

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for August 4, 2021 Board Meeting Cancelled July Meeting Reschedule Zoom Meeting

1. **Call to Order.** The meeting was called to order by Director Standish at 6:31 pm.
2. **Roll Call, Confirmation of Quorum.** Directors present: Jim Standish, Prince Holley, and Matt Barnard. Directors absent: Jackie Johnson. A quorum was established.

Also present: Ellen Standish, Administrative Assistant

3. **Changes to/Approval of Agenda.** Ellen brought up a suggestion made by Director Barnard that the District purchase a laptop designated for District use only. In the past, the Admins had used their personal computers, with an external hard drive, for District work and files. Director Barnard made a motion to approve the purchase of the laptop and external hard drive. Director Holley seconded. The motion was approved unanimously.
4. **Review & Approval of Board Minutes from June 21, 2021.** Director Barnard 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. **2021 Projects**
 - i. **Crawford water extension-engineering status.**
 1. The Engineer sent a memo to Mr. Crawford in response to his questions.
 - a. The water and sewer lines cannot be in the same trench. They must be at least ten feet apart.
 - b. HDPE pipe can be used from the curb stop to the house.
 - ii. **Replacement of the Pac States Fire Hydrants.**
 1. Director Standish emailed our Excavation Contractor to find out what his availability would be for installing four of the hydrants in the next two months, before excavation ceases for the season.
 - iii. **Engineering deliverables issues – discussion.**
 1. The Directors discussed how to address timeliness issues with the District Engineer. The Board will set firm dates for engineering deliverables.
 - b. **Review of Summer Newsletter.** Director Standish finished writing the Summer Newsletter and distributed it to the Board for their review. The Board approved

the newsletter. Director Standish requested that Ellen send out the newsletter to the group email list, post it on the website and on Facebook.

c. Lot 12, Filing 2 –payment status.

- i. Ellen was directed to request that our Accountant send a water shutoff notice to the property owner.
- ii. After the notice was sent out, the owner called the Accountant and told him that they were getting a bank loan to pay off their debt. Within two weeks, the Accountant notified the Board that the owner had paid off the amount on the lien, and the current quarter. The Board authorized him to contact our lawyers and have them release the lien on the property.

d. Lot 8, Filing 2 – Tap fee payment status

- i. The property owner was issued a full building permit by the County building department in error. Ellen questioned our Accountant and learned that the owner still had not paid the tap fee, despite the conversation he had with the Accountant. The Board agreed that a certified letter be sent to the owner, stating that he must pay the tap fee or his permit would be pulled by the building department.

7. Financials

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

8. New/Old Business Not Previously Addressed. None

9. **Adjournment.** Director Standish motioned to adjourn the meeting at 8:06 pm. Director Barnard seconded. The motion to adjourn the meetings was unanimous.

Next meeting – August 16, 2021