amount of \$450,950.00. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board of Directors.

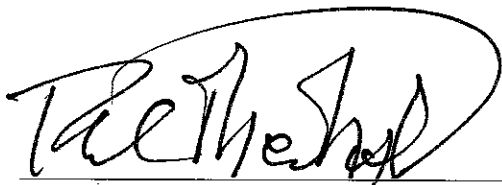
X. CORRESPONDENCE:

Jason Hart – Letter of Resignation

Mr. Carlberg thanked Mr. Mosher for all his years of service and leadership on the Board of Directors.

XI. ADJOURN:

Mr. Orwig made a motion to adjourn the meeting at 5:54 PM. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board of Directors.



Mr. Robin Theobald, Board Member



Mr. Rick Orwig, Board Member

Upper Blue Sanitation District
 Comparative Balance Sheet-UNAUDITED DRAFT
 March 31, 2023

	<u>2023</u>	<u>2022</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Assets:</u>			
Petty Cash	\$200	\$200	-
Checking-Wells Fargo Bank	14,725,371	18,114,573	(3,389,202)
Colotrust Plus	26,452,708	20,710,492	5,742,216
ColoTrust Prime	3,937,198	3,841,682	95,516
Total Cash and Equivalents	<u>45,115,477</u>	<u>42,666,947</u>	<u>2,448,530</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	23,098	26,394	(3,296)
Developer/Contractor Escrow	189,723	230,973	(41,250)
Interest Receivable & Market Adjustments	138	138	-
Notes Receivable	38,418	54,271	(15,853)
Prepaid Expenses	130,985	109,775	21,210
Emp. Loan Assist. Notes Receivable	28,128	29,262	(1,134)
Total Other Assets	<u>410,490</u>	<u>450,813</u>	<u>(40,323)</u>
Total Current Assets:	<u>45,525,967</u>	<u>43,117,760</u>	<u>2,408,207</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>112,000,061</u>	<u>109,591,854</u>	<u>2,408,207</u>

Liabilities

	<u>2023</u>	<u>2022</u>	<u>Increase</u> <u>(Decrease)</u>
<u>Current Liabilities:</u>			
Accounts Payable	201,213	267,690	(66,477)
Construction/Developer Escrow	189,723	230,973	(41,250)
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>673,082</u>	<u>780,809</u>	<u>(107,727)</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>1,532,316</u>	<u>1,640,043</u>	<u>(107,727)</u>
Net Assets			
Invested in Capital Assets, Net of Related Debt	65,501,646	65,501,646	-
Unrestricted Net Assets	24,966,099	22,450,165	2,515,934
Unrestricted Net Assets - Nutrient Reserve	20,000,000	20,000,000	-
Total Contributed Capital	<u>110,467,745</u>	<u>107,951,811</u>	<u>2,515,934</u>
Total Liabilities and Equity	<u>112,000,061</u>	<u>109,591,854</u>	<u>2,408,207</u>

Upper Blue Sanitation District
Monthly Financial Statement-UNAUDITED DRAFT
March 31, 2023

	2023	2023	2023	2023	2023
	<u>March</u>	<u>Year To Date</u>	<u>Approved Budget</u>	<u>Uncollected</u>	<u>% Uncol/Col</u>
Operating Revenue					
Sewer User Fees	582,145	1,744,163	6,964,608	5,220,445	75
Tap Inspection Fees	300	600	4,000	3,400	85
Miscellaneous Revenue	0	0	5,000	5,000	100
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	0	0	20,000	20,000	100
Late Fees	3,933	5,005	15,000	9,995	67
Line Extension Fees	14,792	14,792	50,000	35,208	70
Rental Income	8,800	26,400	80,000	53,600	67
Total Operating Revenue	<u>609,970</u>	<u>1,790,960</u>	<u>7,138,608</u>	<u>5,347,648</u>	<u>75</u>
Miscellaneous Revenue					
Interest on Loan Payments	71	785	4,000	3,215	80
Plant Investment Fees	95,309	312,803	2,000,000	1,687,197	84
Inclusion Fees	5,622	6,022	100,000	93,978	94
Interest on Investments	123,806	347,703	125,000	(222,703)	(178)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	<u>224,808</u>	<u>667,313</u>	<u>2,229,000</u>	<u>1,558,472</u>	<u>70</u>
Total Revenue	<u>834,778</u>	<u>2,458,273</u>	<u>9,367,608</u>	<u>6,909,335</u>	<u>74</u>

