

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for March 15, 2021 Board Meeting

Zoom Meeting

1. **Call to Order.** The meeting was called to order by Director Standish at 6:30 pm.
2. **Roll Call, Confirmation of Quorum.** Directors Present: Jim Standish, Steve Helm, and Prince Holley. Jackie Johnson attended by phone. Absent: Suzy Chase. A quorum was established.

Also present: Mary Andre, Civil Design Consultants
Ellen Standish, Administrative Assistant

Guests: Matt Barnard, Corey Crawford

Director Standish announced that Director Chase had emailed her resignation that morning. He asked Mr. Barnard if he was still interested in getting on the Board. He stated that he was. Director Standish motioned to appoint Mr. Barnard to fill Director Chase's seat until the election in 2022. Director Helm seconded. The motion was approved unanimously.

3. **Changes to/Approval of Agenda.** None.
4. **Review & Approval of Board Minutes from February 15, 2021.** Director Holley moved to approve the minutes as written. Director Standish seconded. The minutes were approved unanimously.
5. **Public Comment Period.** None
6. **Statutory/Regulatory/General Business**
 - a. **Project Funding**
 - i. **Report on project funding options.** Director Holley and our Water Engineer reported on a teleconference call they had with a financial expert who works exclusively with Special Districts on funding projects. Director Holley thought that using his firm would be beneficial to the District, because they would help guide the funding process along for a relatively small fee.
 - ii. **Underprivileged District Grant.** Director Holley looked some more into this grant. He found out that no exceptions to the eligibility requirements are allowed, so SLWSD would not qualify for this type of funding assistance.
 - iii. **DOLA Planning Grants and 3% interest Rural Water Loan.** Our Water Engineer discussed getting DOLA planning grants or a 3% rural water loan. The DOLA grants require a 50% match. Also, a DOLA grant would

require the District to have an Enterprise accounting system (separating property tax income from user fee income), and no money could be spent on the project until the grant had been received. The 3% interest Rural Water Loan would require a 25% match, and would be for up to \$100,000, for a 10 year period. Director Helm volunteered to discuss the Enterprise accounting with our accountant.

b. Priority Projects for 2021

- i. **Replacement of water line on Neptune Place.** Because of the numerous historical line breaks on Neptune, the Water Engineer agreed that the line should be replaced. She discussed with the Board whether just 500' in the center section should be replaced, or all 1200' of the line from CR 129 to the intersection of Neptune and Saturn Court. Director Johnson pointed out that sections of line in the middle of Neptune had already been replaced after previous line breaks. The Board thought that the Water Engineer should work with our Contractor to update the 2014 Master Plan maps to show where the breaks had been. They also agreed that a local surveyor, who is familiar with the system, survey the line to determine the lineal feet that should be replaced.
 1. **As-builts for fiber optic lines.** The Water Engineer asked Director Johnson if the fiber optic service provider has as-builts for the fiber optic line, so they could be mapped on the water line map. Director Johnson and Director Helm said they could provide them.
- ii. **Replacement of water line on Saturn Court and Willow Gulch.** The Water Engineer also discussed whether the line on Saturn Court and part of the line of Willow Gulch should be replaced this year. These lines are 6" pipe. If replaced with 8" pipe, the fire flow would increase from 500 gpm – 1000 gpm. Director Johnson stated that previous line breaks on Saturn Court had been replaced with full pipeline sections.
- iii. **Replacement of Pac States Fire hydrants.** Previously the Water Engineer had stated that replacement of the Pac States fire hydrants should be a priority. Additionally, two of the hydrants need to have risers to bring them above snow level in the winter. The Board discussed whether all six of the existing Pac States hydrants should be replaced this year. Conversely, should the hydrants be replaced on a two per year schedule? The hydrants cost approximately \$10,000 each. The Board thought they should wait to make a decision until they know how much the other projects are going to cost and if money is available.
- iv. **Installation of a pressure control switch on the Guest well.** Our Water Engineer said that the installation of the pressure control switch should be a priority, and that it would be more of a maintenance cost. She mentioned that there is a Controls contractor living in the District who could do the installation.

- v. **Increase the amount of water storage.** The Water Engineer stated that the District currently has 125k gallons of storage. It is recommended to have 120k gallons in storage for firefighting, and to have up to three days of water in storage in case one of the wells is not functioning. Director Standish stated that since the cost of adding more tanks would cost well over \$400,000, it was not something the District could do this year. He added that the Board should start the process of applying for grants so that this project could be done next year.
- c. **Water engineering firm to provide proposals for the work.** The Board agreed that 1200' of line on Neptune Place be replaced, depending on the cost. The Water Engineer asked the Board if they want her firm to administer the bid process, the project, and provide part-time construction management oversight. Director Johnson thought that they should. Director Barnard asked if replacing the hydrants should be a part of the proposal for replacing the line, or if it would be a separate project. The Water Engineer stated that they could do a line item proposal. Director Johnson motioned to have the water engineering firm provide a proposal for replacing 1200' of line on Neptune, replace the hydrants, provide bid and project administration, and part-time on-site construction oversight on key components. Director Standish seconded. The motion carried.
- d. **Putting Construction Work out for Bid.** Director Johnson asked that if we are 100% self-funded, as a Special District, do we need to go out for bids from other qualified excavators, or can we use our preferred contractor. Ellen was directed to ask our attorney about this.
- e. **Status of new pump for Treatment Plant.** Ellen checked with the Plant Operator regarding a price quote for the new pump. He had not heard back from the vendor, but said he would keep pursuing it. The pump is still functioning, but should be replaced soon. He had the pond pumped out. Ellen was directed to follow up with him on the status.
- f. **The Board's response letter to District members was completed and emailed on March 6th.** Only one District member responded in an email with a question regarding the District extending the water line to Golden Tide from Miner's Dream down to CR 129. Director Johnson responded to them.

7. Financials

- a. **Monthly Transaction Review.**
 - i. The Board members went over the monthly transactions.
- b. **Monthly Aging Review.**
 - i. **Five figure amount on the Aging Report.** The amount owed is for a water tap fee for a property on Golden Tide. Our accountant stated that it had not yet been paid. The property owner was participating in the meeting. He said that he had paid it in November 2020, and that he would follow up with the accountant.

- ii. **Other overdue fees.** The Board discussed other overdue fees on the Aging Report, and at what point the Owners are sent late notices. Director Standish asked Ellen to contact our Accountant to find out. Director Helm motioned to approve the financials. Director Holley seconded. The motion carried.
 - c. **Set up a credit account with Grainger for equipment purchases.** Director Helm contacted Grainger and learned that the District already has an account with them. Grainger told him that the Sewage Plant Operator, our Accountant, and Ellen were all listed as authorized on the account. Director Helm provided the account number.
- 8. **New/Old Business Not Previously Addressed.**
 - a. **Service line issues on the east side of RCR 129 after the water main breaks in January.** Director Standish asked the Board if they were all in agreement to not go through our Liability Insurance carrier, but to work with each party individually. Director Barnard asked if our contractor's contract with us indemnifies the District from damage to third parties from work done by the contractor. He acknowledged that we do not want to possibly hurt our relationship with our contractor, but that going forward it should be included when working with other contractors. Director Johnson stated that our contractor has a liability insurance policy.
- 9. **Adjournment.** Director Barnard motioned to adjourn the meeting at 7:53 pm. Director Holley seconded. The motion was approved unanimously.

Next meeting – April 19, 2021