

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for May 17, 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, Jackie Johnson, Prince Holley, and Matt Barnard. Directors Absent: Steve Helm. A quorum was established.

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

Guests: Robin Reade, District homeowner

3. **Changes to/Approval of Agenda.** There were no changes to the agenda.
4. **Review & Approval of Board Minutes from April 19, 2021.** Director Standish moved to approve the minutes as written. Director Holley seconded. The minutes were approved unanimously.
5. **Public Comment Period.** None
6. **Statutory/Regulatory/General Business**
 - a. **Crawford water extension-engineering status.** The Water Engineer said that she would do a proposal and submit it for Mr. Crawford's approval.
 - b. **Crawford request for sewer line extension.** The property owner emailed wanting to know if he could connect into the District's sewer line instead of creating a septic field. Director Standish asked our Water Engineer about it. She said that Mr. Crawford would need to have an individual grinder pump to push the sewage up to Golden Tide. She would then need to look into extending the main line to connect.
 - c. **Sewer video projects.**
 - i. **Missed opportunity to coordinate with HOA road maintenance.** Steve Warnke replied to Director Johnson's email regarding coordinating efforts with videoing the sewer line. He stated that their contractor has already started with road maintenance, so it was too late to do that.
 - ii. **Project deferred until next spring.** The Board agreed that the sewer video project should be deferred until next April. They discussed what should be done in advance.
 1. **Get quotes for next year.** Our Water Engineer had gotten quotes from Action Drain and another company to video the line. Action

Drain's quote was lower. The Board agreed that we should get quotes for next year.

2. **Mapping of the line with numbered manholes.** Director Johnson asked if Director Barnard would be able to determine when the line should be videoed in the spring. He said he could. He stated that a good map with the manholes numbered should be provided to Action Drain. Action Drain could label the numbered manholes on the video, which would help identify problem areas on the line between the manholes. Director Johnson said that a few years ago she and two County employees did an extensive survey of CR 129 and measured between manholes. She provided the information to our previous Water Engineer to update their map, but didn't know if that had ever happened. She asked Ellen to check with them to find out if that had done that.
- d. **Projects for 2021 that District can accomplish without other funding sources:** Director Standish stated that larger infrastructure projects that require funding will be deferred until 2022. He confirmed with the Water Engineer which projects could be done this year.
 - i. Replace three of the Pac States Fire Hydrants.
 - ii. Install a pressure switch on the Guest well.
 - iii. Install a manual shutoff for the storage tanks. The Water Engineer previously said that the lines to the tanks should be upsized from 6" to 10" in conjunction with installing the shutoff. Director Standish asked the Water Engineer to come up with a budget for doing both.
 - iv. Clean the silt out of the valve boxes. Our excavator previously said that the valve boxes need to be cleaned out. When the Water Engineer spoke with him about this, he said that he would need to get the equipment from another contractor. The District will request him to provide a quote for the equipment from the other contractor, and for him to provide a quote for time & materials. The Board agreed that a regular maintenance schedule should be set up.
 - e. **Status of Treatment Plant sewage pump:** Director Standish ordered two pumps from the vendor. One of the pumps will be available soon. The other pump is on order. Director Holley volunteered to pick up the pump in Denver.
 - f. **Newsletter- expected water restrictions due to fire danger.** Director Standish is working on writing the summer newsletter. Because it was a low snow year, watering restrictions need to be emphasized. He suggested that rather than sending the newsletter along with the quarterly billing as done previously, that it be emailed to the residents on the group list.

7. Financials

- a. **Monthly Transaction Review.** Director Holley moved to approve the financials. Director Barnard seconded. The financials were approved unanimously.

- b. **Discussion with the accountant regarding Enterprise accounting.** Director Helm had emailed the accountant regarding setting up an Enterprise accounting system. He was going to follow up with a phone call, but the accountant was busy due to the Feds extended tax deadline. Director Helm has since moved out of the District, although he will continue to work for a while for Luminare, and will have contact with Director Johnson. She said that she would facilitate conversation between him and the accountant to set up the system.
 - c. **Monthly Aging Review.** No changes from last time.
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.
 - c. **Physically mark the location of gate valves and manholes.** Director Barnard suggested placing T-posts in the right-of-ways near the gate valves and manholes to make them easier to locate. The T-posts would have metal plates on them with locate information.
9. **Adjournment.** Director Standish motioned to adjourn the meeting at 7: 22 pm. Director Johnson seconded. The meeting was adjourned unanimously.

Next meeting – June 21, 2021