CSG Systems Inc. E2000281KV

Upper Blue Sanitation District
Board of Directors Meeting
Thursday May 11, 2023 @ 5:30 PM

I. ROLL CALL:

Mr. Carlberg called the meeting of the Upper Blue Sanitation District Board of Directors to order at 5:30 PM. Mrs. Joyce Mosher, Mr. Rick Orwig and Mr. Robin Theobald answered "present" at roll call.

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

II. MINUTES:

April 13, 2023 minutes: Mr. Orwig made a motion to approve the April 13, 2023 Board of Directors meeting minutes. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board of Directors.

III. PUBLIC HEARINGS:

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 and collection reports were discussed by the Board of Directors.

B. Manager Report:

The Manager's report and District employee housing projects were discussed by the Board of Directors during the work session.

-The South Blue River leach field legal proceedings were also discussed.

VIII. OLD BUSINESS: None

<u>Upper Blue Sanitation District</u> <u>Board of Directors Meeting</u> Thursday May 11, 2023 @ 5:30 PM

IX. NEW BUSINESS:

C. Housing purchase

-Mr. Carlberg said that the offers the District made to purchase employee housing units located at 73 Audrey Circle and 49 Oak Lane were accepted and he had prepared a Resolution authorizing the District Manager to sign all closing documents.

Mr. Orwig made a motion to pass the Resolution authorizing the District Manager to sign the closing documents for purchase of employee housing units located at 73 Audrey Circle and 49 Oak Lane, plus a possible third employee housing unit located at 83 Audrey Circle. Mr. Theobald 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 5:48 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 April 30, 2023

			Increase
	<u>2023</u>	<u>2022</u>	(Decrease)
Current Assets:			
Petty Cash	\$200	\$200	-
Checking-Wells Fargo Bank	15,927,798	19,381,034	(3,453,236)
Colotrust Plus	26,562,220	20,718,140	5,844,080
ColoTrust Prime	3,952,367		110,053
Toal Cash and Equivalents	46,442,585	43,941,688	2,500,897
Investments			
Construction In Progress	297,278		297,278
Cert. of Deposit & Treasuries	, <u> </u>	_	
Total Investments	297,278		297,278
Other Current Assets		个位, 这些种的人。	
Receivables-Utility + Spec. Assessments	248,239	291,393	(43,15 4)
Developer/Contractor Escrow	189,723	230,973	(41,250)
Interest Receivable & Market Adjustments	138	138	_
Notes Receivable	35,061	48,798	(13,737)
Prepaid Expenses	114,388		16,80 9
Emp. Loan Assist. Notes Receivable	28,032	29,169	(1,1 37)
Total Other Assets	615,581	698,050	(82,469)
Total Current Assets:	47,355,444	44,639,738	2,715,706
-	 -		
Property Plant and Equipment:	· - · · · · · · · · · · · · · · · · · ·		
Land	868,609		-
Easements	98,254	The second secon	-
Sewer Lines	20,778,793		1 ,709,149
Treatment Plants	83,357,771	81,211,321	2,146,450
Office Equipment	252,351	252,351	•
Other Machines & Equipment	573,511	551,065	22,446
Autos & Trucks	1,634,128		-
IH Administration Building	164,045		-
Upper Blue System Costs	9,334,400	9,320,991	13,409
Telemetry	440,929	440,929	-
Employee Housing	3,077,864	2,398,975	678,889
Total Property Plant and Equipment :	120,580,655	116,010,312	4,570,343
Less Accumulated Depreciation	(52,235,366)	(49,563,819)	(2,671,547)
Net Property Plant and Equipment :	68,345,289	66,446,493	1,898,796
Total Assets:	115,700,733	111,086,231	4,614,502
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Liabilities

