

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

I. ROLL CALL:

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

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

II. MINUTES:

September 14, 2023 minutes: Mr. Corwin made a motion to approve the September 14, 2023 Board of Directors meeting minutes. Mrs. Mosher seconded the motion. The motion was passed unanimously by the Board of Directors.

III. PUBLIC HEARINGS:

- Inclusion Resolution 9, Series 2023: Inclusion of Lot 77, 39 Degrees North #2 Subdivision, 923 Range Road
- Inclusion Resolution 10, Series 2023: Inclusion of Lot 76, 39 Degrees North #2 Subdivision, 893 Range Road
- Inclusion Resolution 11, Series 2023: Inclusion of Lot 71, 39 Degrees North #2 Subdivision, 0032 Red Fox Drive

Mr. Carlberg said that the property owners of 923 Range Road, 893 Range Road and 0032 Red Fox Drive have requested sewer service and have submitted their petition for Inclusion in the 39 Degrees North #2 Subdivision. Mr. Carlberg said that the Notice of Public Hearing has been published in the newspaper and to date the District has not received any comments. Mr. Carlberg said he recommends that the Board approve Resolution 9, 10 & 11 Series 2023 for the Inclusion of Lot 77, 76 & 71 in the 39 Degrees North #2 Subdivision.

Mrs. Mosher made a motion to approve Resolution 9, 10 & 11 Series 2023 for the Inclusion of Lot 77, 76 & 71 in the 39 Degrees North #2 Subdivision. Mr. Corwin seconded the motion. The motion was passed unanimously by the Board.

IV. PUBLIC COMMENT: None

V. BILLS:

Mr. Theobald made a motion to approve the bills as presented. Mrs. Stimson 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. Mrs. Mosher added that she followed up with the Auditor regarding the Audit journal entries centered around the employee housing bond refund.

The 2024 draft budget was discussed during the Work Session.

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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 was discussed by the Board of Directors during the work session.

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

C. Guildner Pipeline Pay Request #4:

Mr. Carlberg said that Guildner Pipeline has submitted pay request #4 in the amount of \$28,270.13. Mr. Carlberg said that Guildner Pipeline is doing a great job and recommended the Board approve Guildner Pipeline Pay Request #4 in the amount of \$28,270.13.

Mr. Theobald made a motion to approve Guildner Pipeline Pay Request #4 in the amount of \$28,270.13. Mrs. Stimson seconded the motion. The motion was passed unanimously by the Board.

D. Stan Miller, Inc. Pay Request #3:

Mr. Carlberg said that Stan Miller, Inc. has submitted pay request #3 in the amount of \$490,476.65. Mr. Carlberg said that the 39 Degrees North subdivision sanitary sewer extension project is going smoothly, and he recommended the Board approve Stan Miller, Inc. pay request #3 in the amount of \$490,476.65.

Mr. Theobald made a motion to approve Stan Miller, Inc. Pay Request #3 in the amount of \$490,476.65. Mr. Corwin seconded the motion. The motion was passed unanimously by the Board.

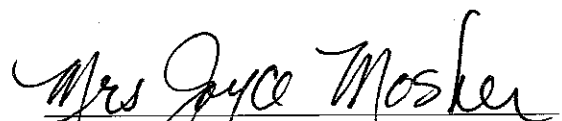
X. CORRESPONDENCE:

XI. ADJOURN:

Mrs. Stimson made a motion to adjourn the meeting at 6:18 PM. Mr. Theobald seconded the motion. The motion was passed unanimously by the Board of Directors.



