

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for April 19, 2021 Board Meeting

Zoom Meeting

1. **Call to Order.** The meeting was called to order by Director Standish at 6:33 pm.
2. **Roll Call, Confirmation of Quorum.** Directors Present: Jim Standish, Steve Helm, Jackie Johnson, Prince Holley, and Matt Barnard. A quorum was established.

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

Guests: Gary Caille, District resident

3. **Changes to/Approval of Agenda.** Ellen asked that a discussion of electronic payment of quarterly fees be added to the agenda. She was contacted by a District resident who wished to have their payment transmitted electronically to our accountant, rather than paying by check. Director Johnson said this would be easily doable.
4. **Review & Approval of Board Minutes from March 15, 2021.** Director Standish moved to approve the minutes as written. Director Barnard seconded. The minutes were approved unanimously.
5. **Public Comment Period.** None
6. **Financials**
 - a. **Monthly Transaction Review.**
 - i. The Board members went over the monthly transactions, which were then approved unanimously.
 - b. **Monthly Aging Review.**
 - i. **Outstanding tap fee.** At the March meeting, the property owner stated that he had paid the tap fee in November. Scott Colby's office hadn't received it. Ellen followed up with Colin, who said they still hadn't received it. Ellen asked the property owner to check the status. He replied that his bank was issuing construction checks and that the tap fee should be one of those checks. Ellen will check back with Colin as to the current status of the check.
 - ii. **Other overdue fees.** Ellen asked our accountant when they send out late notices to property owners. Late notices are sent out after 90 days, and the property owner is charged interest on the amount.
 - iii. **Approval of financials.** Director Helm motioned to approve the financials. Director Holley seconded. The motion carried.

- c. **Credit account established with Grainger.** Previously, our Plant Operator paid for purchases with his personal credit card. Ellen contacted Grainger and asked the account manager to change it to a credit account, with purchases being billed directly to the District, rather than paid for by the Plant Operator. The account is now set up with a \$5000 maximum.
- d. **Discussion with Accountant regarding Enterprise accounting.** Director Helm is going to contact our Accountant to help them set up an Enterprise accounting system for the District.

7. Statutory/Regulatory/General Business

a. Cost and scope of service proposal from CDC for priority projects

- i. **Water line replacements-lineal feet & where.** CDC spoke with Jon Subr, our excavation contractor, to map out previous line breaks on Neptune Place to determine exactly where the problem areas are. The contractor said that he thought that replacing sections of line on Jupiter Place and Saturn Court were a higher priority, because there had been more leaks on these lines than along Neptune. The engineer said that in her proposal for replacing water lines she would break out line item costs for replacing sections of line along each of the three streets.
- ii. **Putting out construction work for bid.** Director Johnson said that she hadn't seen any costs associated with any of the proposed projects yet. She was concerned about exceeding \$60,000 on a project, which would then require that the District go out for three competitive bids for the work. The engineer stated that all of the proposed larger projects would each exceed this \$60,000 threshold.

Director Barnard thought that mid-April was now too late to attempt to get bids and that the window for scheduling line replacement had passed for this year. He suggested that a fully engineered bid package be put together and be ready to send out in late December or early January 2022. He said that instead we should be focusing on the projects that can be done this year.

iii. Projects to focus on for 2021.

- **Video sewer lines on East & West Sides.** Several road sections have not been recently videoed for INI, and the engineer suggested we do this. Director Johnson said that she would reach out to the HOA to see about coordinating this effort with the HOA road contractor's spring operations.
- **Replace the Pac States hydrants.** There are 6 old style Pac States hydrants which we should replace with newer ones. The engineer prioritized 3 of these for replacement this year.
- **Install the pressure shut-off switch on the Guest Well.** It was agreed to make this project a priority for this year.

- **Install manual tank shut off valve.** While possibly combined with the upsizing of the line down from the tanks, it was agreed that a manual shut off valve would be useful on Willow Gulch Drive.
 - **Clean out silted isolation valves.** It was agreed that several of the isolation gate valves throughout the District do not close completely due to silting and should be cleaned out. It may be necessary to replace up to three of these valves.
- b. **Status of new pump for the Treatment Plant.** Gilbert Anderson, the Plant Operator, received a quote and pump specifications for the Flygt sewage pump from Denver Industrial Pumps. Ellen forwarded the information to the Board and the Water Engineer for review. The Board was in favor of the purchase. Director Barnard recommended buying two pumps in order to have one as a spare, as Gilbert had done in the past. The life expectancy of these types of pumps is five years. Due to their relatively inexpensive cost and hard service conditions, it would not be feasible to rebuild such pumps.

After some discussion, the Board agreed to purchase two pumps at a cost of \$5000 each. Director Standish made the motion, and Director Holley seconded. The motion passed unanimously. Director Standish was asked to contact the vendor to make the purchase and coordinate delivery.

8. New/Old Business Not Previously Addressed.

- a. **Service line issues on the east side of RCR 129.** The District wishes to handle these service line issues on a case by case basis with individual residents.
- b. **Creation of a PM Schedule.** Resident Gary Caille and Director Barnard were in agreement that the district should establish a preventative maintenance schedule. Presently, the hydrants are flushed every autumn, but other maintenance is only done on an as-needed basis. It was agreed that the 2022 budget should contain a new line item for Preventative Maintenance.
9. **Adjournment.** Director Standish motioned to adjourn the meeting at 7:55 pm. Director Holley seconded. The meeting was adjourned unanimously.

Next meeting – May 17, 2021