			<u>Increase</u>
	<u>2023</u>	<u>2022</u>	(Decrease)
Current Liabilities:			
· Accounts Payable	370,509	585,313	(214,804)
Construction/Developer Escrow	189,723	230,973	(41,250)
Earned Employee Benefits	184,180	167,182	16,998
Unearned User Fees	1,164,152	1,111,151	53,001
Interest Payable	7,160		(877)
Loan Payable (Current Portion)	107,291	105,177	2,114
Retainage Payable-Construction in Progress	19,636		19,636
Retainage Payable-Blue River	-		
Employee Housing Deposit Payable	1,750	1.750	_
Total Current Liabilities:	2,044,401	2,209,583	(165,182)
			. ,
Long Term Liabilities:	·		
Loan Payable	751,9 4 2	859,234	(107,292)
			,
Total Long Term Liabilities:	751,942	859,234	(107,292)
			, , ,
Total Liabilities	2,796,343	3,068,817	(272,474)
		Professional Contraction	· · · · · · · · · · · · · · · · · · ·
Net Assets		Part Called Andrews	
Invested in Capital Assets, Net of Related Debt	65,501,646	65,501,646	-
Unrestricted Net Assets	27,402,744	22,515,768	4,886,976
Unrestricted Net Assets - Nutrient Reserve	20,000,000		-
Total Contributed Capital	112,904,390	108,017,414	4,886,976
Total Liabilities and Equity	115,700,733	111,086,231	4,614,502
		the state of the state of	

	2023	2023 2023		2023	2023
Operating Revenue	<u>April</u>	Year To Date	Approved Budget	Uncollected	% Uncol/Col
Sewer User Fees	581, 476	2,325,639	6,964,608	4,638,969	67
Tap Inspection Fees	300	900	4,000	3,100	78
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	240	5,245	15,000	9,755	65
Line Extension Fees	14,455	29,247	50,000	20,753	42
Rental Income	8,800	35,200	80,000	44,800	56
Total Operating Revenue	605,271	2,396,231	7,138,608	4,742,377	66
Miscellaneous Revenue					
Interest on Loan Payments	586	1,371	4,000	2,629	66
Plant Investment Fees	168,325	481,128	2,000,000	1.518.872	76
Inclusion Fees	16,489	22,511	100,000	77,489	77
Interest on Investments	124,680	472,383	125,000	(347,383)	(278)
Transfer from Reserve	. 0	0	0	0	0
Total Miscellaneous Revenue	310,080	977,393	2,229,000	1,248,978	56
Total Revenue	915,351	3,373,624	9,367,608	5,993,984	64

Administration Expense	2023	2023	2023	2023	2023
D	<u>April</u>	Year to Date	Approved Budget	<u>Available</u>	<u>% Available</u>
Payroll & Employee Benefits	100 0				
Salaries	130,856	498,749	1,930,000	1,431,251	74
Overtime	1,637	10,728	45,000	34,272	76
FICA-Admn	8,133	31,281	119,350	88,069	74
Medicare-Admin	1,902	7,316	27,913	20,597	74
401K Contributions	9,316	36,928	144,375	107,447	74
Worker's Compensation Insurance	983	5,843	20,000	14,157	71
Health Insurance	18,351	99,527	375,000	275,473	73
Total	171,178	690,372	2,661,638	1,971,266	74
Office Cumpling		^			
Office Supplies	0	0	5,000	5,000	100
Telephone	554	2,920	25,000	22,080	88
Business Expenses	5,009	15,693	50,000	34,307	69
Bank Service Fees - Admin	0	0	17,000	17,000	100
Legal Counsel	0	72,205	75,000	2,795	4
Education	115	1,795	25,000	23,205	93
Audit & Accounting	0	0	12,000	12,000	100
Legal Publications	0	29	5,000	4,971	99
Board Members	400	1,900	6,000	4,100	68
Elections	1,574	1,611	5,000	3,389	6 8
Computer Expenses	108	8,222	40,000	31,778	79
Copy Machine & Supply	0	108	1,000	892	89
Postage & Meter Rent	2,360	8,300	17,000	8,700	51
Insurance - General	13,933	53,880	145,400	91,520	63
Insurance - Deductible	0	0	1,000	1,000	100
Engineering	5,948	20,845	75,000	54,155	72
Tools	(37)	1,193	2,500	1,307	52
Vehicle Expense	0	0	500	500	100
Dues & Memberships	0	2,286	15,000	12,714	85
Safety	(3,323)	(2,589)	5,000	7,589	152
Summit Water Quality	0	0	22,000	22,000	100
Building Maintenance	4,050	9,937	27,000	17,063	63
Employee Housing Maintenance	0	0	35,000	35,000	100
Employee Housing Utilities	1,616	4,605	5,000	395	8
Total Administration	203,485	893,312	3,278,038	2,384,726	73
Iowa Hill Plant Expenses					
Utilities					
Gas	2,022	11,515	40,000	28,485	71
Electric	751	2,955	150,000	147,045	- 98
Freight	303	4 31	15,000	14,569	97
Equipment Repairs	0	745	30,000	29,255	98
Chemicals	0	0	100,000	100,000	100
Supplies	243	1,105	10,000	8,895	89
Contracted Repairs	1,163	10,175	60,000	49,825	83
Laboratory Supplies	895	2,424	15,000	12,576	84
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	0	0	10,000	10,000	100
Site Monitoring	128	512	15,000	14,488	97
Total lowa Hill	5,505	29,862	445,000	415,138	. 93