Mr. Rick Orwig, President



Mrs. Joyce Mosher, Secretary

Upper Blue Sanitation District
 Comparative Balance Sheet-UNAUDITED DRAFT
 September 30, 2023

	2023	2022	Increase (Decrease)
Current Assets:			
Petty Cash	\$200	\$200	-
Checking- Wells Fargo Bank	11,741,968	15,708,162	(3,966,194)
Colotrust Plus	27,161,417	25,899,072	1,262,345
ColoTrust Prime	4,036,299	3,862,761	173,538
Total Cash and Equivalents	42,939,884	46,470,195	(2,530,311)
Investments	406,161	-	406,161
Construction In Progress	-	-	-
Cert. of Deposit & Treasuries	-	-	-
Total Investments	406,161	-	406,161
Other Current Assets			
Receivables-Utility + Spec. Assessments	29,682	50,987	(21,205)
Developer/Contractor Escrow	189,723	230,973	(41,250)
Interest Receivable & Market Adjustments	-	138	(138)
Notes Receivable	31,664	45,278	(13,614)
Prepaid Expenses	42,895	36,692	6,203
Emp. Loan Assist. Notes Receivable	27,548	28,700	(1,152)
Total Other Assets	321,512	392,568	(71,056)
Total Current Assets:	43,667,557	45,862,763	(2,195,206)
Property Plant and Equipment:			
Land	868,609	868,609	-
Easements	98,264	98,264	-
Sewer Lines	20,778,763	18,069,644	1,709,119
Treatment Plants	83,357,771	81,211,321	2,146,450
Office Equipment	262,351	252,351	-
Other Machines & Equipment	673,511	551,065	22,446
Autos & Trucks	1,634,128	1,634,128	-
IH Administration Building	164,045	164,045	-
Upper Blue System Costs	9,334,400	9,320,891	13,409
Telemetry	440,929	440,929	-
Employee Housing	3,272,447	2,398,975	873,472
Total Property Plant and Equipment :	120,775,238	118,010,312	4,764,926
Less Accumulated Depreciation	(52,229,362)	(49,565,819)	(2,663,543)
Net Property Plant and Equipment :	68,545,876	68,444,493	2,099,383
Total Assets:	112,121,413	112,309,256	(95,843)

Liabilities	2023	2022	Increase (Decrease)
Current Liabilities:			
Accounts Payable	492,787	885,819	(493,032)
Construction/Developer Escrow	189,723	230,973	(41,250)
Earned Employee Benefits	184,180	167,182	16,998
Unearned User Fees	-	-	-
Interest Payable	7,160	8,037	(877)
Loan Payable (Current Portion)	107,291	105,177	2,114
Retainage Payable-Construction in Progress	-	-	-
Retainage Payable-Blue River	-	1,750	572
Employee Housing Deposit Payable	2,322	-	2,322
Total Current Liabilities:	983,463	1,498,938	(515,475)
Long Term Liabilities:			
Loan Payable	751,942	859,234	(107,292)
Total Long Term Liabilities:	751,942	859,234	(107,292)
Total Liabilities	1,735,405	2,358,172	(622,767)
Net Assets			
Invested in Capital Assets, Net of Related Debt	67,938,529	67,938,529	-
Unrestricted Net Assets	22,539,479	22,012,555	526,924
Unrestricted Net Assets - Nutrient Reserve	20,000,000	20,000,000	-
Total Contributed Capital	110,478,008	109,951,084	526,924
Total Liabilities and Equity	112,213,413	112,309,256	(95,843)

Upper Blue Sanitation District
 Monthly Financial Statement-UNAUDITED DRAFT
 September 30, 2023

	2023 September	2023 Year To Date	2023 Approved Budget	2023 Uncollected	2023 % Uncol/Col
Operating Revenue					
Sewer User Fees	584,416	5,242,210	6,964,608	1,722,398	25
Tap Inspection Fees	800	4,500	4,000	(500)	(13)
Miscellaneous Revenue	0	0	5,000	5,000	100
CEBT Dividend	0	0	0	0	#DIV/0!
Camper Dump Fees	3,832	20,135	20,000	(135)	(1)
Late Fees	3,185	11,811	15,000	3,189	21
Line Extension Fees	21,085	108,114	50,000	(58,114)	(116)
Rental Income	10,100	82,450	80,000	(2,450)	(3)
Total Operating Revenue	623,418	5,469,220	7,138,608	1,669,388	23
Miscellaneous Revenue					
Interest on Loan Payments	69	2,194	4,000	1,806	45
Plant Investment Fees	278,230	1,866,841	2,000,000	133,159	7
Inclusion Fees	15,417	1,688,772	100,000	(1,588,772)	(1,589)
Interest on Investments	139,723	1,155,512	125,000	(1,030,512)	(824)
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	433,439	4,713,319	2,229,000	(2,486,125)	(112)
Total Revenue	1,056,857	10,182,539	9,367,608	(814,931)	(9)

