

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for February 15, 2021 Board Meeting

Zoom Meeting

1. **Call to Order.** The meeting was called to order by Director Helm at 6:34 pm.
2. **Roll Call, Confirmation of Quorum.** Directors Present: Jim Standish, Steve Helm, Jackie Johnson, and Suzie Chase. Prince Holley attended by phone. A quorum was established.

Also present: Mary Andre, Civil Design Consultants.
Ellen Standish, Administrative Assistant.
Matt Barnard, resident.

Director Helm went over the rules and expectations of keeping comments professional and respectful for the meeting. He asked Mr. Barnard if he had any comments. Matt stated that he had no comments about the meeting guidelines. Matt expressed his interest in getting on the Board when there is an opening. He stated that he could be very helpful to the District because of his many years of experience working with water and wastewater system infrastructures at previous employers.

3. **Review & Approval of Board Minutes.** Director Holley motioned for approval. Directory Chase seconded. The minutes were approved unanimously.

4. **Statutory/Regulatory/General Business**

- a. **Grants and Funding for Projects.** Director Holley and Mary Andre had explored various grants to fund 2021 projects, which they presented to the Board. One of the grants is for Disadvantaged Districts. However, the District would likely only qualify for such funding if second home owners were allowed to be excluded from an income survey conducted by DOLA.

Prince and Mary also mentioned the District obtaining a low interest (3%) loan to fund a major project, but it would be a long process. The disadvantage of getting such a loan is that it would require a bond issue, which must be approved by the voters. The bond issue would not go to voters until the November election. If approved, the loan could then be applied for. Getting the loan approved and waiting for favorable weather conditions would push the project to late spring of 2022 before construction could begin.

In order to do some projects this year, the Board discussed using monies from the District's reserves to fund them. They also discussed the possibility of replacing the Sewage Plant debt in 2027 with new debt for future projects.

b. Engineer's Project priorities report.

The Engineer went over possible project priorities for 2021. On her spreadsheet, all of the recommended Capital Improvement projects were prioritized under several categories: Sewage Collection, Water Supply, Water Distribution, and Wastewater Treatment. The Board must decide which of the projects they wish to pursue in 2021.

i. Sewage Collection

- i. Video segments of the lines. The sewage lines west of CR 129 were last videoed in 2009. The sewage lines under CR 129 were videoed in 2017. The lines on the east side of CR 129 have not been recently videoed.
- ii. Slip line the sewer main under CR 129. Slip a 10 or 12 inch sewer main inside the damaged existing 15 inch line. This was going to be performed in 2020, but COVID and the chip-sealing of CR 129 from Seedhouse to Willow Creek Pass delayed this project.

ii. Water Supply

- i. Install a pressure switch on the Guest well so that it can be shut down in the event of a high pressure event.
- ii. Add additional water storage.

iii. Water Distribution

- i. Replacement of 500' of main supply line on Neptune Place between CR 129 and Saturn Court, where multiple breaks have occurred.
- ii. Install residential water meters. Smart meters can report useful real-time data, provide usage information & detect possible leaks, and would promote water conservation.
- iii. Upsize to a 10 inch water line from tanks down to main along Longfellow and install an isolation valve in right-of-way.
- iv. Fire hydrant upgrade. Replace the remaining old Pac States fire hydrants with either new Mueller or Waterous brand fire hydrants. The Pac States fire hydrants are no longer manufactured and parts are not available. New hydrants would cost approximately \$10k each.
- v. Install additional gate valves throughout distribution system in order to isolate fewer homes when breaks occur.

iv. **Wastewater Treatment**

- i. Upgrade digester at plant. This is a major project and would require additional funding sources. It was felt that this project could be delayed if the CR 129 slip line effort significantly reduced INI to the plant.
 - ii. Upgrade computer and software. This would go hand-in-hand with the digester project and hopefully could be delayed until the digester project is begun.
- c. New pump needed at the Plant.** The Plant Operator told Ellen that the old pump needs to be replaced. It is functioning, but a new pump is needed as soon as possible. He will get back to Ellen with the price. He also stated that the pond will need to be emptied in order to get to the pump.

5. **Financials**

a. **Monthly Transaction Review.**

- i. Explanation of reserve amount for Tabor. Our accountant stated that it is a required line on the financials of Special Districts. It represents a percentage of the operating profits of the District. The only adjustments to the account have occurred to tie the financials to the audited statements. He will get a more detailed explanation from the auditor the next time he talks to him.

b. **Monthly Aging Review.**

- i. Five figure amount on the Aging Report. Ellen checked with our accountant regarding the amount. He confirmed that it is for the tap fee owed by the lot owner on Golden Tide. It has not been paid yet.

- c. Set protocol for approval of invoices over \$1000.** The Board decided that two Directors' approval is needed, either by email or signature. Director Holley motioned to accept this protocol. Director Chase seconded. The motion was approved unanimously.

- d. Set up an account with Grainger for equipment purchases.** Director Helm said that he is working on it.

6. **New/Old Business Not Previously Addressed. N/A**

- 7. Adjournment.** Director Helm motioned to adjourn the meeting at 7:44 pm. Director Holley seconded. The motion was approved unanimously.

Next meeting – March 15, 2021