April Financial Statement Cont.					Pg. 3
	2023	2023	2023	2023	2023
F	<u>April</u>	Year to Date	Approved Budget	<u>Available</u>	% Available
Farmers Korner Expenses					
Utilities	_	00.000	447.000		
Gas	0	38,280	115,000	76,720	67
Electric	47,873	208,467	600,000	391,533	65
Freight	5,057	22,662	60,000	37,338	62
Equipment Repairs	9,871	19,038	65,000	45,962	71
Chemicals	3 5,623	174,839	600,000	425,161	71
Supplies	318	2,017	10,500	8,483	81
Contracted Repairs	902	27,058	100,000	72,942	73
Dumpster Charges	0	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	11,449	48,443	165,000	116,557	71
Site Monitoring	304	2,816	35,000	32,184	92
Sludge Hauling Costs	0	30,250	90,000	59,750	66
State Health Fees	ō	0	2,500	2,500	100
Total Farmers Korner	111,397	579,400	1,885,800	1,306,400	69
South Blue Expenses Jülities					
Gas	950	5,239	17,000	11,76 1	69
_ Electric	3,615	15,902	60,000	44,098	73
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 Site Monitoring	0 588	0 2,352	4, 500 10,000	4,500 7,649	100 76
Total South Blue	5,153	23,878	104,500	7,648 80,622	77
-	0,100	20,010	104,000	00,022	
Collection Expenses					
Jtilities	1,210	5,004	25,000	19,996	80
/ehicle Expense	2,841	11,229	54,000	42,771	79
ine Cleaner Expenses	0	0	12,000	12,000	100
Manhole Repairs/Line Repairs	5,910	17,737	160,000	142,263	89
Equipment Repairs	220	5,707	15,000	9,293	62
CCTV Expense	0	186	7,500	7,314	98
Total Collection	10,181	39,863	273,500	233,637	85
Fotal Operating Expenditures	335,721	1,566,315	5,986,838	4,420,523	74
Net Cash from Operations	269,550	829,916	1,151,771	321,855	28
Replacement Capital	-	_		00.000	
Administration	0	0	60,000	60,000	100
Employee Housing Plant:	0	0	15,000	15,000	100
	0	21,125	6,150,000	6,128,875	100
H -rz					
FK	108,536	129,408	2,075,000	1,945,592	94
South Blue	0	29,991	1,400,000	1,370,009	98
Collection	-	*	4 44	4 646	-
Misc.	0	8,250	1,225,000	1,216,750	99
Vehicle	65,490	65,490	160,000	94,510	59
Total Replacement Capital	174,026	254,264	11,085,000	10,830,736	98
Non Operating Evacuace					
Non Operating Expenses	0	53,379	107,000	53,621	50
Bond Principal	0	8,592	26,813	18,221	68
Bond Interest	0	61,971	133,813	71,842	54
Total Non Operating	U	01,871	100,010	11,042	<u> </u>

April Financial Statement Cont.					Pg. 4
	2023	2023	2023	2023	2023
	<u>April</u>	Year to Date	Approved Budget	<u>Available</u>	% Available
Capital Outlay					
Plant:					
IH	0	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	6,600	14,154	1,800,000	1,785,846	99
Land					
Administration	0	0	25,000	25,000	100
Total Capital Outlay	6,600	118,009	16,425,000	16,306,991	99
Total Expenses	516,347	2,000,559	33,630,650	31,630,091	94
Total Revenue - Total Expenses	399,004	1,373,065			
	000,007	1,510,000			