	2023 September	2023 Year to Date	2023 Approved Budget	2023 Available	2023 % Available
Administration Expense					
Salaries	132,631	1,136,341	1,930,000	793,659	41
Overtime	4,393	34,563	45,000	10,447	23
FICA-Admin	7,176	70,610	119,350	48,740	41
Medicare-Admin	1,969	16,817	27,913	11,096	40
401K Contributions	9,520	83,985	144,375	60,390	42
Worker's Compensation Insurance	983	11,530	20,000	8,470	42
Health Insurance	27,691	237,683	375,000	137,317	37
Total	184,353	1,551,519	2,661,638	1,070,119	40
Office Supplies					
Telephone	0	513	5,000	4,487	90
Business Expenses	551	9,360	25,000	15,640	63
Bank Service Fees - Admin	0	30,718	50,000	19,282	39
Legal Counsel	0	364	17,000	16,636	98
Education	921	135,630	75,000	(60,630)	(81)
Audit & Accounting	1,800	7,075	25,000	17,925	72
Legal Publications	0	10,800	12,000	1,200	10
Board Members	500	4,300	5,000	4,919	98
Elections	0	1,611	6,000	1,700	28
Computer Expenses	0	19,352	5,000	3,389	68
Copy Machine & Supply	0	508	40,000	20,648	52
Postage & Meter Rent	605	13,000	1,000	492	49
Insurance - General	14,110	123,486	17,000	4,000	24
Insurance - Deductible	0	0	145,400	21,914	15
Engineering	1,320	69,217	1,000	1,000	100
Tools	108	2,578	75,000	5,783	8
Vehicle Expense	0	0	2,500	(78)	(3)
Dues & Memberships	0	7,586	500	500	100
Safety	403	1,188	15,000	7,414	49
Summit Water Quality	0	18,531	5,000	3,812	76
Building Maintenance	1,689	22,193	22,000	3,469	16
Employee Housing Maintenance	869	29,476	27,000	4,807	18
Employee Housing Utilities	1,839	13,283	35,000	5,524	16
Total Administration	209,158	2,112,359	3,278,038	1,185,689	(166)
Iowa Hill Plant Expenses					
Utilities					
Gas	196	14,402	40,000	25,598	64
Electric	1,036	7,786	150,000	142,214	95
Freight	224	999	15,000	14,001	93
Equipment Repairs	0	3,734	30,000	26,266	88
Chemicals	0	1,431	100,000	98,569	99
Supplies	197	2,103	10,000	7,897	79
Contracted Repairs	0	27,757	60,000	32,243	54
Laboratory Supplies	1,016	7,360	15,000	7,840	51
Biomonitoring	0	0	0	0	#DIV/0!
Discharge Permit	0	7,526	10,000	2,471	26
Site Monitoring	128	1,326	15,000	13,674	91
Total Iowa Hill	2,797	74,427	446,000	370,573	83

