

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for November 28, 2022 Board Meeting

- 1) **Call to Order.** The meeting was called to order at 6:40 pm by Director Standish.
- 2) **Roll Call, Confirmation of Quorum.** Directors present: Jim Standish, Matt Barnard, Prince Holley, and Brandon Stone. A quorum was established,

Also present: Trent Connor, Willow Creek Pass homeowner
Ellen Standish, Administrative Assistant
- 3) **Changes to/Approval of Agenda.** No changes to the agenda.
- 4) **Review & Approval of Board Minutes from October 17, 2022 meeting.** Director Standish moved to approve. Director Holley seconded. The minutes were approved unanimously.
- 5) **Public Comment Period.** Mr. Connor expressed his interest in getting on the board and filling the vacant seat.
- 6) **Statutory/Regulatory/General Business**
 - a) **Status of 2022 projects.**
 - i) Create a new entry to the Sewer Plant.
 - (1) Walter with 4 Points Surveying submitted the survey of the WTP to the board for review.
 - (2) The board reviewed the survey. They determined that there would be adequate space to construct an entrance/exit to the north of the plant, without having to go outside of the easement granted to the district.
 - (3) Director Standish said he will forward the survey to Steve Warnke at the HOA in order to get their approval to proceed.
 - ii) Fire Hydrant Replacement Project.
 - (1) Hydrant Out-of-Service tags received.
 - (2) Dana Kepner Company got the invoice corrected with the discounts that were promised.
 - (3) We have not heard back about the status of the backordered hydrants.
 - iii) Tank hatch riser extensions.
 - (1) We received the smaller tank hatch risers from Shawcor, and Scott installed them.
 - (2) Scott did not hear from the tank divers in October. The work will be postponed until 2023.

b) Hire a locator to do 811 locate requests.

- i) The Board's proposal for doing locates was given to Scott for consideration. He declined, based on the liability that would be involved.
- ii) Ellen asked Jon Subr for recommendations for locators. He said he could possibly do the locates, and would put a proposal together.
- iii) Jon submitted an amount for which he would do the locates. The Board agreed to have Jon find the curb stops. Director Standish motioned to approve Jon to do the work. Director Holley seconded. The motion passed unanimously.

c) Appointment of new Board Director.

- i) Ellen confirmed with Trent that he wanted to be on the Board. He stated yes.
- ii) Director Standish administered the Oath of Office, and Trent signed it.
- iii) Ellen will submit the documents to the local clerk's office and DOLA.

7) Financial.

a) Monthly Transaction Review, Approval

b) Monthly Aging Review, Actions.

- i) The seven accounts that were in arrears were sent shut-off letters. Director Standish reported that our accountant received payments from all seven for at least one quarter's fees.

c) The Board discussed raising tap fees in 2023 to \$20,000. Director Barnard requested Ellen to research how much the tap fees are in the Timbers and Stagecoach districts.

d) 2023 Budget. The Board went through the preliminary budget. They proposed changes in the amounts under certain line items.

- i) Ellen was asked to contact Mary and Claire and request year end invoices from them in order to get a better idea how much the district is spending annually on engineering and legal fees.

8) Old not previously discussed business.

a) CDC sewer video review and recommendations.

- i) Ellen was asked to contact Mary and request that they provide us with the report that was promised in their proposal.

9) Next meeting –December 12th. Final approval of 2023 budget.

10) Adjournment. Director Standish motioned to adjourn the meeting at 8:15 pm. Director Barnard seconded. Meeting adjourned.