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	2023 2022	2023 2022	Increase
Operating Revenue	<u>April</u> <u>April</u>	Year To Date Year to Date	(Decrease)
Sewer User Fees	581,476 554,5	30 2,325,639 2,177,781	147,858
Tap Inspection Fees	300	900 900 600	300
Miscellaneous Revenue	0 转 6 多 8	0 0 0	0.
CEBT Dividend	0 能够感觉识	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	: /
Camper Dump Fees	0	0 0 340	(340)
Late Fees	240 (5	57) 5,245 3,024	2,221
Line Extension Fees	14,455 2,0	00 29,247 12,542	16,705
Rental Income	8,800 5,4	50 35,200 22,650	12,550
Total Operating Revenue	605,271 561,7	23 2,396,231 2,246,937	179,294
	9 35 St. 10		
Miscellaneous Revenue	· · · · · · · · · · · · · · · · · · ·		
Interest on Loan Payments	586	93 1,371 2,580	(1,209)
Plant Investment Fees	168,325 225,70	65 481,128 466,983	14,145
Inclusion Fees	16,489	00 22,511 8,271	14,240
Interest on Investments	124,680 8,2	80 472,383 16,105	456,278
Transfer from Reserve	0 및 (소리 보호)	0 1 1 0 0	· 0
Total Miscellaneous Reveni	310,080 235,2	38 977,393 493,939	484,663
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Total Revenue	915,351 796,9	61 3,373,624 2,710,876	662,748

