

# STEAMBOAT LAKE WATER AND SANITATION DISTRICT

## Minutes for March 20, 2023 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 Trent Connor. Absent, excused: Brandon Stone

**Also present:** Mary Andre, CDC engineer  
Ellen Standish, Administrative Assistant

- 3) **Changes to/Approval of Agenda.** Ellen requested that an update on the status of the Lot 78 well be added to the agenda. Director Standish moved to approve the agenda. Director Barnard seconded. The agenda was approved.
- 4) **Review & Approval of Board Minutes from January 16th meeting.** Director Barnard moved to approve the January minutes. Director Holley seconded. The minutes were approved.
  - a) No meeting was held in February due to personnel out with COVID and several directors' travel outside of the district. The items on the February agenda were moved to the March meeting.

5) **Public Comment Period.** NA

6) **Statutory/Regulatory/General Business**

a) **CDC Engineering Updates**

i) **Status of Hydrant installation and upsizing of the tank water lines bid packages.**

- (1) Mary had the bid packages for the Hydrant & Valve installation and the upsizing of the tank water lines with her. She said that she would submit the packages to Director Barnard on Tuesday, March 21<sup>st</sup> for his review.
- (2) Director Barnard will have his review done by March 28<sup>th</sup>.
- (3) CDC will have the bid requests published in the Pilot by April 2, 2023.: Proposals will be due May 4<sup>th</sup>, and the decision will be made by May 15<sup>th</sup>.

ii) **CDC communication gap.**

- (1) There was a period between the January and March meetings where there was no communication from CDC. Directors Standish and Barnard reiterated to Mary that communication from CDC regarding the status of projects is vital to keep the projects moving forward.
- (2) Director Barnard went over the projects that the board wants to complete with CDC: the hydrant replacements, the tank line upsizing, and the report for the sewer line video project.

iii) **CDPHE tank construction completion form.**

- (1) The Compliance Specialist at CDPHE emailed the district regarding the addition of the tank hatch risers to the tanks. She had not yet received the Completion of Construction form from our engineer.
- (2) Ellen had forwarded the email to Mary. Mary said she would complete the form and submit it to CDPHE.

b) **Status of new motor for the fan at the Waste Treatment Plant.**

- i) Ellen reported that the motor was shipped to Denver Industrial Pumps and was in their warehouse. DIP said they could hold it there for a few days. The Directors approved having the motor shipped to Steamboat. Ellen sent a message to Gilbert and asked where the motor could be drop shipped.

c) **2023 Special District Director Election**

i) **Status of Call for Nominations and Affidavit of Intent to be a Write-In Candidate.**

- (1) The only Self-Nomination that was received on time was from Director Stone. Nobody submitted an Affidavit of Intent to be a Write-In Candidate in lieu of a Self-Nomination form.
- (2) Director Stone was therefore elected by acclamation. After the May 2 election, he will serve a four year term until May 2027. Directors Holley, Connor, and Standish can be appointed to the board by the two formally elected directors remaining, Directors Barnard and Stone.
- (3) The board voted to cancel the election in May, because there were not more candidates than there were seats available, thus negating the need for an election.

d) **Vote to provide current district members with the district's newly drafted Service Disclaimer.**

- i) The board decided to include the disclaimer with the first bill, the quarterly bill, and posted on the website.
- ii) Director Barnard motioned to approve distribution of the disclaimer. Director Holley seconded. The motion was approved.

e) **Water Referee's decision on Water Rights**

- i) The Water Referee reviewed the district's responses to his recommendations. He signed and submitted his rulings to the district judge. The judge approved the ruling.
- ii) Our water attorney requested a work session with the board to discuss Water Augmentation. The directors said they could meet in town at the Attorney's office on a Monday night in April or May. Ellen was requested to contact her for her availability.

f) **A Property Owner in Filing 5 (Elkhorn Subdivision) wants to be excluded from the district.**

- i) The board discussed this and agreed that the property owner can petition the district to be excluded. Ellen was asked to send the exclusion requirements to the owner.

g) **Contact Scott Price with Water Quality Management to discuss how they can help the district with getting funding for improvement projects.**

- i) Director Holley said that he would contact Scott.

h) **EPA funding information webinars.**

- i) Ellen reported that she had attended the first webinar. She learned that water and sanitation projects were not included in the funding.

i) **Lot 78 well issues.**

- i) Ellen reported that our Water Operator is going to call BJ Pump to determine why the well is shutting off frequently and why the water is muddy.

*Note: Our engineer was excused from the meeting at 7:55 pm. The board went into Executive Session. The board exited Executive Session at 8:10 pm.*

7) **Financial**

a) Monthly Transaction Review, Approval

- i) Director Standish moved to approve the monthly transactions. Director Holley seconded. The financials were approved.

b) Monthly Aging Review, Actions

- i) There are four "A lots" in arrears.
- (1) Director Standish will prepare the shut off letters to be sent out by our accountant.
  - (2) An account was shown to be both in arrears and have a credit. Ellen was asked to check with our accountant about it.
  - (3) The board requested Ellen to contact our attorney and ask if there is something that can be legally done about accounts that are habitually in arrears.

8) **Old Business not previously discussed.**

- a) The board discussed getting a new computer for the sewage treatment plant. They asked Ellen to contact Marcus and ask if he could give a short presentation at the May meeting.

9) **Next meeting** – Monday, April 24th

- 10) **Adjournment.** Director Holley made a motion to adjourn at 8:25 pm. Director Barnard seconded. Meeting adjourned.