

Steamboat Lake Water and Sanitation District

Minutes for October 19, 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 Standish at 6:38 pm.

ROLL CALL. *Directors Present:* Jim Standish, Steve Helm, Prince Holley, Jackie Johnson. Director Chase participated by phone. A quorum was established.

Also Present: Mary Andre, Principal, Civil Design Consultants, Inc.
Ellen Standish, Administrative Assistant.

ADDITIONS TO AGENDA. No additions.

APPROVAL OF PREVIOUS MEETING MINUTES. Director Helm motioned approval and Director Holley seconded. Minutes were approved.

PUBLIC COMMENT. None.

District Engineer Search. Mary Andre with CDC, Inc. had emailed her company's proposal and qualifications to the Board. Unfortunately, the Board did not have enough time to review CDC's proposal prior to the meeting. Nonetheless, Ms. Andre was present to address any questions the board members had regarding CDC's proposal.

Ms. Andre said that having water meters in the District would be beneficial for establishing equitable water rates for District residents. She added that meters could also help detect water leaks in service lines. The Board had previously discussed installing water meters, but at the time had determined that the costs of installation & monitoring would be prohibitive for such a small district as ours. Mary said that was true in the past, but new technology has made the meters more affordable to install & monitor. She suggested that the District could seek funding to install meters by getting grants and/or voter approval on a bond issue. CDC could help the district with applying for any potential grants.

If the District were to install meters, Ms. Andre said her firm could assist us with a survey of other water districts to see what rates they charged. Mary suggested that the District could charge according to tiered levels of water usage. Accordingly, large users would pay more for their water and sewer service.

Director Johnson will provide Mary Andre with additional district information and maps so CDC can become more familiar with our district. Mary confirmed that she is aware that the District's near-term project priorities are sleeving the main sewer line under RCR 129 and replacing the digester at the sewage treatment plant. The Directors will review CDC's proposal of services and make a decision by our next meeting.

STATUTORY/REGULATORY/GENERAL BUSINESS

Lot Consolidation Guidelines. The board needs to establish consistent rules for lot consolidations. The individual requests should be handled on a case-by-case basis. There are several varieties of lot consolidations which should be handled differently. Much depends on whether the lots are on the District's water & sewer system, if one of the lots has an existing house on it, and if the consolidated lot ends up being greater than 5 acres in size.

The Directors agreed that an explanation of the consolidation fees, especially as they pertain to A & B lots, needs to be spelled out in the Rules and Regulations. Director Helm stated that with the different scenarios for consolidation, it would be difficult for property owners to understand what would apply. He suggested that the District use a flow chart to make it easier to understand. He volunteered to create the flow chart.

- Beaver Canyon Drive lot consolidation of Lots 331-333. After consolidation, the total acreage will be less than 4 acres. The Board decided that lots less than 4 acres after consolidation would be charged a fee. This fee incorporates the lost availability of service fees and property taxes the District would lose after consolidation. These lost monies reflect the property owner's share of indebtedness on the sewer plant bond issue, and the district has a legal right to collect these monies. As a follow-up to last month's minutes, Ellen stated that she responded to the property owner's request to research previous meeting minutes to find when the Board decided to charge for consolidating lots. The property owner has been sent a letter stating what it would cost to consolidate their lots. The property owner has not replied.
- Jim Beam Place lot consolidation of Lots 38-41. The lots that are being consolidated on Jim Beam Place do not have access to the District's water and sewer lines. Also, the total acreage after consolidation will be 5.0 acres, which would allow the property owner to drill a well. Since they are not presently served by the District, we would not lose any revenue if these lots were consolidated, so the Board unanimously approved this lot consolidation.

Neptune Place lot owner overdue water fees. A homeowner on Neptune Place is a year overdue on paying anything toward their quarterly water fees. The Board placed a lien on the property in early 2020; however the homeowner has not paid anything since September 2019, nor have they contacted Scott Colby's office to set up a payment plan. Ellen was tasked with contacting Steamboat Lawyer's Group regarding the legalities of shutting off a homeowner's water under Covid-19 restrictions.

This brought up another homeowner on Neptune Place that also had a lien on their property. The homeowner sold the property early this autumn. Ellen contacted Colin as to whether he had received the money from the closing; he stated that he had not. Ellen was tasked with asking Steamboat Lawyer's Group if they had received a copy of the release of lien.

