

# STEAMBOAT LAKE WATER AND SANITATION DISTRICT

## Minutes for December 18, 2023 Board Meeting

- 1) **Call to Order.** The meeting was called to order at 6:32 pm by Director Standish.
- 2) **Roll Call, Confirmation of Quorum.** Directors present: Jim Standish, Matt Barnard, Trent Connor, and Brandon Stone. Prince Holley attended by phone. A quorum was confirmed.

**Also present:** Ellen Standish, Administrative Assistant

- 3) **Changes to/Approval of Agenda.** Ellen requested that approval for Chris Catterson to submit a Letter of Engagement for Exemption from Audit services be added to the agenda. Director Standish moved to approve the agenda. Director Barnard seconded. The agenda was approved unanimously.
- 4) **Review & Approval of Board Minutes from November 27th:** Director Barnard moved to approve. Director Holley seconded. The motion passed unanimously.
- 5) **Public Comment Period.** None
- 6) **Statutory/Regulatory/General Business**
  - a) **CDC Engineering Updates.**
    - i) CDC's engineer submitted two options, A and B, for the repair of the sewer line on CR 129. The board agreed that Option B would be the better option, and want to get an engineering design of it.
    - ii) Mary submitted CDC invoices from 2022-2023. The directors said that because they did not have time to review them before the meeting, they needed go over them and discuss them at the January 2024 meeting.
  - b) **Status of service extension financial obligation template letter from attorney.**
    - i) Ellen emailed our attorney. He said that the letter was in his work queue, but had not started on it yet.
  - c) **Sewer service extension to Lot 57 on Longfellow.**
    - i) The board discussed what would be the best option for the property owners to connect to a sewer main. They determined that the sewer line could be extended from the border of the neighboring lot # 58 into Lot 57.
    - ii) Ellen was asked to email the owners and propose this option. She also was to advise them that the current regulations for extension of service are being reviewed and revised. She will send them the updated regulations when they are finalized.

**d) Install Luminate fiber internet at the sewer plant?**

- i) The directors discussed this and thought that it should be up to the WWTP operator whether he wanted it.
- ii) They directed Ellen to ask him.

**e) Schedule work sessions in January/February for:**

- i) Revisions to certain sections of the Rules & Regulations.
  - (1) Director Barnard thought that this task could be done outside of work sessions.
  - (2) Directors Barnard and Stone volunteered to review and make the revisions. They requested that Ellen send them Word documents of the sections.
- ii) Work on FY 2024 projects to get shovel ready.

**f) Future means of distributing meeting agenda to district members.**

- i) After some discussion, the directors said to continue distributing through group email, posting on Facebook, and posting on the district website.

**g) Email from Accountant regarding questions about lot consolidations and B lots**

- i) During an audit of accounts, the accountant had questions about whether some lots should be billed as B lots.
- ii) Ellen did some investigating and discovered that two properties that had requested consolidation of their A and B lots did not show as consolidated on the Assessor website. One lot was still in the consolidation process with the County. The other property owner had changed their mind about consolidation. Since the property owner paid the consolidation fee, they will be credited for their Availability of Service fee through 2027.

**7) Financial**

**a) Monthly Transaction Review, Approval**

**b) Monthly Aging Review, Actions**

- i) Three accounts were in arrears. Two of the property owners paid. The third property on Neptune Place did not. That account was turned over to the County Treasurer to be added to the tax sale.

**8) Draft 2024 Budget and discuss projects**

**a) The board finalized budget numbers and decided to pursue the following projects in 2024:**

**i) Redrill the Lot 78 well**

- (1) The board agreed that a survey should be done on Lot 78 to confirm the property corners. They did not want to risk conflict with the neighbor over possible construction damage occurring over the lot line.

- (2) Director Barnard asked that a reminder be set for April 15 to contact AJ Summers with Landmark Surveying.
  - ii) Construct a second entrance to the WWTP.
  - iii) Complete the aborted sewer line repair under RCR 129.
  - iv) Video sewer lines on the west side of RCR 129 during the spring runoff.
  - v) Conduct a water meter feasibility study.
  - vi) Design a potential cistern for the Lot 78 well to improve output.
- 9) **Adjournment:** Director Holley moved to adjourn at 7:35 p.m. Director Stone seconded. The motion was approved unanimously.
- 10) **Next meeting** –January 15, 2024