Administration Expense	2023 March	2023 Year to Date	2023 Approved Budget	2023 Available	2023 % Available
Payroll & Employee Benefits					
Salaries	124,296	367,893	1,930,000	1,562,107	81
Overtime	3,554	9,091	45,000	35,909	80
FICA-Admn	7,852	23,147	119,350	96,203	81
Medicare-Admin	1,836	5,413	27,913	22,500	81
401K Contributions	9,306	27,612	144,375	116,763	81
Worker's Compensation Insurance	983	4,114	20,000	15,886	79
Health Insurance	27,391	81,176	375,000	293,824	78
Total	175,218	518,446	2,661,638	2,143,192	81
Office Supplies	0	0	5,000	5,000	100
Telephone	1,186	2,270	25,000	22,730	91
Business Expenses	3,194	10,684	50,000	39,316	79
Bank Service Fees - Admin	0	0	17,000	17,000	100
Legal Counsel	0	46,514	75,000	28,486	38
Education	496	1,680	25,000	23,320	93
Audit & Accounting	0	0	12,000	12,000	100
Legal Publications	0	29	5,000	4,971	99
Board Members	500	1,500	6,000	4,500	75
Elections	0	36	5,000	4,964	99
Computer Expenses	0	8,222	40,000	31,778	79
Copy Machine & Supply	0	0	1,000	1,000	100
Postage & Meter Rent	601	3,641	17,000	13,359	79
Insurance - General	13,316	39,947	145,400	105,453	73
Insurance - Deductible	0	0	1,000	1,000	100
Engineering	980	13,292	75,000	61,708	82
Tools	522	1,230	2,500	1,270	51
Vehicle Expense	0	0	500	500	100
Dues & Memberships	0	2,286	15,000	12,714	85
Safety	(1,925)	735	5,000	4,265	85
Summit Water Quality	0	0	22,000	22,000	100
Building Maintenance	1,390	5,887	27,000	21,113	78
Employee Housing Maintenance	0	0	35,000	35,000	100
Employee Housing Utilities	480	1,399	5,000	3,601	72
Total Administration	195,958	657,798	3,278,038	2,620,240	80
Iowa Hill Plant Expenses					
Utilities					
Gas	2,705	9,493	40,000	30,507	76
Electric	719	2,204	150,000	147,796	99
Freight	0	128	15,000	14,872	99
Equipment Repairs	0	745	30,000	29,255	98
Chemicals	0	0	100,000	100,000	100
Supplies	160	861	10,000	9,139	91
Contracted Repairs	19	9,012	60,000	50,988	85
Laboratory Supplies	0	1,528	15,000	13,472	90
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	0	0	10,000	10,000	100
Site Monitoring	128	384	15,000	14,616	97
Total Iowa Hill	3,731	24,355	445,000	420,645	95

March Financial Statement Cont.