2023 2023 2023 2023

	September	Year to Date	Approved Budget	Available	% Available
Farmers Korner Expenses					
Utilities					
Gas	0	53,603	115,000	61,397	53
Electric	41,794	417,844	600,000	182,156	30
Freight	93	38,810	60,000	21,190	35
Equipment Repairs	1,739	29,840	65,000	35,160	54
Chemicals	24,686	367,644	800,000	232,158	39
Supplies	763	5,471	10,500	5,029	48
Contracted Repairs	698	41,824	100,000	58,176	58
Dumpster Charges	1,100	12,130	15,000	2,870	19
Biomonitoring	8	8	7,800	7,792	100
Discharge Permit	0	15,973	20,000	4,027	20
Composting	0	79,983	165,000	85,007	52
Site Monitoring	468	7,481	36,000	27,519	78
Sludge Hauling Costs	7,000	71,750	90,000	18,250	20
State Health Fees	0	0	2,500	2,500	100
Total Farmers Korner	78,549	1,142,571	1,865,800	743,229	39

South Blue Expenses

Utilities					
Gas	333	8,213	17,000	8,787	52
Electric	3,079	31,664	60,000	28,346	47
Equipment Repairs	755	1,775	4,000	2,225	56
Supplies	0	0	1,000	1,000	100
Contracted Repairs	0	385	8,000	7,615	95
Discharge Permit	0	976	4,500	3,524	78
Site Monitoring	588	6,492	10,000	4,508	45
Total South Blue	4,755	48,495	104,500	55,005	54

Collection Expenses

Utilities	1,354	12,234	25,000	12,766	51
Vehicle Expense	540	26,238	54,000	27,782	51
Line Cleaner Expenses	45	3,043	12,000	8,957	75
Manhole Repairs/Line Repairs	2,812	51,539	160,000	108,461	68
Equipment Repairs	554	14,126	15,000	874	6
CCTV Expense	0	2,170	7,500	5,330	71
Total Collection	5,305	109,350	273,500	164,150	60

Total Operating Expenditures

	300,564	3,487,212	5,986,838	2,499,826	42
Net Cash from Operations	322,854	1,982,008	1,151,771	(830,238)	(72)

Replacement Capital

Administration	0	0	60,000	60,000	100
Employee Housing	0	0	15,000	15,000	100
Plant:					
IH	660,310	695,427	6,150,000	5,454,573	89
FK	31,240	293,694	2,075,000	1,781,306	86
South Blue	0	29,991	1,400,000	1,370,009	98
Collection					
Misc.	0	424,139	1,225,000	800,861	65
Vehicle	0	188,239	160,000	(8,289)	(5)
Total Replacement Capital	691,550	1,611,490	11,086,000	9,473,510	85

Non Operating Expenses

Bond Principal	0	107,291	107,000	(291)	(0)
Bond Interest	0	16,661	26,813	10,162	38
Total Non Operating	0	123,942	133,813	9,871	7

September Financial Statement Cont.

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	2023	2023	2023	2023	2023	2023
	September	Year to Date	Approved Budget	Available	% Available	
Capital Outlay						
Plant:						
IH	660,310	1,368,077	7,150,000	5,781,923	81	81
FK	0	352,388	2,950,000	2,597,632	88	88
South Blue	0	0	2,000,000	2,000,000	0	0
Employee Housing	0	3,213,681	2,500,000	(713,681)	(29)	(29)
Collection	494,437	1,414,981	1,800,000	385,019	21	21
Land	0	0	25,000	25,000	100	100
Administration	1,154,747	6,349,117	16,425,000	10,075,883	61	61
Total Capital Outlay						
	2,146,861	11,571,761	33,630,650	22,058,889	66	66
Total Expenses						
Total Revenue - Total Expenses						

(1,060,004) (1,369,222)

Upper Blue Sanitation District
 Comparative Financial Statement-UNAUDITED DRAFT
 September 30, 2023 vs. September 30, 2022