April Comparative Statement (Cont		-	• 1. • • • • • • • • • • • • • • • • • •	g. 2
	2023	2022	2023	2022	Increase
	<u>April</u>	April	Year to Date	Year to Date	(Decrease)
Administration Expense					1
Payroll & Employee Benefits	•				
Salaries	130,856	108,984	498,749	434,985	63,764
Overtime	1,637	1,552	10,728	7,202	3,526
FICA-Admn	8,133	6,785	31,281	27,144	4,137
Medicare-Admin	1,902	1,587	7,316	6,348	968
401K Contributions	9,316	8,095	36,928	31,996	4,932
Worker's Compensation Insur	983	930	5,843	6,867	(1,024)
Health Insurance	18,351	23,324	99,527	93,290	6,237
Total	171,178	151,257	690,372	607,832	82,540
					02,010
Office Supplies	. 0	376	0	981	(981)
Telephone	554	1,435	2,920	6,088	(3,168)
Business Expenses	5,009	4,955	15,693	18,539	(2,846)
Bank Service Fees - Admin	. 0	343	0	4,083	(4,083)
Legal Counsel	0	3,506	72,205	27,199	45,006
Education	115	297	1,795	4,010	(2,215)
Audit & Accounting	0	0	0	0	0
Legal Publications	0	3,858	29	3,900	(3,871)
Board Members	400	500	1,900	2,000	(100)
Elections	1,574	0	1,611	. 0	1,611
Computer Expenses	108	4,076	8,222	16,772	(8,550)
Copy Machine & Supply	0	64	108	125	(17)
Postage & Meter Rent	2,360	2,286	8,300	6,560	1,740
Insurance - General	13,933	11,267	53,880	45,069	8,811
Insurance - Deductible	0	0	٥	- Maria (1966)	0
Engineering	5,948	1,045	20,845	28,541	(7,696)
Tools	(37)	132	1,193	298	895
Vehicle Expense	0	0.	0	0	. 0
Dues & Memberships	0	597	2,286	4,427	(2,141)
Safety	(3,323)	(195)	(2,589)	7,364	(9,953)
Summit Water Quality	0	0	0	18,531	(18,531)
Building Maintenance	4,050	1,684	9,937	12,815	(2,878)
Employee Housing Maintenar	0	0	0.	5,008	(5,008)
Employee Housing Utilities	1,616	1,037	4,605	2,306	2,299
Total Administration	203,485	188,520	893,312	822,448	70,864
		含美国的特别	:		
lowa Hill Plant Expenses					!
Utilities		The state of the s	:		
Gas	2,022	1,814	11,515	5,852	5,663
Electric	751	651	2,955	2,588	367
Freight	303	32	431 .	505	(74)
Equipment Repairs	0	0	745	7,113	(6,368)
Chemicals	0	0.	0 .	0	0
Contracted Repairs	243	7,430	1,105	16,634	(15,529)
Laboratory Supplies	1,163		10,175	4,357	5,818
Biomonitoring	895		2,424	0	2,424
Discharge Permit	0		0	4,923	(4,923)
Supplies	0		. 0	4,457	(4,457)
Site Monitoring	128		512	489	(17.056)
Total lowa Hill	5,505	15,273	29,862	46,918	(17,056)
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April Comparative Statemen	t Cont.			Y SUCCESSION P	g. 3
	2023	2022	2023	2022	Increase
-	<u>April</u>	April	Year to Date	Year to Date	(Decrease)
Farmers Korner					
Utilities					
Gas	0 47.0 7 0	8,631	38,280	42,521	(4,241)
Electric Erojoht	47,873	48,194	208,467	184,316	24,151
Freight	5,057	4,574	22,662	17,523	5,139
Equipment Repairs Chemicals	9,871	4,545	19,038	30,476	(11,438)
Supplies	35,623 318	63,014	174,839	164,685	10,154
Contracted Repairs	902	1,889	2,017	3,288	(1,271)
Dumpster Charges	902	32,866 1,100	27,058	51,818	(24,760)
Biomonitoring	0	1,100	5,530	4,400	1,130
Discharge Permit	0	, i	0	1,651	(1,651)
Composting		40-400	0	0	~ ~ ~
Site Monitoring	11,449 304	12,483	48,443	58,077	(9,634)
Sludge Hauling Costs	ა∪4 0	304	2,816	4,466	(1,650)
State Health Fees	0	9,900 1,537	30,250	45,675	(15,425)
Total Farmers Korner	111,397	189,037	570,400	1,537	(1,537)
Total raimers Normer	111,381		579,400	610,433	(31,033)
South Blue Expenses					
Utilities					
Gas	950	1,363	5,239	5.011	228
Electric	3,615	3,583	15,902	13,855	
Equipment Repairs	0,010	3,363 0	10,902	337	2,047
Contracted Repairs	0	0	0	0	(337)
Supplies	0	O O	385		385
Discharge Permit	Õ	D.	0	i de la companya de l	303
Site Monitoring	588	1,004	2,352	2.705	(353)
Total South Blue	5,153	5,950	23,878	21,908	1,970
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Collection Expenses					
Utilities	1,210	1,375	5,004	4,266	738
Vehicle Expense	2,841	7,493	11,229	20,657	(9,428)
Line Cleaner Expenses	0	0.	0	1,236	(1,236)
Manhole Repairs/Line Repair	5,910	8,282	17,737	18,517	(780)
Equipment Repairs	220	8,252	5,707	10,898	(5,19 1)
CCTV Expense	0	0	186	4,665	(4,479)
Total Collection	10,181	25,402	39,863	60,239	(20,376)
<u> </u>					
Total Operating Expenditur		424,182		1,561,946	4,369
Net Cash from Operations	269,550	137,541	829,916	654,991	174,925
Replacement Capital			_		•
Administration	0	0	0	0	-
Employee Housing	0	到这类是一 0 。	0	2,562	
Plant:		20 00	24.405	or For	(54.400)
[H	0	38,937	21,125	65,564	(44,439)
FK	108,536	141,190	129,408	350,592	(221,184)
South Blue	0	0	29,991	4,354	25,637 0
Collection	0	250	8,250	0 30,779	(22,529)
Misc. Veh icl e	0 65,490	250	65,490	0	65,490
Total Replacement Capital	174,026	180.377	254,264	453,851	(199,587)
Non Operating Expenses	174,020	erg diret iouso yasi. Nicologi, Tulicus (NIX)	۵۵4,204	ing a superior of the superior	(193,001)
CWRPDA Loan Principal	0	0	53,379	52,327	1,052
Loan Interest	0		8,592	9,644	(1,052)
Total Non Operating	0	0	61,971	61,971	0
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		akka Mari - Entriffe			

April Comparative Statemen	ոt Cont. 2023 2022 <u>April</u> April	2023 Year to Date	2022 <u>Year to Date</u>	Pg. 4 Increase (Decrease)
Capital Outlay		:		
Plant-IH-CO	0 38,937	21,125	65,564	(44,439)
Plant-FK-CO	0 ,	76,177	14,630	61,547
Plant-South Blue-CO	0	0 (0	0
Employee Housing	0 2,000	6,5 53	(927,591)	934,144
Collection	6,600	14,154	0	14,154
Land	0			0
Administration	0	0 :	(1945) (1 446)	0
Total Capital Outlay	6,600 52,317	118,009	(847,397)	965,406
		· · · · · · · · · · · · · · · · · · ·		
Total Expenses	516,347 656,876	2,000,559	1,230,371	770,188
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Revenue Less Expenses	399,004 40,085	1,373,065	1,480,505	(107,440)

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