

Steamboat Lake Water and Sanitation District

Minutes for November 16, 2020 Board Meeting

Zoom Meeting

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 6:36 pm.

ROLL CALL. *Directors Present:* Jim Standish, Prince Holley, Steve Helm, and Jackie Johnson. A quorum was established.

Also Present:
Ellen Standish, Administrative Assistant

ADDITIONS TO AGENDA. No additions.

APPROVAL OF PREVIOUS MEETING MINUTES. Director Standish motioned to approve the October minutes. Director Johnson seconded. The minutes were approved unanimously.

PUBLIC COMMENT. N/A.

STATUTORY/REGULATORY/GENERAL BUSINESS

Civil Design Consultants Proposal review/discussion. Director Standish asked the other Board members if they had any questions or concerns regarding CDC's proposal or fees. There were none. Director Holley motioned to hire CDC as the District's engineering firm. Director Helm seconded. The motion was approved unanimously.

Financials. Due to computer issues, the District's Accountant was not able to provide the Board with the Monthly Transactions, the 2020 P & L, the Balance Sheet, or the Monthly Aging Report. They will send them by email as soon as they were able to provide them, and Ellen will forward them to the Board members.

Lien on Lot 234. The lot is under contract, and the title company requested information from our accountant regarding fees owed. The overdue fees will be paid when the sale of the lot is finalized.

2021 BUDGET DISCUSSION. The Accountant was able to provide the preliminary 2021 budget in advance of the meeting.

ESTIMATED EXPENDITURES. Director Helm asked what bills go into the line items of Professional Fees and Tax Collection Fees under the Administration subcategory. He also asked what bills go into Professional Fees and Repairs/Maintenance under the Water Distribution and Treatment and Wastewater Collection and Treatment subcategories. The Directors thought that engineering should be coded under Professional Fees. They also

thought that Maintenance should be a separate line item from Repairs, and apply to services such as Roto Rooter for the Sewage Plant.

Ellen was asked to find out from the Accountant about these items. There was discussion as to whether the coding should be changed on these expenses.

CAPITAL OUTLAY.

Fire hydrant installation on Golden Tide. Our Water Engineer said that a fire hydrant should be installed at the end of the water line extension on Golden Tide. Director Standish stated that the District has a hydrant that has never been installed. He suggested it be used there.

Waste Water Plant Computer and Accessories

Gilbert has told the District that the wastewater plant's computer needs to be replaced. However, he thought that maybe it should wait until a new Digester is in place. The Directors thought that this should be discussed with our new district engineer.

Needs Assessment.

The priority projects for the District are the INI (repair/replace the sleeve on the pipes under CR 129) and replacing the current Digester, which is inadequate for the District's needs. Director Johnson stated there is a Needs Assessment that was put together by Merrick and Associates on our hard drive.

The Directors also thought that they would have our new district engineer investigate the potential expense for purchase and installation of water meters.

Director Helm suggested that some of the money in the Available Resources should be moved to Capital Outlay for Future Projects

Emergency Reserve

The Directors thought the number for the Emergency Reserve was too low and should be increased.

Change of December meeting date. It was suggested that the meeting date be moved to December 7th, because of the deadline for submitting the budget to the government agencies. Director Holley motioned, and Director Standish seconded. The motion was approved unanimously.

Adjournment of Meeting. Director Standish motioned to adjourn the meeting at 7:50 pm. Director Johnson seconded. The Board unanimously voted to adjourn.

Next meeting will be December 7, 2020