

Steamboat Lake Water and Sanitation District

Minutes for July 20, 2020 Board Meeting

North Routt Fire Station #2 – 61915 RCR 129

CALL TO ORDER. The meeting of the Board of Directors of the Steamboat Lake Water and Sanitation District was called to order by Director Jim Standish at 6:08 p.m.

ROLL CALL. *Directors Present:* Suzy Chase, Jackie Johnson, Steve Helm, Prince Holley, and Jim Standish. A quorum was established. *Also Present:* Mary Andre, Principal and Project Manager, Civil Design Consultants, Inc.,

ADDITIONS TO AGENDA. None.

APPROVAL OF PREVIOUS MEETING MINUTES. Due to lack of a quorum, there was no board meeting in June 2020.

PUBLIC COMMENT. None.

DIRECTOR REPORTS

Discussion with Mary Andre, Civil Design Consultants, Inc.

- The District is exploring having Mary Andre’s firm take over from Merrick to become the District’s Engineer. Ron Dvorak and Ron McLaughlin will be retiring in the near future and the District needs to ensure we have engineering representation going forward.
- Civil Design Consultants is based in Steamboat Springs and provides water/wastewater engineering support to several other small water/sewer districts in the area.
- Mary Andre will provide the District with a proposal for her firm’s services.
- If selected as the district engineer, Ms. Andre said her firm can help the District with identifying & obtaining funding for various projects.

Financial

- The Transaction List was reviewed. Director Standish moved to approve the Transaction List. Director Chase seconded. Motion carried.
- Review of 2019 P&L and Balance Sheet: No questions on the Balance Sheet.
- Review of Monthly A/R Aging Report. The Board voted unanimously to place a lien on the Davis property on Neptune Place, which is grossly delinquent in paying its water/sewer fees service fees. The property is for sale and by placing the lien, the District will protect its interests.

Statutory/Regulatory/General Business

- Director Johnson reviewed Ron Dvorak’s report regarding a needs survey for the District. The two top priorities continue to be 1) addressing the repair/sleeve of the main sewer line under RCR 129, and 2) upgrading the digester unit at the sewer plant.
- Unfortunately, no grant funds were able to be secured for these projects in 2020. The Board needs to look at obtaining grants for this work in 2021. The grant cycle is typically April, August, and December.

- The District could, if it chooses, use reserves to finance the sewer main project under RCR 129 in 2021. Although this section of RCR 129 will be chip-sealed in August 2020, Ron Dvorak said the disruption of the road for the sewer project should be minor.
- Status of Rose Lynn Scott lot consolidation. The original letter to Ms. Scott from Steamboat Lawyers Group included an incorrect dollar figure for the consolidation.
 - Director Standish created a spreadsheet that calculated the amount due from Ms. Scott using lost availability of service fees and lost property taxes over the next 7 years. Director Johnson pointed out that the property tax numbers are in arrears, so all calculations will need to be for 8 years, not 7. Director Standish will revise his spreadsheet and resend for review.
 - Ms. Scott wishes to construct a garage on Lot 331, and run water & sewer to it. This would classify the structure as a Secondary Dwelling Unit, which the District believes both the Routt County Planning Department and the Willow Creek Pass HOA do not allow. More to follow.

Personnel

- Ellen Standish has stated an interest in the District's Administrative Assistant position, which recently became open with the resignation of Michelle Wilson. Director Holley motions for the Board to hire Ellen as the new Admin. Director Chase seconds. Motion carried.

ADJOURNMENT OF BOARD MEETING. Director Chase motioned to adjourn the meeting at 7:34 p.m.

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of the Steamboat Lake Water and Sanitation District, are a true and accurate record of the meeting held on the date first stated above.