

# STEAMBOAT LAKE WATER AND SANITATION DISTRICT

## Minutes for February 19, 2024 Board Meeting

- 1) **Call to Order.** The meeting was called to order at 6:40 pm by Director Standish.
- 2) **Roll Call, Confirmation of Quorum.** Directors present: Jim Standish, Matt Barnard, and Prince Holley. Absent excused: Brandon Stone and Trent Connor. A quorum was confirmed.

**Also present:** Ellen Standish, Administrative Assistant

- 3) **Changes to/Approval of Agenda.** Director Standish moved to approve the agenda. Director Holley seconded. The agenda was approved unanimously.
- 4) **Review & Approval of Board Minutes from January 15:** Director Barnard moved to approve. Director Holley seconded. The motion passed unanimously.
- 5) **Public Comment Period.** N/A
- 6) **Statutory/Regulatory/General Business**
  - a) **CDC Engineering Updates.**
    - i) Status of invoices 2022-2023 invoices payment.
      - (1) CDC resubmitted the invoices that the directors requested that they discount due to overages that were not approved by the board. They also resubmitted the other invoices that were previously approved for payment. While going through all the invoices, Director Standish discovered that CDC had discounted the latter invoices as well, although they had already been paid. Director Standish questioned the other directors as to how to handle the additional discounts.
      - (2) The board decided to subtract the amount of the discounts from the current outstanding balance. Director Standish emailed Mary to let her know what the board was going to do. Mary concurred with the board's decision.
    - ii) Update of Proposal for Bid on the CR 129 sewer line repair.
      - (1) The bid proposal was posted in the paper on February 13<sup>th</sup>, instead of February 6<sup>th</sup>, due to CDC having a time conflict with their other projects. The bid deadline remained March 7<sup>th</sup>. Mary said that it was too late to change the deadline in the paper. She said that they could publish an addendum if it was needed.
      - (2) Ellen brought this to the attention of the directors, since this was less than the month bid time that the directors had requested. The directors agreed to have CDC publish an addendum if it was needed. Ellen notified Mary of this decision.

**b) Lot 78 well shut down due to the well producing dirty water**

- i) Our Water Operator shut down the well in February due to it producing very dirty water. He said it was taking more water to backwash it than it was producing.
- ii) The directors agreed that this situation called for fast forwarding the drilling of the replacement well. They said that Aztec Drilling should be contacted to find out when they can get our job on their schedule. They also discussed having Inc 8 scrape the snow off the lot so that Aztec can start sooner.
- iii) Since Director Stone was not present at the meeting, the other directors requested Ellen to contact him the next week and ask if he was willing to be the point person. He had already been in contact with Aztec regarding drilling the new well.

**c) Rules and Regulations revision work sessions**

- i) Section 5 Service Extension Policies work session.
  - (1) A work session was held on January 29. The directors approved the revisions to Section 5.
  - (2) The directors discussed managing the paperwork for service extension applications. They decided that the admin would manage the paperwork as a special project.
  - (3) Ellen was requested to add the revised section to the Rules & Regulations on the district website.
- ii) Section 3 revision
  - (1) Director Barnard recommended that the revisions to Section 3 be discussed at another work session. The directors that were present determined that March 4<sup>th</sup> would work for them, pending whether the absent directors would be available.
  - (2) Ellen was asked to check with Directors Stone and Connor about their availability the first thing the week of February 26<sup>th</sup>, and reserve the Fire Station's conference room.

**7) Financial**

- a) Monthly Transaction Review, Approval
- b) Monthly Aging Review
  - i) Director Standish reported that out of 21 late payment notices that were sent out, only four customers did not respond and pay.

**8) Next meeting –March 18, 2024**