

2-8-2016 Board Minutes <Draft>
Steamboat Lake Water & Sanitation District Regular Board Meeting
February 8, 2016

Meeting called to order at 6:00pm at the North Routt Fire Station #2 by Jim Finegan.

Members present:

1. Kathleen Titus
2. Jim Finegan
3. Jim Hillman
4. Bob Hulton
5. Dave Entwistle

Administrative Assistant, Jackie Johnson

Members absent:

None

Others present:

1. Dave Peregoy
2. Lanny Mack

Approval of Agenda: Approved as distributed.

Approval of Minutes from January 11, 2016:

Dave motioned to approve minutes as written, Jim F. second unanimous approval, motion carried.

Public comments:

President Jim F. asked the guests in attendance if they had questions or concerns to address with the board. Dave Peregoy had some questions regarding the petition for exclusion and potential financial ramifications to the district as well as fire protection issues, as he is a new member of the volunteer fire station in North Routt. Discussion on property taxes and where the money goes, mill levy taxes paying for maintenance were addressed. Lanny Mack had a question regarding obtaining board minutes from as far back as 2000. The process for obtaining such records is to put the request in writing and submit it to the SLWSD Administrative Assistant via email at admin@steamboatlakewater.com. Those requested records will be provided at a retrieval rate of \$30 per hour.

Open Issues:

1. Approval of January meeting minutes: – *approved – see above.*
2. Approval of February meeting agenda: – *as distributed.*
3. Newsletter for April – Jim F. will write, JJ will remind at March meeting. Discuss/review frequency of the newsletter and how it is delivered moving forward (via website, annually, etc.): *Suggested topics for the April newsletter include removal of pet waste, petitions for exclusion and process update and notice of public hearing when date is decided, listing upcoming expenses such as replacing the digester at the sewer treatment facility.*

4. Board meeting dates – discuss and choose a consistent time/date/place for regular monthly meetings and post accordingly (paper, clerk, website, 3 places in district [minimum requirement per state statutes] as well as Clark store & school. We have permission to post on entrance signs owned and maintained by the County.:

After discussion Jim F. motioned to hold the monthly regular SLWSD board meetings on the 2nd Monday of each month at 6pm at Fire Station #2, Kathleen second; Jim H. proposed an amendment that states this will be for the remainder of 2016 then reevaluated in January 2017, all in favor – motion and amendment carried. Regarding the required posting of meetings in 3 locations in the district – Jackie will ask the county if signs may be attached to the speed limit signs within each development and if there are any other requirements (i.e. on metal, wood, size of sign, etc.). Answers to be obtained and shared at March meeting.

5. Jim F. – cooperative agreement with Fire Station; *Cooperation agreement and mutual aid agreement is the form in question. Jackie will contact the Fire Chief to verify that we have signed and obtain a copy for SLWSD records.*
6. Transparency filing – update: *Jackie received and filled in the missing data and distributed the form to the board for review. All members are in favor of filing as filled out. Jackie will file online and then post the Transparency Notice on the website.*
7. Jackie's updates on
 - a. Rules and regulations updates – sections will require approval; upon approval – service plan may be updated with appropriate sections then submitted for approval to county.:
*Section 1.1 – Kathleen motion to approve, Jim F. second, all in favor, motion carried.
Section 7 – Kathleen motion to approve, Dave second, all in favor, motion carried.
Section 8 – Jim H. motion to amend by deleting “currently \$600 per year”, Jim F. second, all in favor, motion carried. Kathleen motion that Jackie put service fees on the website in appropriate category, Dave second, all in favor, motion carried. Section 9 – Kathleen motions to approve as written and add this section to the Rules and Regulations. Dave second, 4 in favor, one opposed – Bob Hulton, motion carried.*
 - b. Duties to handle vs Colby's office (includes newsletter & sending out bills electronically, billing payment options, Rich pointed out the additional expense the district & petitioners will be incurring as a result of opt out process
: discussion regarding electronic bill pay for those in the district, Jackie will email board members the link to Steamboat 2 water district to see how their website is structured for ideas on implementing online payments. More discussion at future meetings.
 - c. Website – discuss clean-up items of Minutes & Newsletter; share e-mail from Kristina with board to discuss and recommendations moving forward.
: Dave motions that Jackie clean up the website to contain only the current newsletter and Board meeting Minutes of the present and prior year only and to archive all others. Jim F. second, all in favor, motion carried.
 - d. Meeting with Rich & Jayme and the plan to move through petitions beginning now.
:Update – 8 petitions have been filed as of 2-8-16 at KT Law. The possibility of holding an annual review of petitions was discussed and tabled for further discussion with Rich. Bob would like the question posed to Rich: Do petitions need to be reviewed within 90 days of receipt?
8. Election matters

- a. Seats up for election (Jim H., Bob, *Dave – depending on whose term Dave was appointed to will determine if he is running to fulfill a term with time left OR if term running for is a 4 year.) Rusty Baker’s term is up 2016 so there are 3 4-year terms up for election. : *Dave expressed intent to self nominate, Jim H. expressed intent to self nominate. Bob expressed intent to self nominate. Jackie will verify posting in paper and appropriate places.*
 - b. Term limits – If there are no electors coming forth for vacancies we can waive term limits, it has to be worded correctly: *Verify proper wording with KT Law wording and process of waiving term limits if no electors come forward.*
9. Vault question from realtor: *Jackie shared the email from the realtor and question regarding the permission of vaults in filing 5. The Board acknowledges receipt of the letter and questions. Kathleen and Jackie will research and direct Mr. Babcock accordingly.*
10. Distribute memo from KT Law received today at 4pm for board members to review and plan for March meeting time in executive session with Rich. : *memo from KT Law was distributed, Rich’s request for his attendance in executive session with the board at March meeting was reviewed. Jackie will follow up with Rich regarding time and scheduling and will email the Board members the schedule.*

NEW BUSINESS: *A new recurring agenda item will be added beginning at the March meeting. Service update from Bob. Kathleen motioned that Bob be authorized to hire contractor for snow removal for the sewer treatment plant. Jim F. second, all in favor, motion carried.*

Next Meeting: March 14th at 6pm North Routt Fire Station #2

Meeting adjourned at 7:53PM by Jim Finegan.

Minutes recorded by Jackie Johnson

Board Minutes approved: _____