

# STEAMBOAT LAKE WATER AND SANITATION DISTRICT

## Minutes for December 7, 2020 Board Meeting

### Zoom Meeting

1. **Call to Order.** The meeting was called to order by Director Standish at 6:54 pm.
2. **Roll Call, Confirmation of Quorum.** Directors Present: Jim Standish, Steve Helm, Jackie Johnson, Prince Holley. Absent: Suzie Chase, unexcused. A quorum was established.  
**Also present:** Mary Andre, Civil Design Consultants  
Ellen Standish, Administrative Assistant
3. **Changes to/Approval of Agenda.** N/A
4. **Review & Approval of Board Minutes.** November's minutes were approved unanimously.
5. **Public Comment Period.** NA
6. **Statutory/Regulatory/General Business**
  - a. **2021 Project Priorities.**
    - i. The Directors discussed the priority of projects in 2021 with our Water Engineer. She stated that the slip lining of the piping under RCR 129 should be the number one priority. The cost would be approximately \$150,000. Our Excavation contractor told Director Johnson that the water usage in the District has increased substantially over the past two years, due to more full-time residents living here. This places more demands on our system. The usage increase could also be partially due to more residents staying home because of the COVID-19 restrictions. Slip lining the pipes would help reduce the amount of flow into the plant by helping with our Inflow and Infiltration (I/I) issues. With less flow into the Plant, the existing Digester may be adequate and might not need to be replaced in the near future. To replace it, the cost would be approximately \$500,000.
    - ii. Our Treatment Plant Operator advised the Board that the Clarifier Room heater and thermostat needs to be replaced immediately.
    - iii. Replace the inadequate Digester at the Treatment Plant.
    - iv. Replacing the computer at the Treatment Plant will be a high priority after replacing the Digester.

Director Holley motioned to approve purchase of a heater and the computer for the Treatment Plant. Director Helm seconded. The motion was approved unanimously.
  - b. **Capital Project funds and set up Reserve Fund.** The Directors discussed allocating money towards projects. Director Helm motioned that \$300,000 go into the Capital Projects fund and that a Reserve Fund of \$400,000 be set up. Director Standish seconded. The motion was approved unanimously. Ellen was tasked with directing our Accountant to set up the Reserve account. A 3 - 10 year plan for projects needs to be set up. The Engineer will talk with our operators to determine what needs to be done in the coming years.

- c. **Engineering Tasks.** The Engineer was asked to provide proposals for performing the slip lining and installing smart water meters this year.
- d. **Water Main Break on Saturn Court.** Ellen was asked to check with our accountant to see if a bill had been received from our Excavation Contractor. There is a question as to whether the District or the HOA is responsible for paying for the cleanup of two residents' culverts & driveways. There was an accumulation of dirt in their ditches from previous excavation activities. The dirt was never removed, and when the water from the break reached the ditches, the ditches overflowed onto the property owners' driveways.

## 7. Financials

- a. **Monthly Transaction Review.** Approval was unanimous.
- b. **Budget Statement.** The Directors had questions regarding the Application Fees Receivables and Inspection Fees Liabilities categories on the statement.
- c. **A/P checks over \$1000.** Director Holley motioned to get the Director's approval on amounts of \$1000 +. Director Johnson seconded. The Board unanimously approved the motion.
- d. **Monthly Aging Review.** No Board actions were required.
- e. **Availability of Service Fees**

Two District members have never paid Availability of Service Fees for lots that were previously C lots but changed to B lots when water and sewer access became available. Our attorney was previously requested to prepare a legal letter advising the members of the change of their lots to B lots. This was not done. Ellen was asked to check past emails to find emails between the attorney and Director Johnson.
- f. **Resolution to Adopt the 2021 Budget.** Director Johnson motioned to approve the resolution to adopt the 2021 Budget. Director Helm seconded. The motion was approved unanimously.
- g. **New/Old Business Not Previously Addressed.** N/A
- h. **Contractor salary review.** Director Johnson asked when the last time the contract operators got a raise in salary was. Ellen was asked to check with our accountant.

## 8. Schedule of meetings in 2021.

Director Standish motioned that monthly meetings will continue to be held on the 3<sup>rd</sup> Monday of each month at 6:30 pm, except for December, when we adopt our annual budget. Director Holley seconded. The motion passed unanimously.

- 9. Adjournment – Director Standish moved to adjourn the meeting at 8:11 pm. Director Holley seconded. The motion was approved unanimously.

**Next meeting – January 18, 2021.**