

STEAMBOAT LAKE WATER AND SANITATION DISTRICT

Minutes for April 24, 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, Brandon Stone, and Trent Connor. Director Holley participated by phone.

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

- 3) **Changes to/Approval of Agenda.** Ellen requested that the board discuss the service extension plan submitted by the property owner of Lots 118 and 119. Director Barnard moved to approve the agenda. Director Stone seconded. The agenda was approved.
- 4) **Review & Approval of Board Minutes from March 20, 2023 meeting.**
 - a) Director Barnard moved to approve the minutes. Director Stone seconded. The minutes were approved unanimously.
- 5) **Public Comment Period.** NA
- 6) **Statutory/Regulatory/General Business**
 - a) **BJ Pump presentation on options for the Lot 78 well.**
 - i) Ellen spoke with Lars that morning. He said that before he comes to speak to the board, he needs to know what the district's goal is, e.g., more volume, better quality, or to have a backup water source.
 - ii) He said that the cost to clean the Lot 78 well would be 20K or more.
 - iii) Lars said that we should focus on the Guest well. It can produce more quantity than it currently is producing. He recommended doing a pump test to determine how much it can pump. He also thought that the pump needs to be replaced.
 - iv) Director Barnard said that we need to have a redundant source of water, such as the Lot 78 well. Director Stone said that he will talk to our Water Attorney about permitting for drilling a well next to the Guest well.
 - v) Lars will work with Director Stone to come up with a course of action, whether it will be to clean the Lot 78 well and/or drill a new one.
 - b) **CDC Engineering Updates**
 - i) **Status of Hydrant installation bid package.** CDC made the changes requested by the directors. The Request for Quote was published in the Steamboat Today. Two contractors requested plans so far.
 - ii) **Status of Upsizing tank water lines bid package.**
 - (1) Director Barnard had not reviewed the bid yet. In the meantime, the CR 129 sewer line has become a higher priority. Director Barnard suggested shelving the Upsizing Tank Water Lines to focus on the sewer lines.

c) Sewer line issue near the Waste Treatment Plant the week of 4/10.

- i) Action Drain cleaned out the sewer line into the plant, which resolved the inflow problem.
- ii) Mary said that the sewer line video report and recommendations is almost ready to be submitted to the board. She gave an overview of what was found in the video.
- iii) Mary and the board discussed what actions should be taken regarding the sewer line issues on CR 129 and on the east side of 129. They determined that the areas that are priorities are the sewer line between the manholes on Beaver Canyon and Neptune Place, and the collection system by the WTP.
- iv) They also agreed that since it has been a few years since the sewer lines on the west side of CR 129 have been videoed, they should be videoed again within a year or two.

d) Status of new motor for the fan at the WTP.

- i) The motor was delivered to the WTP Operator, to be installed when the old motor dies.

e) Diligence work session with the Water Attorney.

- i) The directors met with the Water Attorney on May 1. They discussed the Water Referee's final decision and how the district should proceed.

f) 26805 Beaver Canyon service line and water tank level issues.

- i) All Drain Services attempted to jet out the service line from the house. They got to 75', but could not go farther. They thought the pipe could be slightly pinched or misshapen. There is still no water going to the residence.
- ii) Our Water Operator said that more water is still going out of the storage tanks than usual. He has the Guest well and Lot 78 well pumping to keep the tank levels normal.
- iii) The source of the water leak has not yet been found because of the amount of snow still on the ground.
 - (1) In order to determine whether the leak is in the Beaver Canyon residence service line, Director Barnard proposed locating the valves on Clara Way and Beaver Canyon and exercising them to make sure they would close.
 - (2) He then said to close the valves for eight hours to shut off water to the immediate area. The district will coordinate with affected residents to see when it would be most convenient to have the planned outage.
 - (3) Our Water Operator will turn off the Lot 78 well. With just the Guest well pumping and the valves closed, we could see if that makes a difference in the volume of water lost.

g) Make installation of water meters at new builds a requirement in Rules & Regulations.

- i) The board voted to make Director Barnard's recommendation a requirement in the Rules & Regulations. Director Standish seconded. Motion carried.

- ii) The board asked Mary to prepare a meter installation Spec to allow space for a meter.
 - h) **Presentation by Marcus for new computer at the Waste Treatment Plant.**
 - i) Ellen contacted Marcus and requested that he make the presentation.
 - ii) The board asked that both the WTP Operator and Water Operator be invited to the meeting.
 - i) **Contact Water Quality Management for help with funding projects.**
 - i) Director Holley has not contacted him yet.
 - j) **Discussion of service extension plan for property at Willow Gulch & Linda Kay Place.**
 - i) An engineer at CDC reviewed the plan and made comments.
 - ii) The board discussed the engineer's comments and had comments of their own.
 - iii) Mary was asked to finalize the comments and send the report to the district for final review before submitting it to the property owner.
- 7) **Financial**
- a) Monthly Transaction Review, Approval
 - i) Director Standish moved to approve the monthly transactions. Director Barnard seconded. The financials were approved.
 - b) Monthly Aging Review, Actions
 - i) Eleven A lot properties are in arrears.
 - (1) Director Standish found out the procedure followed by our accountant when payments are late. Shutoff notices are not sent out until payment is 90 days late. The customer has another 10 days to pay. The customer has a total of 130 days past the invoice date to pay.
 - (2) Director Standish proposed that a shutoff notice be sent after 30 days past the invoice date. The customer will then have 15 days to make a payment or set up a payment plan with the accountant. Otherwise, they will be sent a shut-off notice.
 - (3) Director Standish made a motion to adopt the new late payment procedure. Director Stone seconded. The motion passed.
- 8) **Old Business not previously discussed.**
- a) **CDC Sewer line project proposal.**
 - i) Mary was asked to make a presentation on a proposal at the June meeting.
- 9) **Next meeting** – May 15th
- 10) **Adjournment.** Director Barnard made a motion to adjourn at 8:55 pm. Director Standish seconded. Meeting adjourned.