

**(August 18, 2016) Board Minutes**  
**Steamboat Lake Water & Sanitation District Regular Board Meeting**  
**8-18-16**

Jim H. called the meeting to order at 5:01pm at the North Routt Fire Station #2 and motioned for the Board to go into executive session to receive legal advice and recommendations from counsel on the following:

1. Employment issues
2. Employment contracts
3. General legal issues
4. Remaining exclusion petitions

Jim F. seconds the motion, unanimous approval, motion carried, board moves into executive session.

At 6:09pm Jim H. motioned that the Board come out of executive session, from its discussion of those matters identified at the time the Board went into executive session. Jim F. seconds this motion, unanimous approval, motion carried. The Board breaks and opens doors to public session.

Meeting called to order at 6:13pm at the North Routt Fire Station #2 by

Jim Finegan, The Board is now out of executive session, having discussed only those matters identified by resolution before it entered executive session. No decisions were made in the executive session.

**Members present:**

- |                        |                       |
|------------------------|-----------------------|
| 1. <u>Jim Standish</u> | 2. <u>Jim Hillman</u> |
| 3. <u>Jim Finegan</u>  | 4. _____              |

Elizabeth Roble, SLWSD Legal Counsel  
Jackie Johnson, SLWSD Admin Assistant

**Others present:**

- |                       |                         |
|-----------------------|-------------------------|
| 1. <u>Scott Klouw</u> | 2. <u>Steve Johnson</u> |
|-----------------------|-------------------------|

## **Open Issues:**

### **1. Board vacancies**

Jim F. motions to appoint Scott Klouw and Steve Johnson to fill the two open board seats. Jim H. seconds, unanimous approval, motion carried. Scott and Steve sign oaths of office, welcome.

### **2. Schedule and group remaining exclusion petitions**

Jim F. motions to schedule three public hearings in October (pending North Routt Charter School availability).

#### **October 3, 2016 (Filings 1-2)**

1. Powell, Jason & Celia
2. Warnke, Steven Patricia
3. Albertin, Martin & Deedee
4. Freeberg, Dean & Charmaine
5. McCannon, Michael
6. Peregoy, David & Carol
7. Vail, James & Madeleine
8. Barile, Michael & Sahuanda Gaffney
9. Arone, Kristine
10. North Lake (Emery)
11. John McCulloch Sullivan Revocable Trust

#### **October 10, 2016 (Filings 1-2)**

1. Mack, Lloyd
2. Pordoi LLC (Lanny Mack)
3. Nullarbar LLC (Lanny Mack)
4. Aravis LLC (Lanny Mack)
5. Saisies LLC (Lanny Mack)
6. Bonnette LLC (Lanny Mack)
7. Gardena LLC (Lanny Mack)
8. Peyresourde LLC (Lanny Mack)
9. Kakadu Land Partners (Lanny Mack)

#### **October 13, 2016 (Filings 3-4)**

1. Rowe Nominees (James C Rowe)
2. Autrey, Michael & Ronna
3. Davies, Ronald Edward & Sue Chen
4. Pass, William & Stephanie
5. Whitney, Brian & Shelly
6. Thomas Wallace
7. Stein, Peter & Diane
8. Mack, Darrell & Norma
9. Wheeler, Craig & Kirk
10. Colby, John & Ann
11. Callahan, Jimmy

12. Braziel, Jeremy
13. Vaitkas, Linas
14. Bohlen, Jeff
15. Madsen, Rachel
16. Duncan, Judy
17. Emery, Richard & Colleen
18. Nelson, Clyde & Audrey
19. Adamo, Wayne
20. Fair & Square Construction (Wayne Adamo)
21. Double Y Properties
22. Bedell, Jennifer & Chad

### **3. Service Plan Review**

Elizabeth states that per Tom Sullivan, the Service Plan amendment is to be reviewed before the County Commissioners on Tuesday, August 23<sup>rd</sup> at 1:15pm. Elizabeth and Jackie will attend.

### **4. Section 9 of Rules and Regulations Revision**

Jim H. motions to direct Elizabeth to revise Section 9 of the rules and regulations regarding issuing refunds and status of account. Jim S. seconds, unanimous approval, motion carried. Elizabeth will submit a draft for board approval.

### **5. Executive session for board**

Jim S. motions for an executive session to be held at KT Law office in Steamboat Springs, on Monday, August 29<sup>th</sup> at 5:00pm to review the petitions being presented at the September 12<sup>th</sup> public hearing. Jim F. seconds, unanimous approval, motion carried.

### **6. August 8<sup>th</sup> Meeting minutes**

Jim H. motions approval of the August 8<sup>th</sup> meeting minutes as submitted, Jim F. seconds, unanimous approval, motion carried.

### **7. Employment Contracts**

Jim H. motions to approve the contract drafted by KT Law for the administrative assistant position at SLWSD with the changes of rate to \$30 per hour and pay frequency to monthly. Jim H. seconds, unanimous approval, motion carried. The contract is signed (with changes noted) by Jackie Johnson, Jim Finegan, and Jim Hillman. Jackie will notify Scott Colby's office. Jim S. motions to approve similar contracts drafted for Scott Smith and Gilbert Anderson, Jim H. seconds, unanimous approval, motion carried. KT Law will draft when complete job descriptions for these positions are reviewed and finalized. Jackie has distributed what is currently on file; this will be reviewed by the board and with Scott Smith as well as with Gilbert Anderson and the board. Elizabeth presents the board with an option to enter into a volunteer contract with Kathleen Titus, directing Kathleen specifically to complete the list of tasks submitted by Kathleen at the August 8<sup>th</sup> meeting; this contract would end December 31, 2016 with an option to renew or extend as necessary. The board agrees to this option; since Kathleen is not present at this meeting, Jackie will follow up with Kathleen and Elizabeth and inform the board of Kathleen's response. Bob has not submitted his list of duties as of this meeting and is not present; this item is tabled until information is obtained.

**8. Other business:**

- A. A board tour is discussed for all current board members and Jackie to tour the facilities of the SLWSD with Scott Smith and Gilbert Anderson. Jackie will coordinate with all board members and both operators.
- B. Jim S. moves to reimburse Jim H. for transporting the Lift Pump to and from Denver for repairs in the amount of \$100. Jackie will direct Scott Colby's office. Jim F. seconds, unanimous approval, motion carried.
- C. Jim F. states the need for additional board members to become authorized signers for SLWSD checks. Jim S. motions Jackie to get bank signature cards for the remaining 4 board members so that all can sign in one another's absence; Jim F. seconds, unanimous approval, motion carried.
- D. Jim F. directs Jackie to reserve the charter school for the proposed dates of public hearings in October, Jim H. seconds, unanimous approval, motion carried.
- E. Jim F. discusses shut off notices he has received from Scott Colby's office via Rich Tremaine. Jackie is asked to address with Colby's office the process of notification that goes out from their office when payments are delinquent and report back to the board. Since there were issues with the last billing, that contained the CCR water quality report and newsletter, Jackie will discuss the effect of this on accounts receivable and report back to the board.

**Next Meeting:** Public hearing at NRCCS at 6pm on September 12, 2016. A special meeting will be called prior to this meeting and is to be determined based on board member's schedules. This will be posted according to the statutory requirements – 72 hours before the meeting is held.

**Meeting adjourned at 7:31 by Jim Standish**

**Minutes recorded by Jackie Johnson**

**Board Minutes approved: September 26, 2016**