Water Tap at Golden Tide Place & West Wind Place. The Board approved allowing a property owner just south of West Wind Place to only connect to our water system. This property owner has more than 5 acres, so they have the option of drilling a well and setting their own septic field. The property owner wishes to connect to our water but develop his own septic system.

On the advice of our engineer, the District will assess the property owner a system development fee of \$12,500.

St. Louis Place Utility Easement. A property owner on St. Louis Place with no water or sewer service wishes to connect to the District's infrastructure via a side-lot utility easement. Director Standish discussed this matter with our Water Engineer, Ron Dvorak. It was agreed that the Board should deny allowing the lot owner to install water and sewer lines in the side easement for two reasons: 1) such utility easements are meant to be used by utilities, not by property owners as they see fit; and 2) the easement that the lot owner wants to use to connect to SLWSD's main lines on Beaver Canyon goes across his neighbor's property. The District engineer advised against allowing such access across neighboring lots, as it would set an unwelcome precedent for the District. Our water & sewer infrastructure should only be accessed along the roads directly adjacent to the lot to be served. Director Standish will respond to the property owner denying his potential use of the side easement.

Water Restriction Signage. Director Standish will order large reflective signs to be posted at the entrances to the subdivision during future water emergencies. There is no rush for signage now, as we have moved into the late Fall/Early Winter season. Nonetheless, the directors discussed how to make new property owners aware of water restrictions. They discussed including a "welcome to SLWSD" letter outlining water restrictions, to be sent with the first bill from Colby's. Director Standish will draft such a letter.

Website/Facebook update. The Directors discussed that there should be a section on the website explaining lot consolidation. Director Standish will work on re-writing the regulations and also something to post on the website.

Hydrant flushing. Our contractor has been flushing subdivision hydrants this autumn and Ellen has been posting notices on the Facebook page notifying residents of the hydrant flushing activities.

FINANCIALS.

Monthly Transaction Review and Approval. The Board reviewed the Monthly Transactions, the 2020 P & L and Balance Sheet, and the Monthly Aging Report. Director Helm asked what made the AP appear negative. Ellen was asked to contact Colby's office to find out the cause. Ellen pointed out that Colby's office noted there were several accounts that are more than one quarter behind in paying their fees. The directors discussed what action to take to encourage delinquent property owners to get caught up. They decided that if the account was more than \$800 (two quarters) in arrears, a "friendly reminder letter" would be sent as an intermediate action, in lieu of taking more aggressive steps during this COVID crisis when many residents are struggling financially.

2021 preliminary budget discussion. The Directors asked Ellen if Colby's office had given her a preliminary budget. They had not. Ellen was asked to check with Colin on the status. We should have the preliminary budget ready for review at the November meeting.

OTHER BUSINESS.

2021 projects. The priority projects for 2021 are fixing the main sewer line along RCR 129, and working towards the replacement of the digester at the sewer plant. The digester needs to be upgraded because it can no longer adequately handle the volume due to the influx of new homes and the continuing issues of seasonal infiltration from snowmelt. To minimize road disruption, the District originally was going to fix the sewer line under RCR 129 when the County chip sealed the road. Due to County budget concerns from the pandemic, the County initially deferred the scheduled chip seal project until 2021. The County changed their mind and scheduled the chip seal project for this August. Unfortunately, it was too late for the District to schedule to have the line re-sleeved prior to the roadwork. Fortunately, the district's engineer believes that doing the project after the road was chipped would not be an issue. He said that any damage to the road surface would be minimal, since our project could mostly be accomplished through existing manholes along RCR 129.

GIS equipment to locate curb stops, valves and water meters. The Board discussed pursuing DOLA/CDPHE grants to fund getting GIS equipment for this purpose. However, it is not simply a matter of purchasing the equipment. They agreed that a list of questions should be developed to ask Mary Andre/CDC regarding a grant application. Director Holley volunteered to work on the DOLA funding.

Colorado Trust Account. The Trust Account earns less than ½ percent interest. Director Helm asked if the District has set up a plan for how much money they want in the accounts. He recommended having a reserve threshold. Director Helm volunteered to research this information. Director Johnson said that the Small Business Administration might have this information.

Approval of new Board Director. Director Helm motioned that Jackie Johnson be approved as new Board Director. Director Holley seconded the motion. All Directors approved. Motion passed.

ADJOURNMENT.

Director Standish motioned to adjourn the meeting at 20:20 pm. Director Holley seconded. The Board unanimously voted to adjourn.

Next meeting will be November 16, 2020