(January 21, 2019) Board Minutes Steamboat Lake Water & Sanitation District Regular Board Meeting <u>1-21-19</u>

Jim S. called the meeting to order at 6:15 pm at the North Routt Fire Station #2.

Members:		
1Jim Standish	2. <u>Suzy Chase</u>	
3Jeff Wilson	4. Jim Hillman absent, excused	5. Steve Johnson

Jackie Johnson, SLWSD admin

Open Issues:

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1. December minutes: Jim S. motions to approve December minutes as amended, deleting item number 4 as it was mentioned in item 2. Suzy seconds, unanimous approval, motion carried.

2. Merrick and Company:

- A) Final draft of rate study waiting on.
- B) Rules and regulations needing to be addressed and worked on include sections 3,5, 7, 9.
- C) Secession planning, both engineers are nearing retirement.

Suzy motions to approve Jackie's travel expenses to and from Denver to meet with Ron and Ron to develop secession plan, work on rules and regulations, water operator job description, and gather information for the District. Jackie is to ask Ron for the standard for service lines from curb stop to home. Review process of inspection and board approval of contractors. Jeff seconds, unanimous approval, motion carried.

- **3.** Water rights Ekhart Ditch: 3.Water rights Ekhart ditch status, dry up acreage. The 60 acres are being discussed with Peter and Claire and Jay. Meeting not set at this point.
- 4. Steamboat Lawyers Group Assessment worksheet still waiting. Snowplowing contract issues, reply emailed to board for discussion. Since the district is at a transition point with the HOA looking at new bids for the next 1-3 years, Suzy offered to serve as liaison to the HOA for the District in coordinating efforts for snowplowing. The District should be listed as additionally insured.
- 5. Board oversight of pumps and major purchases The process for major purchases is reviewed. Water or sewer plant operator should write a requisition for a need, Ron Dvorak should then review for engineering, Colby's office should then receive for a PO or financial piece, the board will then review and approve dollars to be spent. Jackie will review the process with operators and Ron Dvorak. Overhang to the water treatment plant Jackie will ask Timberline for drawings to accompany the estimate and circulate to the board and Scott for approval.
- 6. Financials Jackie will ask where delinquent accounts are at so Suzy can hand out notices if necessary.
- **7. OTHER** DOLA meeting, Board of County Commissioners report, Audit items with Catterson & Colby; Year end documents – boundary changes, maps, etc. Assessor, clerk, SDA, DOLA, SOS

Next Meeting: Monday, February 25, 2019 at fire station #2. Meeting adjourned at 7:36pm Jim S. Minutes recorded by Jackie Johnson Board Minutes approved: 2-25-19