

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for January 17, 2022 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, Prince Holley and Matt Barnard. Directors absent: Jackie Johnson, Michelle Wilson. A quorum was established.

Also present: Residents Brandon Stone, Jean Smith, Kendra Alfieri
Mary Andre, CDC
Ellen Standish, Administrative Assistant
- 3) **Changes to/Approval of Agenda.**
 - a) **Approval to engage Catterson & Company, CPA to prepare Exempt from Audit filing.** Ellen brought up that the District had received the proposal from Catterson & Company, CPA, to prepare our annual Exempt from Audit filing. Director Standish moved to approve engage them. Director Holley seconded. The motion passed unanimously.
- 4) **Review & Approval of Board Minutes from December 13, 2021.** Director Barnard moved to approve the December 17th meeting minutes. Director Holley seconded. The minutes were approved unanimously.
- 5) **Public Comment Period.**
 - a) **Special District Director Election.** Ms. Alfieri brought up the upcoming Special District election in May for expiring Director seats. She asked if links to the self-nomination form and election information could be added to the District's website. She also asked Ellen some other general questions about the election process.
 - b) **New District Member.** Brandon Stone introduced himself as a new member to the District. He gave a brief summary of his background in drilling water wells and other water related services.
- 6) **Statutory/Regulatory/General Business**
 - a) **Enterprise accounting update:**
 - i) **Approval of Resolution to adopt the Enterprise Accounting system.** Director Holley moved to approve the Resolution. Director Barnard seconded. The motion was passed unanimously.
 - b) **Status of Guest Well pressure switch:**
 - i) Director Holley stated that the proposal for installing the pressure switch had expired. Ellen was asked to contact Marcus and request that he reopen the proposal. The Board had already voted on which option to go with, so the proposal just needed to be reopened and signed.

c) **Augmentation Plan (March 2022)**

- i) **Schedule Work Session with Water Rights Attorney.** The Board agreed to have the work session on February 7th, at 6:30 pm. Ellen was asked to contact our Water Rights Attorney and ask if she would be available.

d) **May 3, 2022 Director Election**

- i) **Approval of Resolution to hold an election.** Director Standish made a motion to approve the resolution. Director Barnard seconded. The motion passed unanimously.
- ii) **Appointment of Designated Election Official (DEO).** Director Standish motioned to appoint Ellen as the DEO. Director Barnard seconded. The motion passed unanimously.

e) **Other 2022 Projects**

i) **Video sewer lines along CR 129.**

- (1) **What lines should be videoed and when.** It was determined that the trunk line along CR 129 and the east lines should be videoed. The weeks of May 16 and May 21st were thought to be the best times, although it would depend on when winter weather ends.
- (2) **What company should conduct the work?** After some discussion between the Directors and Mary, they agreed to reach out to Action Drain for a bid. Action Drain had provided a quote in 2021, which was the most competitive bid of the companies contacted. However, because the window for conducting the work had passed due to the early peak snow melt, the Board tabled the project until 2022.
- (3) **Previous communication and maps on the sewer lines.** Ellen stated that she had seen numerous emails, maps, and other information regarding the sewer lines and manholes on CR 129. She said that she would gather everything together in order to have as much information as possible before the work is started.
- (4) **Engage CDC to manage the videoing project.**
 - (a) Director Barnard motioned to engage CDC to oversee Action Drain on the videoing of the lines. They would also review the video afterwards to determine problem areas. Director Holley seconded. The motion passed unanimously.

ii) **Add second driveway at the Sewer Plant.**

- (1) The Board discussed with Mary Andre where the second driveway should be placed. A suggestion was made to run it through one of the out-of-service settling ponds that had been filled in.
- (2) Mary stated that one of the ponds should be closed with CDPHE.
- (3) The Board agreed that the Plant Operator should weigh in with his thoughts on placement.

(4) Ellen was directed to ask the Plant Operator how many times annually he has the sludge pumped out.

iii) **Luminate fiber at the Sewer Plant.**

(1) Proposal from Sycon Intl. No proposal yet.

7) **Financial**

a) **Monthly Transaction Review, Approval**

i) **Review and Approve CDC invoice.** Director Barnard moved to approve the invoice. Director Holley seconded. The motion was approved unanimously.

b) **Monthly Aging Review, Actions**

i) The Board discussed a couple of accounts that were in arrears. Ellen was directed to check with our Accountant to see if any payments had been made.

8) Old Business Not Previously Addressed

9) Next meeting – February 21, 2022

10) Adjournment. Director Standish motioned to adjourn the meeting at 8:05 pm. Director Holley seconded. The motion was approved unanimously.