	2023	2022	2023	2022	Increase (Decrease)
	September	September	Year To Date	Year to Date	
Operating Revenue					
Sewer User Fees	534,416	557,714	5,242,210	4,956,794	285,416
Tap Inspection Fees	800	500	4,500	4,400	100
Miscellaneous Revenue	0	8,138	0	9,218	(9,218)
CEBT Dividend	0	0	0	0	
Camper Dump Fees	3,832	8,197	20,135	20,839	(704)
Late Fees	3,185	2,301	11,811	9,746	2,065
Line Extension Fees	21,085	12,536	108,114	100,886	7,228
Rental Income	10,100	6,900	82,450	52,100	30,350
Total Operating Revenue	623,418	686,286	5,489,220	5,153,483	315,737
Miscellaneous Revenue					
Interest on Loan Payments	69	72	2,184	3,606	(1,412)
Plant Investment Fees	278,230	187,400	1,866,841	4,880,658	(2,813,217)
Inclusion Fees	15,417	18,018	1,688,772	66,359	1,822,413
Interest on Investments	138,723	51,977	1,155,512	217,484	938,028
Transfer from Reserve	0	0	0	0	0
Total Miscellaneous Revenue	433,439	267,467	4,713,319	4,967,507	(252,776)
Total Revenue	1,056,857	953,753	10,182,539	10,120,990	61,549

September Comparative Statement Cont.

	2023 September	2022 September	2023 Year to Date	2022 Year to Date	Increase (Decrease)
Administration Expense					
Payroll & Employee Benefits					
Salaries	132,631	119,467	1,136,341	1,000,672	135,669
Overtime	4,393	3,868	34,553	28,564	5,989
FICA-Admin	7,176	6,726	70,610	62,348	8,262
Medicare-Admin	1,969	1,773	16,817	14,781	2,036
401K Contributions	9,520	8,279	83,985	73,221	10,764
Workers Compensation Insur	983	1,632	11,530	12,907	(1,377)
Health Insurance	27,681	23,365	237,663	269,020	(28,663)
Total	184,353	165,100	1,591,519	1,401,513	190,006
Office Supplies					
Telephone	0	0	513	2,672	(2,159)
Business Expenses	651	1,435	9,360	15,523	(6,163)
Bank Service Fees - Admin	0	813	30,718	32,092	(1,374)
Legal Counsel	0	373	364	6,890	(6,526)
Education	921	33,948	135,630	86,619	49,011
Audit & Accounting	1,800	1,379	7,075	17,097	(10,022)
Legal Publications	0	0	10,800	400	(8,808)
Board Members	600	105	81	8,887	(200)
Elections	0	600	4,300	4,500	(200)
Computer Expenses	0	0	1,611	0	1,611
Copy Machine & Supply	0	4,313	19,352	42,315	(22,963)
Postage & Meter Rent	605	0	508	624	(116)
Insurance - General	14,110	601	13,000	11,411	1,589
Insurance - Deductible	0	11,267	123,486	162,201	21,285
Engineering	1,320	0	0	0	0
Tools	108	6,660	69,217	65,827	3,390
Vehicle Expense	0	55	2,578	1,492	1,086
Dues & Memberships	0	0	0	0	0
Safety	403	35	7,586	8,393	(807)
Summit Water Quality	0	941	1,188	11,390	(10,202)
Building Maintenance	1,589	0	18,531	18,531	0
Employee Housing Maintenal	859	4,042	22,193	25,363	(3,170)
Employee Housing Utilities	1,939	3,084	29,476	14,054	15,422
Total Administration	209,158	234,807	1,892,366	1,892,366	0
Iowa Hill Plant Expenses					
Utilities					
Gas	186	361	14,402	9,303	5,099
Electric	1,036	744	7,786	6,174	1,612
Freight	224	248	999	1,484	(485)
Equipment Repairs	0	0	3,734	11,436	(7,702)
Chemicals	0	0	1,431	1,133	298
Contracted Repairs	197	4,181	2,103	42,184	(40,081)
Laboratory Supplies	0	1,054	27,757	10,544	17,213
Biomonitoring	1,016	0	7,360	0	7,360
Discharge Permit	0	0	0	46,441	(46,441)
Supplies	0	852	7,523	8,209	(686)
Site Monitoring	128	2,570	1,328	11,759	(10,431)
Total Iowa Hill	2,797	10,010	74,427	148,687	(74,260)

September Comparative Statement Cont.

