

## Scofield Reservoir Special Service District

### MEETING MINUTES – June 5, 2025

#### IN ATTENDANCE:

Jerry Zumbrunnen - Clear Creek  
K.C. Williams - Singleton  
Steve Carlson - Steve's Plumbing  
Scott Olsen - Forester-  
Rick Davis– Bolotas  
Val Johnson Vice Chairman – Campsite –  
Rudy Metelko Chairman – Scofield West - **Absent**  
Soleil Melo, Administrator  
Christian Brynner - Attorney

#### OTHERS ATTENDING:

The meeting was called to order at 10:00 a.m. in the 2nd floor Conference Room of the County Administration Building by Vice Chairman, Val Johnson.

1. Roll Call – See above  
Introduction of new board member Jerry Zumbrunnen.
2. Review and possible approval of minutes from previous meetings – Rick question – Developing lots in Bolotas are they condos – Steve stated they are single units and there is a house going in next to them. Soleil stated the Parcell properties are the condos. Val – talked with Ryan Monson about the condos, the board submitted the approval because they are able to hook on to our sewer system. Steve inspected the Parcell properties, they are single units not double units. Steve asked what they would be used for and Soleil stated she thought they were for Air BNB. Steve said there is one by the highway and then one just to the west of that one and then to the North of that one, there is a single-family unit, that one is separate Soleil will check with Parcell to see if it will only be that single unit. K.C. asked what the issue with the BOR was from the minutes. Val said it must have been resolved because they have foundations in. Rick said they are above the elevation line. But if they own property further down, they may have some issues. K.C. Has a book from April 2001 from Scofield Reservoir, it is regarding the sewer in Bolotas. A field visit of the drain field operated by us, was inspected. It seems likely that given the drain field systems is reaching, giving enough time, continuous loading from a drain field will eventually result in phosphorus leaching through the system to the reservoir. More Study is needed to ascertain the liable life of the existing drain field. A concern was raised during a scoping phase of the RMP Study related to pollution potential for pollution to wells in the Bolotas subdivision from the Bolotas drain field. K.C. was wondering if the drain fields have been checked or if there is a life on them. He knows Steve got the valves going for us. Steve said those are switched every year, Steve said if there was a problem there then there could be a problem with all of it. Because they are all situated in the same area. Rick said He thinks one of the recommendations that this board gives is to the planning and zoning and this may give them information on their determination of which direction they need to go. K.C. another thing the book says they were concerned about having enough water to flush the lines in Bolotas and apparently, they said Parcell checking to see if they had enough water and Val said they had the permits so I guess we are fine. Val – Ryan said they were taking all the steps necessary to be able to build there. Soleil followed up with the Planning and Zoning regarding the permits before she issued them the invoice on our end. Val said we don't need to step in any further and the County has already approved it.  
Motion to approve the minutes – K.C. Williams  
Seconded - Scott Olsen  
Unanimous
3. Review of Financial Report – No questions regarding the financial report  
Motion – Rick Davis  
Seconded – Scott Olsen

Unanimous

Soleil made sure that Jerry received the email with the Financials attached and he had.

4. Approval of new ordinance for bid limits – Christian – 1- Purchases Under 5,000 does not need to go out to bid, we do not need written estimates, we just need to try and get the lowest or best deal or price, we can favor Carbon County vendor if his price is within 10% of the next highest price. 2 – If we need to buy equipment or parts that is between 5,000 and 20,000 we will need 3 written estimates. Those estimates can come electronically or any manner, it must be satisfactory product 3 – If it is over 25,000 it will need to go out to bid. The Board can change these numbers. These numbers are what Christian felt would be best. There is also an emergency clause that we need the part now, then these rules do not apply just go get the part to save damage to property and equipment. You can not break up purchases to avoid the provisions set forth. If there is any kind of Construction project that requires an engineer regardless of the cost, an RFP (Request for Proposal) would need to be done. 7 – The Board may hire for general consulting purposes outside of individual construction projects, Accountants, Attorneys and Engineer and other licensed professionals by RFP need not hire the professional at the lowest rate. Procurement provisions in the procurement code that will apply that is not covered here. It will show how to write an RFP and how to set up a review committee and the criteria they are to look at if they are reviewing a procurement. Our goal is to show that we are trying to be competitive in our bid process and we only have three meetings a year so we should not be going out to bid a lot. Rick – incases when emergency repairs to be made, Rick wants to make sure the board support Steve. Steve felt like the policy would cover that. Christian said no one would be in trouble for Emergency decision as written. K.C. at one time the sewer board gave a list of contractors that were state licensed, is that a requirement to be State licensed? Christian said you wouldn't be required to use their list. We can also invite people to bid on a proposal. Christian asked how many suppliers of parts do we have in the County. Steve said for the pumps that we use no one has parts around here. Steve said we have a pump on hand in case of emergency. We need to replace one at singletons. Christian said if a pump is \$20,000 you can always do a sealed bid. Val was wondering if we should bump the number up and do some research regarding the cost of a pump. They said a pump replacement would fall under emergency. Val said the way it is worded with the amounts sounds good. Steve uses the company that built the system and they have pumps. Steve will check and see what the cost of the pump is. Steve recommended changing the Low number from \$5,000 to 10,000.