	2023 <u>March</u>	2023 <u>Year to Date</u>	2023 <u>Approved Budget</u>	2023 <u>Available</u>	2023 <u>% Available</u>
Farmers Korner Expenses					
Utilities					
Gas	0	31,597	115,000	83,403	73
Electric	53,032	160,594	600,000	439,406	73
Freight	3,757	17,605	60,000	42,395	71
Equipment Repairs	7,665	9,167	65,000	55,833	86
Chemicals	39,613	139,216	600,000	460,784	77
Supplies	393	1,699	10,500	8,801	84
Contracted Repairs	15,405	26,156	100,000	73,844	74
Dumpster Charges	1,100	5,530	15,000	9,470	63
Biomonitoring	0	0	7,800	7,800	100
Discharge Permit	0	0	20,000	20,000	100
Composting	13,340	36,995	165,000	128,005	78
Site Monitoring	304	2,512	35,000	32,488	93
Sludge Hauling Costs	10,750	30,250	90,000	59,750	66
State Health Fees	0	0	2,500	2,500	100
Total Farmers Korner	145,359	461,321	1,885,800	1,424,479	76
South Blue Expenses					
Utilities					
Gas	1,533	4,290	17,000	12,710	75
Electric	4,302	12,286	60,000	47,714	80
Equipment Repairs	0	0	4,000	4,000	100
Supplies	0	0	1,000	1,000	100
Contracted Repairs	0	385	8,000	7,615	95
Discharge Permit	0	0	4,500	4,500	100
Site Monitoring	588	1,764	10,000	8,236	82
Total South Blue	6,423	18,725	104,500	85,775	82
Collection Expenses					
Utilities					
Vehicle Expense	1,237	3,794	25,000	21,206	85
Line Cleaner Expenses	2,765	8,387	54,000	45,613	84
Manhole Repairs/Line Repairs	0	0	12,000	12,000	100
Equipment Repairs	(1,167)	11,827	160,000	148,173	93
CCTV Expense	675	5,487	15,000	9,513	63
Total Collection	186	186	7,500	7,314	98
Total Collection	3,696	29,681	273,500	243,819	89
Total Operating Expenditures	355,167	1,191,880	5,986,838	4,794,958	80
Net Cash from Operations	254,803	599,080	1,151,771	552,691	48
Replacement Capital					
Administration					
Employee Housing	0	0	60,000	60,000	100
Plant:	0	0	15,000	15,000	100
IH	21,125	21,125	6,150,000	6,128,875	100
FK	10,513	20,872	2,075,000	2,054,128	99
South Blue	0	29,991	1,400,000	1,370,009	98
Collection					
Misc.	660	8,250	1,225,000	1,216,750	99
Vehicle	0	0	160,000	160,000	100
Total Replacement Capital	32,298	80,238	11,085,000	11,004,762	99
Non Operating Expenses					
Bond Principal					
Bond Interest	0	53,379	107,000	53,621	50
Total Non Operating	0	61,971	133,813	71,842	54

March Financial Statement Cont.

	<u>2023</u> <u>March</u>	<u>2023</u> <u>Year to Date</u>	<u>2023</u> <u>Approved Budget</u>	<u>2023</u> <u>Available</u>	<u>2023</u> <u>% Available</u>
Capital Outlay					
Plant:					
IH	21,125	21,125	7,150,000	7,128,875	100
FK	0	76,177	2,950,000	2,873,823	97
South Blue	0	0	2,000,000	2,000,000	0
Employee Housing	0	6,553	2,500,000	2,493,447	100
Collection	1,650	7,554	1,800,000	1,792,446	100
Land					
Administration	0	0	25,000	25,000	100
Total Capital Outlay	<u>22,775</u>	<u>111,409</u>	<u>16,425,000</u>	<u>16,313,591</u>	<u>99</u>
Total Expenses	<u>410,240</u>	<u>1,445,498</u>	<u>33,630,650</u>	<u>32,185,152</u>	<u>96</u>
Total Revenue - Total Expenses	<u>424,538</u>	<u>1,012,775</u>			

Upper Blue Sanitation District
 Comparative Financial Statement-UNAUDITED DRAFT
 March 31, 2023 vs. March 31, 2022

