

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for December 12, 2022 Board Meeting

- 1) **Call to Order.** The meeting was called to order at 6:37 pm by Director Standish.
- 2) **Roll Call, Confirmation of Quorum.** Directors present: Jim Standish and Matt Barnard. Trent Connor participated by phone. Absent excused: Brandon Stone. Absent not excused: Prince Holley

Also present: Ellen Standish, Administrative Assistant

- 3) **Changes to/Approval of Agenda.** No changes. Director Barnard motioned to approve. Director Standish seconded. The agenda was approved unanimously.
- 4) **Review & Approval of Board Minutes from November 28th, 2022 meeting.** Director Barnard moved to approve. Director Standish seconded. The minutes were approved unanimously.
- 5) **Public Comment Period.** NA
- 6) **Statutory/Regulatory/General Business**
 - a) **Review of recent water line break events.**
 - i) **Low tank level callout.**
 - (1) Scott was working in another W & S district south of SLWSD when he received the callout on his phone. He was not able to get to North Routt until 4:30 pm.
 - (2) The board discussed having someone else also get the notification additionally. They thought that Ellen should get the notification so that she can notify the directors.
 - (3) The board thought that a shovel and valve key should be kept at the Lot 78 well so that someone on the board can locate and close a valve.
 - ii) **After the break was repaired, water was not registering in the tank.**
 - (1) The directors requested Ellen to ask Scott if the float in the tank was stuck.
 - (2) Scott thought that there was another line break close to the tanks. He suggested having a tank diver run a sewer camera down the line from the tanks to check for a break.
 - (3) Director Standish checked the Guest well pump records and thought that not as much water was being pumped as was thought originally.
 - (a) The directors talked about whether the Pressure Switch might be causing less water to be pumped. Ellen was asked to contact Marcus to find out.
 - (4) The board thought that some water was escaping through the Willow Gulch valve. Jon previously said that the valve was not closing all the way.
 - iii) **Resident thought that the district should pay for their out-of-pocket expenses due to the water outage.**

(1) The board discussed what their liability is in such a discussion. They agreed that a letter should be sent to the resident.

iv) **North Routt Charter School and the Steamboat Lake Outpost provided water to residents without water.** Ellen suggested that thank you letters be sent to the Charter School and the Outpost for their help providing water to the residents during the outage.

b) **Tap Fee increase decision.**

i) The directors again discussed that the district needs to install water meters.

ii) The directors will ask Mary with CDC for a recommendation for a meter.

iii) The idea was introduced that the cost to install meters at new residences could be added to the tap fees.

iv) The amount that the tap fee should be raised to was discussed. Director Standish made a motion to raise it to \$18,000, effective January 1, 2023. Director Barnard seconded. The motion was approved unanimously.

c) **Adoption of Election Resolution and Appointment of DEO.**

i) The directors voted to hold an election in May 2023 to elect directors to the board. They adopted the Election Resolution and appointed Ellen to be the DEO.

d) **Transparency Notice for 2023**

i) Meeting schedule. The board agreed to keep the same schedule for 2023; the third Monday of each month, except for December, when the next year's budget is due by the 15th.

ii) Director Standish will provide Ellen with the meeting schedule for the year.

7) **Financial**

a) Monthly Transaction Review, Approval

b) Monthly Aging Review, Actions

i) Director Standish motioned to approve the financials. Director Barnard seconded. The motion was approved unanimously.

8) **Final Approval of 2023 Budget by the Board.**

a) The Board approved the 2023 Budget. Director Standish will forward it to our Accountant, who will submit it to the County Treasurer and DOLA.

9) **Provide District information on the website.**

a) The Board discussed adding a current projects tab and a history of the district tab to the website. They thought it would help district members to have a better understanding of what the Board does. Ellen was directed to add the information to the website.

10) **Next meeting** –January 16, 2023

11) **Adjournment.** Director Standish motioned to adjourn the meeting at 7:55pm. Director Barnard seconded. Meeting adjourned.