

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for March 21, 2022 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, Prince Holley, Matt Barnard, Brandon Stone, and Michelle Wilson. A quorum was established.

Also present: Homeowner Robin Reade
Mary Andre, CDC
Ellen Standish, Administrative Assistant

- 3) **Changes to/Approval of Agenda.**
- 4) **Review & Approval of Board Minutes from February 21, 2022.** Director Barnard moved to approve the February 21 meeting minutes. Director Stone seconded. The minutes were approved unanimously.
- 5) **Public Comment Period.** None.
- 6) **Statutory/Regulatory/General Business**
 - a) **Special Districts Director Election May 03, 2022**
 - i) Call for Nominations was published in the Pilot on 1/29/2022 and posted on the SLWSD website.
 - ii) Self-Nominations received by deadline, February 28.
 - iii) Two seats filled, election cancelled.
 - b) **Status of 2022 projects.**
 - i) **Status of Guest Well pressure switch:** Marcus with Sycon reported that the equipment had been ordered. He anticipated that the work would be done sometime in mid to late April.
 - ii) **Video sewer lines along CR 129.**
 - (1) CDC submitted a revised proposal excluding the bid package. Director Barnard motioned to approve the revised proposal. Director Holley seconded. The motion was approved unanimously. CDC was verbally told by Director Standish to proceed with the project. Ellen will send them the signed proposal.
 - iii) **Engineering for upsizing the tank lines.**
 - (1) CDC submitted the engineering proposal.
 - (2) The Board discussed how the District could provide water in the future to Tax District 17 residents who currently haul water, because it is not feasible to extend service lines. Director Barnard motioned that Mary look into how the new line

could be engineered to provide this service. Director Holley seconded. The motion was approved unanimously.

iv) Add a second entry to the Sewer Plant.

- (1) The Board discussed the feasibility of adding the second entry with Mary. They decided that this year the District would improve the existing driveway, but delay other improvements until 2023. The Board and Mary agreed to meet at the Sewer Plant on June 6th to discuss future second entry design options.
- (2) The Board directed Ellen to contact local contractors to find out their availability for bringing materials to the Plant and building up the existing driveway.

v) Fire Hydrant Replacement Project.

- (1) Get a bid from Inc. 8. The Board directed Ellen to contact Inc. 8 to get a labor-only bid for installation of the hydrants, and find out their availability to do the work.
- (2) Purchase Waterous hydrants. Ellen was asked to contact a Waterous hydrant vendor to get a quote for up to eight hydrants.
- (3) Schedule the work. Once the Board gets the quotes from Inc. 8 and the Waterous vendor, schedule the work for as many hydrants as feasible this year.
- (4) Replacement of gate valves. In their proposal, CDC stated that the gate valves might need to be replaced. Director Standish said that he thought there might be some new gate valves in the shed at the Sewer Treatment Plant.
- (5) Mark where the shut-off valve is located. Director Stone recommended staking where the shut-off valve is located at the time the hydrant is installed.

c) Water Augmentation Plan and Conditional Water Rights (March 2022)

- i) Schedule Work Session with Water Rights Attorney. The Board held the Executive Session with the Attorney.
- ii) The Attorney explained the situation and discussed augmentation options.
- iii) The Directors told the Attorney to proceed with developing the options.

d) Draft the spring newsletter. Director Standish said that he was working on the spring newsletter. Topics that would be included in the newsletter are:

- i) Address water restrictions. The Board agreed that an explanation of why the District needs to implement water restrictions should be included. We have limited storage capacity, which needs to provide enough water for firefighting and domestic use.
- ii) Brief Summary of 2022 projects the Board is working on.

e) Review the District's policy for collecting "lost taxes" from C & D lots that request consolidation.

- i) A property owner with D lots near Steamboat Lake requested approval from the District to vacate easements between lots to create 5+ acre parcels. Some of the lots to be consolidated were in Tax District 17, and some were in Tax District 16. The annual taxes of each lot were under \$100. According to the District's rules, all

lots that are being consolidated into a larger lot are to be charged for lost taxes for the current year until 2028 to pay off the Treatment Plant bond. Ellen learned from the County Assessor that the Tax District 17 lots would be taxed separately from the Tax District 16 lots. The Board thought that the difference in taxes between single lots and consolidated lots would be minimal.

- ii) Director Standish moved to approve to not charge for lost taxes on consolidated C or D lots with minimal annual taxes. Director Holley seconded. The motion was approved unanimously.

7) Financial.

a) Executive Session to discuss the Financials.

- i) Director Standish proceeded on the agenda to discuss financials. Ellen stated that the Board was moving into an Executive Session. Mary Andre and Robin Reade were excused from the meeting, and the Board entered Executive Session at 7:40 pm.

b) Monthly Transaction Review, Approval

c) Monthly Aging Review, Actions

- i) Director Standish told the Board that one of the property owners, whose delinquent account had been transferred to the County Assessor, had sold their property.
 - (1) Ellen emailed our accountant to find out if the title company had contacted him about money that was owed. They had not.
 - (2) Director Holley said that usually taxes that were collected when a property sold would take several months to be paid.
- ii) Vote to shut off resident's water. The Board voted to shut off a resident's water, who was more than two quarters in arrears on their payment, and was habitually late.
- iii) Ellen shared the letter that our accountant had sent to the resident. She pointed out that the letter only warned about the property being liened, not having the water shut off. Director Holley said that he would revise the letter.

- d) **End of Executive Session.** The Board exited Executive Session at 7:50 pm and resumed the normal monthly meeting.

8) Old Business Not Previously Addressed. None.

9) Next meeting – April 18, 2022

- 10) **Adjournment.** Director Holley motioned to adjourn the meeting at 7:55 pm. Director Wilson seconded. The motion was approved unanimously.