	2023		2022		Increase (Decrease)
	September	Year to Date	September	Year to Date	
Farmers Korner					
Utilities					
Gas	0	53,603	1,955	55,833	(2,230)
Electric	41,794	417,844	47,773	403,234	14,610
Freight	93	38,810	1,379	30,386	8,424
Equipment Repairs	1,739	29,840	11,301	62,621	(32,781)
Chemicals	24,886	367,844	57,762	351,749	16,095
Supplies	763	5,471	1,961	8,097	(2,626)
Contracted Repairs	698	41,824	11,631	96,095	(54,271)
Dumpster Charges	1,100	12,130	1,100	9,900	2,230
Biomonitoring	8	8	0	3,890	(3,882)
Discharge Permit	0	15,973	0	14,035	1,938
Composting	0	79,993	5,821	98,660	(18,667)
Site Monitoring	466	7,481	3,277	14,446	(6,965)
Sludge Hauling Costs	7,000	71,750	4,725	77,400	(5,650)
State Health Fees	0	0	0	1,627	(1,627)
Total Farmers Korner	78,549	1,142,571	148,585	1,227,973	(85,402)
South Blue Expenses					
Utilities					
Gas	333	8,213	178	7,701	512
Electric	3,079	31,854	3,469	30,740	914
Equipment Repairs	755	1,775	471	982	793
Contracted Repairs	0	0	0	390	(390)
Supplies	0	385	0	0	385
Discharge Permit	0	976	0	976	0
Site Monitoring	588	5,492	572	5,457	35
Total South Blue	4,755	48,485	4,690	48,248	2,237
Collection Expenses					
Utilities					
Vehicle Expense	1,354	12,234	1,716	10,837	1,397
Line Cleaner Expenses	540	26,238	3,610	39,319	(13,081)
Manhole Repairs/Line Repair	45	3,043	0	9,562	(6,509)
Equipment Repairs	2,812	51,638	9,082	72,170	(20,631)
CCTV Expense	554	14,126	10,555	29,658	(15,732)
Total Collection	5,305	109,350	24,963	168,401	(2,495)
Total Operating Expenditur	300,564	3,487,212	423,055	3,481,653	5,559
Net Cash from Operations	322,854	1,982,008	173,291	1,671,830	310,178
Replacement Capital					
Administration	0	0	0	0	0
Employee Housing	0	0	0	74,375	0
Plant:					
IH	660,310	695,427	0	178,391	517,036
FK	31,240	293,694	16,474	816,006	(522,312)
South Blue	0	29,991	20,413	62,096	(22,105)
Collection	0	0	0	0	0
Misc.	0	424,139	0	256,775	165,364
Vehicle	0	166,239	0	166,239	0
Total Replacement Capital	691,550	1,611,490	39,887	1,379,643	231,847
Non Operating Expenses					
CWRPDA Loan Principal	0	107,291	0	105,177	2,114
Loan Interest	0	16,661	0	18,765	(2,114)
Total Non Operating	0	123,942	0	123,942	0

September Comparative Statement Cont.

	2023 September	2022 September	2023 Year to Date	2022 Year to Date	Pg. 4 Increase (Decrease)
Capital Outlay					
Plant-IH-CO	660,310	0	1,368,077	178,391	1,189,686
Plant-FK-CO	0	42,411	352,368	85,756	266,612
Plant-South Blue-CO	0	0	0	0	0
Employee Housing	0	125	3,213,691	598,696	2,614,995
Collection	494,437	560,601	1,414,981	957,378	457,603
Land	0	0	0	0	0
Administration	0	0	0	0	0
Total Capital Outlay	1,154,747	603,337	6,349,717	1,820,221	4,528,896
Total Expenses	2,146,861	1,068,279	11,571,761	6,805,459	4,766,302
Revenue Less Expenses	(1,090,004)	(202,529)	(1,389,222)	3,315,531	(4,704,753)