

Regular Board Meeting Minutes

May 20, 2024

Approved June 17, 2024

President Zach Forcum called the Regular Meeting of the Steamboat II Metropolitan District to order at 6:08 pm. The meeting was held at the Steamboat II Metropolitan District office at 2851 Riverside Plaza unit 100, Steamboat Springs, CO. Members present were Brad Setter-Vice President of Operations and Rick Boyle-Vice President. Also present were Jeb Brewster-District Manager, Rich Tremaine, Esq. and Michelle Belton, who recorded the meeting and transcribed the minutes.

PRESENTATION OF MINUTES OF THE LAST MEETING

Mr. Boyle motioned to accept the minutes from April 15, 2024. Mr. Setter seconded. Passed 3/0 with President Forcum voting.

PUBLIC COMMENT

No public comment.

ATTORNEY'S REPORT

Mr. Tremaine discussed the lease for the office, of which he had no major concerns. He also conveyed that he can attend most meetings as needed, at least via video or phone conference.

MANAGER'S REPORT

Mr. Brewster reported that American Leak Detection will return this week at a discounted travel rate for us.

He is in the process of deeming if a third employee is necessary, or if a seasonal employee will suffice. In the interim, he has outsourced some lawn repair work to a company that lives in the District. He is also accepting bids for aerating, fertilizing, and dethatching open spaces. Mr. Brewster would like to use District residents for contract labor whenever possible.

Mr. Brewster and Mr. Tremaine are working on a new lease with the Montessori School on the newly acquired Parcel E in Heritage Park. The Montessori School previously had a lease with Mr. Lockhart.

Mr. Brewster reported some communication issues with the SCADA system and has determined that two of the installed radios are outdated and causing the issues. New radios have been ordered.

Central Electric is working on a plan to replace the Steamboat II entrance lights.

The wiring has been repaired at well pump #3 and both wells are running.

CDC is working on updating our maps and should be able to provide us with digital maps as well.

Mr. Brewster met with Native Excavation at a preconstruction meeting in Heritage Park. They've now completed three water main taps thus far.

Approved 3/0

Mr. Brewster wants to use email blasts to residents as his primary source of communication for news and alerts. We are asking residents to provide us with their emails to update our list.

Mr. Brewster is looking for quotes to replace the gate at the water storage tank. The tank is also due for cleaning and inspection. After reading the last report from five years ago, Mr. Brewster learned that we should have been budgeting money for some costly repairs that need to be completed. Mr. Brewster received some bids to do the cleaning and inspection and chose a company out of Utah. He's hoping that the damage isn't so severe that the repairs need done immediately as they will likely cost upwards of \$200,000 for a full drain, sandblast, and re-coating.

Mr. Brewster met with Mr. Catterson who is completing our 2023 audit. The fieldwork is complete, and we've received draft reports. Mr. Catterson will come to the July meeting to give a brief explanation to the board and answer any questions they may have. The audit needs to be filed with the State of Colorado on or before July 31, 2024. In meeting with Mr. Catterson, Mr. Brewster also learned that the District's asset list needs to be updated. Moving forward, both he and Mr. Catterson agreed that the minimum amount to warrant depreciation is \$5,000.

Mr. Boyle motioned to approve the minimum amount of asset listing to \$5,000. Mr. Setter seconded. Passed 3/0 with President Forcum voting.

Mr. Brewster reported that we used 3.3 million gallons and billed for 1.3 million gallons in April. After doing some research on historical data and fill rates and de-penish rates, he believes we've had a significant leak for years.

Mr. Setter asked about the water rate study. Mr. Brewster said he met with Carollo Engineers via a video conference and was able to see their preliminary data.

Mr. Brewster compared Certificate of Deposit rates with a couple of local banks. Mountain Valley Bank's rates were comparable to Yampa Valley Bank's rates and not enough different to changing banks. Mr. Boyle motioned to approve Mr. Brewster to open a CD up to \$200,000 with Mr. Zach Forcum, Mr. Richard Sterling and Mr. Jebediah Brewster being signers on the account. Mr. Setter seconded. Passed 3/0 with President Forcum voting.

TREASURER'S REPORT

Mr. Boyle motioned to accept the payables for \$82,124.73 Mr. Setter seconded. Passed 3/0 with President Forcum voting.

OLD BUSINESS

No old business.

NEW BUSINESS

Mr. Forcum discussed his wishes to grant bonuses of \$1,000 each to Michelle and Forrest as they handled extra tasks during the turnover. Mr. Setter agreed and granted Mr. Brewster direction to handle that.

NEXT REGULAR BOARD MEETING

The next Regular Board Meeting is June 17, 2024.

ADJOURNMENT

Mr. Boyle motioned to adjourn. Mr. Setter seconded. Passed 3/0 with President Forcum voting.

Approved 3/0