	2023	2022	2023	2022	Increase
	<u>March</u>	<u>March</u>	<u>Year To Date</u>	<u>Year to Date</u>	<u>(Decrease)</u>
Operating Revenue					
Sewer User Fees	582,145	543,801	1,744,163	1,623,251	120,912
Tap Inspection Fees	300	200	600	300	300
Miscellaneous Revenue	0	0	0	0	0
CEBT Dividend	0	0	0	0	
Camper Dump Fees	0	340	0	340	(340)
Late Fees	3,933	2,650	5,005	3,581	1,424
Line Extension Fees	14,792	0	14,792	10,542	4,250
Rental Income	8,800	5,450	26,400	17,200	9,200
Total Operating Revenue	609,970	552,442	1,790,960	1,655,214	135,746
Miscellaneous Revenue					
Interest on Loan Payments	71	73	785	1,787	(1,002)
Plant Investment Fees	95,309	106,451	312,803	241,218	71,585
Inclusion Fees	5,622	0	6,022	7,871	(1,849)
Interest on Investments	123,806	4,763	347,703	7,825	339,878
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	224,808	111,287	667,313	258,701	409,614
Total Revenue	834,778	663,729	2,458,273	1,913,915	544,358

	2023 <u>March</u>	2022 <u>March</u>	2023 <u>Year to Date</u>	2022 <u>Year to Date</u>	Increase <u>(Decrease)</u>
Administration Expense					
Payroll & Employee Benefits					
Salaries	124,296	109,221	367,893	326,001	41,892
Overtime	3,554	2,977	9,091	5,650	3,441
FICA-Admn	7,852	6,888	23,147	20,359	2,788
Medicare-Admin	1,836	1,611	5,413	4,761	652
401K Contributions	9,306	8,058	27,612	23,901	3,711
Worker's Compensation Insur	983	1,587	4,114	5,937	(1,823)
Health Insurance	27,391	24,134	81,176	69,966	11,210
Total	175,218	154,476	518,446	456,575	61,871
Office Supplies	0	372	0	605	(605)
Telephone	1,186	1,458	2,270	4,653	(2,383)
Business Expenses	3,194	1,559	10,684	13,583	(2,899)
Bank Service Fees - Admin	0	818	0	3,740	(3,740)
Legal Counsel	0	11,641	46,514	23,693	22,821
Education	496	1,638	1,680	3,714	(2,034)
Audit & Accounting	0	0	0	0	0
Legal Publications	0	0	29	41	(12)
Board Members	500	500	1,500	1,500	0
Elections	0	0	36	0	36
Computer Expenses	0	4,666	8,222	12,695	(4,473)
Copy Machine & Supply	0	0	0	61	(61)
Postage & Meter Rent	601	601	3,641	4,274	(633)
Insurance - General	13,316	11,267	39,947	33,802	6,145
Insurance - Deductible	0	0	0	0	0
Engineering	980	0	13,292	27,496	(14,204)
Tools	522	119	1,230	167	1,063
Vehicle Expense	0	0	0	0	0
Dues & Memberships	0	1,650	2,286	3,830	(1,544)
Safety	(1,925)	(2,215)	735	7,559	(6,824)
Summit Water Quality	0	18,531	0	18,531	(18,531)
Building Maintenance	1,390	3,154	5,887	11,132	(5,245)
Employee Housing Maintenan	0	0	0	5,008	(5,008)
Employee Housing Utilities	480	101	1,399	1,269	130
Total Administration	195,958	210,336	657,798	633,928	23,870
Iowa Hill Plant Expenses					
Utilities					
Gas	2,705	2,034	9,493	4,038	5,455
Electric	719	644	2,204	1,936	268
Freight	0	74	128	473	(345)
Equipment Repairs	0	2,394	745	7,113	(6,368)
Chemicals	0	0	0	0	0
Contracted Repairs	160	4,214	861	9,204	(8,343)
Laboratory Supplies	19	758	9,012	1,556	7,456
Biomonitoring	0	0	1,528	0	1,528
Discharge Permit	0	0	0	4,923	(4,923)
Supplies	0	166	0	2,040	(2,040)
Site Monitoring	128	128	384	361	23
Total Iowa Hill	3,731	10,412	24,355	31,644	(7,289)

March Comparative Statement Cont.

