

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for April 18, 2022 Board Meeting Zoom Meeting

- 1) **Call to Order.** The meeting was called to order by Director Standish at 6:35 pm.
- 2) **Roll Call, Confirmation of Quorum.** Directors present: Jim Standish, Prince Holley, Matt Barnard, and Brandon Stone. Directors absent: Michelle Wilson. A quorum was established.

Also present: Meghan Koupal, CDC
Ellen Standish, Administrative Assistant

- 3) **Changes to/Approval of Agenda.** None.
- 4) **Review & Approval of Board Minutes from March 21, 2022.** Director Barnard moved to approve the March 21, 2022 meeting minutes. Director Stone seconded. The minutes were approved unanimously.
- 5) **Public Comment Period.** None.
- 6) **Statutory/Regulatory/General Business**
 - a) **Status of 2022 projects.**
 - i) **Status of Guest Well pressure switch:** Ellen checked with Marcus on the status of the pressure switch on April 19th. He hadn't received the equipment yet, but heard that it could be coming in approximately two weeks.
 - ii) **Video sewer lines along CR 129.**
 - (1) **CDC coordination with Excavator and Action Drain.** Meghan said that she was working with our Excavator to uncover the manholes along the sewer line the week of April 18th. Action Drain will start jetting the lines in the subdivision on the east side of CR 129 the week of April 25th. Meghan is going to email Ellen a schedule of the work.
 - (2) **Notification to the residents of the work.** Meghan will draft a notice to the residents for Ellen to group email and post on Facebook.
 - (3) **County Road & Bridge notification.** Director Standish will notify Road & Bridge department of the work and that Action Drain will contact them regarding safety measures they will be using along CR 129.
 - iii) **Engineering for upsizing the tank lines.**
 - (1) The Board approved CDC's proposal. Director Barnard said that he thought that CDC's proposal was in line with what was discussed at the work session in January. CDC was given approval to proceed.

iv) **Add a second entry to the Sewer Plant.**

- (1) Adding second entry tabled until 2023. The Board decided to only work on the design of the second entry this year. They will meet with CDC at the Sewer Plant on June 6th to discuss the options.
- (2) **Meet with North Routt Excavating.** Once the Elam gravel pit has opened, Director Barnard will meet with NRX at the plant to determine how much material will be needed to build up the existing driveway.

v) **Fire Hydrant Replacement Project.**

- (1) Get a bid from Inc. 8. Ellen emailed Jon and requested a bid for labor to install the hydrants, which he provided.
- (2) Contact a Waterous hydrant distributor. Ellen spoke with a distributor in Denver. The price for the Mountain Standard is approximately \$6200, and the lead time is 14-18 weeks. Director Barnard thought the price sounded high, and said he would check with a couple of distributors for Mueller Mountain Standard hydrants.
- (3) The Board agreed that we should try to get at least four hydrants this summer, and use the hydrant we already have to replace a hydrant that is highest on the priority list. The Board asked Ellen to find out Jon's availability to do the work.
- (4) The Board directed Ellen to start a credit application with the Waterous distributor, in case we end up buying from them.

b) **Draft the spring newsletter.** Director Standish is working on the spring newsletter. Topics that will be included in the newsletter are:

- i) Address water restrictions. Director Standish said that the District should follow Steamboat's rules and implement a system of odd/even days for garden watering.
- ii) The Board discussed how to deal with homeowners who violate the District's "no turf watering" rule. They agreed that it was difficult to determine exactly who all the people are who water their lawns. The Board again discussed installing water meters in the District. Director Standish will include a notification that the District will be moving forward with that project.
- iii) Brief Summary of 2022 projects the Board is working on.

7) **Financial.**

a) **Monthly Transaction Review, Approval**

b) **Monthly Aging Review, Actions.**

- i) Vote to shut off resident's water for non-payment. The Board voted to shut off a resident's water, which was more than two quarters in arrears on their payment, and is habitually late.
- ii) Director Barnard noted that curb stops are not always easily accessible, and that the resident should be responsible for paying to have the water shutoff dug up.

- iii) The Directors also agreed that any person, who is on a payment plan and still misses payments, will have to pay in full immediately.
 - iv) Director Holley drafted a new water shutoff letter to be sent out by our accountant. Director Standish said he would review the letter and finalize it.
 - v) The Board agreed that the shutoff letter will be sent certified /return receipt to residents who are more than two quarters behind in payment. The resident will have 10 days from the day our accountant receives the return receipt to contact him. Otherwise, their water will be shutoff.
- 8) **Discussion of using “Smart” and RFQ in determining Engineering Needs.** Director Stone emailed the Board regarding using “Smart” and RFQ’s in order to control engineering costs. The Board agreed that these measures should be used for future projects.
- 9) **Old Business Not Previously Addressed.** Ellen confirmed with the Board that the May meeting will be in person. She looked into portable, omnidirectional voice recorders for meetings. She found that Martex Electronics had a highly rated recorder for \$300. Director Standish moved to approve the purchase. Director Holley seconded. The motion was approved unanimously.
- 10) **Next meeting** – May 16, in person
- 11) **Adjournment.** Director Standish motioned to adjourn the meeting at 7:50 pm. Director Holley seconded. The motion was approved unanimously.