Motion to approve of the new ordinance with the recommended changes – K.C. Wilson

Seconded – Rick Davis

Unanimous

5. Approval of new conflict-of-interest disclosure – This is for our audit. Christian goes over the form and answers any questions and explains what each disclosure means and how it pertains. Everyone Attending signed one and Soleil will get one to Rudy and keep them all in our file.
6. Steve Carlson update on sewer system do we need to have a representative from Helsten's and Paneers to make a final decision. Val said he thinks we tabled that. We do have KC That covers one single cabin or area. KC doesn't think it is a good idea to have a representative for Helsten's and Paneers but that board members are getting short. Christians concern is that they keep up a lot of use and their financial contribution does not equal the cost to us and if you give them a seat on the board. Christians thought is look into seeing if you can raise their rate because the use of their cabin is constantly being used. So look to see if you are raise their rate before you offer them a seat. Val thoughts are we have someone on the board as a single cabin owner he can bring the issues for all single owners. KC said the systems are far different and he didn't think he could do that. Steve asked if we are locked in on the price or can it be changed? Christian said he thinks you can change it but they may fight it. Discussion on where it is located. Steve said the owner is a Pannier but Val said it could be under a Trust. Jerry asked where do they dump, Steve said at Singletons or Scofield West. Val explains to Jerry that this has been an ongoing discussion because we have to pay to pump their septic tanks and dump them. They have so many that we have to do that several times in the summer. Val explains to Jerry how the manage the drain fields and septic system. Since we have Steve to maintain we have had no problems. You really can't give a life expectancy to a drain field. Christian will read over the bylaws and give a recommendation at the next meeting. Steve said we need to change a pump at Singletons there is a man hole but it is not tall enough and rain and snow just run into it and it could be a hazard. Discussion of where it is located. Steve recommends getting a contractor up there and pulling the cone off and adding a section and putting the cone back on and bring some fill dirt to make it all level. KC has a problem because we do not have an updated lease and the BOR was suppose to meet with us and they were supposed to take care of all that over there. Steve asked as far as what? KC replied as far as covering the individual hook ups and.... Val asked, where they liable to increase those to up above ground level, the entire manhole? KC – Well the capped one and they were supposed to make them secure, so I am not sure what that... Rick – didn't the BOR say that they didn't want to hook onto our system? Steve said that none of the man holes are capped, they are all there. Val said Maybe they just capped the individual residential connections. KC said he would have Soleil to make a copy of the book. KC quoting the