	<u>2023</u> <u>March</u>	<u>2022</u> <u>March</u>	<u>2023</u> <u>Year to Date</u>	<u>2022</u> <u>Year to Date</u>	<u>Increase</u> <u>(Decrease)</u>
Farmers Korner					
Utilities					
Gas	0	9,864	31,597	33,890	(2,293)
Electric	53,032	47,370	160,594	136,122	24,472
Freight	3,757	3,318	17,605	12,949	4,656
Equipment Repairs	7,665	3,759	9,167	25,930	(16,763)
Chemicals	39,613	25,483	139,216	101,671	37,545
Supplies	393	1,011	1,699	1,399	300
Contracted Repairs	15,405	4,290	26,156	18,952	7,204
Dumpster Charges	1,100	1,100	5,530	3,300	2,230
Biomonitoring	0	0	0	1,651	(1,651)
Discharge Permit	0	0	0	0	-
Composting	13,340	18,744	36,995	45,594	(8,599)
Site Monitoring	304	2,684	2,512	4,162	(1,650)
Sludge Hauling Costs	10,750	15,075	30,250	35,775	(5,525)
State Health Fees	0	0	0	0	-
Total Farmers Korner	145,359	132,698	461,321	421,395	39,926
South Blue Expenses					
Utilities					
Gas	1,533	1,186	4,290	3,648	642
Electric	4,302	3,757	12,286	10,272	2,014
Equipment Repairs	0	0	0	337	(337)
Contracted Repairs	0	0	0	0	-
Supplies	0	0	385	0	385
Discharge Permit	0	0	0	0	-
Site Monitoring	588	604	1,764	1,701	63
Total South Blue	6,423	5,547	18,725	15,958	2,767
Collection Expenses					
Utilities					
Gas	1,237	1,104	3,794	2,892	902
Vehicle Expense	2,765	7,385	8,387	13,163	(4,776)
Line Cleaner Expenses	0	757	0	1,236	(1,236)
Manhole Repairs/Line Repair	(1,167)	8,293	11,827	10,235	1,592
Equipment Repairs	675	557	5,487	2,646	2,841
CCTV Expense	186	0	186	4,665	(4,479)
Total Collection	3,696	18,096	29,681	34,837	(5,156)
Total Operating Expenditure	355,167	377,089	1,191,880	1,137,762	54,118
Net Cash from Operations	254,803	175,353	599,080	517,452	81,628
Replacement Capital					
Administration	0	0	0	0	-
Employee Housing	0	0	0	2,562	-
Plant:					
IH	21,125	15,533	21,125	26,628	(5,503)
FK	10,513	137,275	20,872	209,402	(188,530)
South Blue	0	1,015	29,991	4,354	25,637
Collection	-	-	-	0	0
Misc.	660	21,348	8,250	30,529	(22,279)
Vehicle	0	0	0	0	0
Total Replacement Capital	32,298	175,171	80,238	273,475	(193,237)
Non Operating Expenses					
CWRPDA Loan Principal	0	0	53,379	52,327	1,052
Loan Interest	0	0	8,592	9,644	(1,052)
Total Non Operating	0	0	61,971	61,971	0

March Comparative Statement Cont.

	<u>2023</u> <u>March</u>	<u>2022</u> <u>March</u>	<u>2023</u> <u>Year to Date</u>	<u>2022</u> <u>Year to Date</u>	<u>Increase</u> <u>(Decrease)</u>
Capital Outlay					
Plant-IH-CO	21,125	15,533	21,125	26,628	(5,503)
Plant-FK-CO	0	0	76,177	0	76,177
Plant-South Blue-CO	0	0	0	0	0
Employee Housing	0	(936,493)	6,553	(929,591)	936,144
Collection	1,650	3,250	7,554	3,250	4,304
Land		0		0	0
Administration	0	0	0	0	0
Total Capital Outlay	22,775	(917,710)	111,409	(899,713)	1,011,122
Total Expenses	410,240	(365,450)	1,445,498	573,495	872,003
Revenue Less Expenses	424,538	1,029,179	1,012,775	1,340,420	(327,645)