book. This is what it said from the BOR, "issue a new license for all of the sewer systems surrounding Scofield Reservoir that are on federal property, as agreed, Carbon County, John Johns, head of GSI department put the sewer systems in a shape file, with regard to the Singleton area the SSSD shall cap the sewer line north of the sewer system well from left station to the South end including the sewer drain field to the east across state highway 96. The sewer system shall remain in operation under our district. Ownership of the Northern Section will revert to the federal government and will remain in the ground but in operate. The BOR will take care of filling the man hole with concrete, at any future date." Val said if you pop that man hole open it is open right into the sewer. Steve said they are all operational. Steve doesn't think you want to get the BOR involved with anything up there right now. Scott – What would happen if we put a plate of steel and covered it? Val said just bury and Steve agreed. Scott said that if we don't need it, we should just bury it and not spend the funds to fill it. Val asked if we needed the man hole for access or anything and Steve said No, if we ever needed it, we could un bury it. Val asked if Steve could do that himself? Val asked Scott where to get those plates. Scott said to call bad lands. ½ inch and put fill on it. Scott doesn't know who would be liable if a car drove into it. Val said it sounds like it would be the BOR that is liable but the Board would also be in the middle of it. Val asked if there was any liability on us if we cover it? Rick asked if what KC was reading an approval document or a draft. KC said it was a draft and to meet with them and they would redo our power lines. Is it a legal document if it is being represented as a draft document? Christian said this is a proposal letter from Sandy. It says "the BOR and SSSD will schedule a meeting to review the license agreement and issues ordered above". Christian says it is not an agreement. Rick said there are no signatures. Christian said it may reflect was formerly agreed upon. Ric – So as we talk through these documents does Soleil need a copy for the minutes. Christian replied – yes. KC is worried that power can be pulled and we won't have a dump station, and the board would have to put in a dump tank for KC he said the BOR suggested putting in a dump station. Steve suggested not getting the BOR involved but KC said that they are willing to come down and extend the lease on the power and the sewer system. Steve asked KC felt like he could trust the BOR and KC felt he could, he doesn't think we can trust them to not bulldoze our houses in some places, which they have done to him. KC feels if they are willing to renew our leases then we should do it. Christian – said he would look at it a little more, he does not think the lease is up yet. The original document started the lease in 88. KC will give the document to Christian. This is an agreement for the drain field. Is this just on your property KC? KC thinks there is quiet a bit more there is 3 45 KB line. They will get copies. KC-here is another thing in the book, County interests in was expressed about assuring greater Zoning protection for watershed lands and forcing sewer hook ups enacting and enforcing stricter building codes and the need for addition water at Bolotas Camp to flush sewer lines effectively. Partnerships, establish power transmission rights to way were appropriate 50-year license agreement to reconstruct 13847 KB Line. It says active until 2037 on that one. Steve asked what book it was? Scofield Reservoir resource management plant April 2001. Steve asked if all the board members needed a copy of the book? Discussion of getting a book for every board member. Val asked where he got the book. KC couldn't remember where he got the book. He stated many things from the book. Rick asked if Soleil could do some research and see if the book is online. Soleil will look for the book. Steve Said he got a call from over in Bolotas we had a guy that requested a sewer inspection, Schardine? Rick said he was unaware. North end of sub division, so Steve went up there and they a little grassy lot and they have 2 electrical connections that they just put in, they are going to bring up a couple of camp trailers to use for the summer and they were going to use the sewer as a trailer dump and it was Steve's understanding that, that was not allowed from this board. But the County approved it. Steve's told them they would have to pay a sewer connection fee and he was aggravated about that until he found out how much it was and he was fine with that. Soleil was shocked when she heard Todd approved it. KC said he thought when they rezoned something it had to be in the paper and KC has not seen anything in the paper. If they are rezoning it, it will affect our sewer capacity. Val said that was what the board is concerned about. OK are you putting a trailer there all summer long or are you going to have multiple trailers and everyone gets to use that as a public dump, that would be an absolutely no. Soleil said it was Todd's understanding he would have it there for the summer and then pull it off. And that is also what he told Steve. But Todd said if they have two power lines and the they want to use it, they would have to have a second line and get a hook up. Rick said he would go check on it. Rick said his concern is, that when we allow something like this to happen, they start bringing up more family and trailers and then they all dump in the line. Val said he thought it had to be hard piped into the trailer. Soleil will get the bylaws and get it to everyone. Christian thought there was a separate County ordinance that said you can't stub into unless it is a designated RV pump. KC said everyone should get a copy of a map of all the sewer lines in their area. Jerry said he thinks this is being abused. Ted said in Clear Creek there was a trailer coming in and dumping all the time. But He stopped it. Scofield city is separate from this district. Rick was wondering if we could post or notify them of not being allowed to dump. Soleil will put that on the website. Soleil is also working on getting the website so everyone could pay online.

7. Discussion on adding another tank to Helsten's - Tabled

8. Discussion on what funds to use for another tank to Helsten's – Tabled
9. Discussion on individual board members for Helsten & Pannier's – Tabled

Motion: Scott Olsen made a motion to table 7,8 and 9 until everyone has a chance to look over the bylaws.

Seconded: KC Williams

Unanimous

Election of new board members – Scott redid his, Jerry is new and Rudy redid his. Soleil asked Jerry to forward her his certificate of training for a new board member, she will follow up with Rudy on his certificate. Steve said he sent Pannier's contact info to Soleil.

10. Other Business that may be brought before the Board – See attached handout Just to be clear Steve asked if they wanted him to cover the man hole. They said yes.

11. Adjourn

Motion to adjourn Rick Davis

Seconded – Jerry

Unanimous



Val Johnson, Vice Chair