

*The Meadows of Melody Ranch*

**ISD**

Board of Director's Meeting  
Monday, February 10, 2015 at 5:00 pm – Wells Fargo

**MINUTES**

**CALL TO ORDER: 5:04**

Present:

Brett Kroger

Bob Hammond

Larry Pardee

Rich Bloom

Tina Korpi, GTPM

Demerie Northrop, GTPM

Matt Ostdiek, Rendezvous Engineering

Absent:

Jim Gute

**1) Approval of Minutes November 24, 2014**

Rich moved to approve the meeting minutes from November 24, 2014. Bob seconded the motion. All voted in favor.

**2) Financial review**

Reviewed financials. There was some discussion about the high July street maintenance costs. Did a lot of road repair and crack sealing.

Budget starts July 1 and runs to June 30<sup>th</sup> – budget must be submitted by June 1.

**3) Old Business:**

**a) Review with Matt from Rendezvous Engineering**

Rendezvous Engineering has cut its daily visits to Melody Ranch down to weekly visits. They replaced the chlorine cylinders at the first of the New Year and notified the county regarding the hazardous materials as required. They would recommend the replacement of the signs which are fading and difficult to read.

There appears to be a problem with one of the booster pumps as it has a seal out on the hydro-constant drive allowing water to get into the oil reservoir. Pump #4 has high usage demands during the summer months and it is 20 years old so it may be time to have it replaced.

The sewer system and grinder is running great.

The chlorine levels are about as low as they could possibly be.

Matt recommends that Macy's be contacted to clean and maintenance the sewer lift station in March before the ground water levels rise. Also in the spring we should jet the sewer lines and get a video of them.

Matt reviewed different funding options for the ISD. He explained the Wyoming State Loan and Investment Board which grants loans at 2.5% for 20-year terms.

Applications are due in March for this program. The Wyoming Water Development Commission offers a program that is 67% grant/33% loan. Applications are due in September and the project is approved by the Wyoming Legislature.

The Teton County Consensus Fund is offered on a two-year cycle. The next award will be given in 2016. Lower Valley Energy also offers grant money for the lesser of the capital improvement cost or first year energy savings.

The board would like to apply in September for the Wyoming Water Development Commission to upgrade the booster pump station which could cost \$300,000. The application is a couple pages and the state will conduct a feasibility study.

**i) Policy for new construction water/sewer connections**

Matt will propose a permit application to clarify the conflicting rules for new construction.

**ii) Proposal for pump replacement/life cycle costs**

Pump Well Pump #1 needs to be replaced. Weber Drilling can do this for \$8656 and keep the current one as a back-up.

Repairs to the booster pump are estimated \$15,000 -- Matt will get a second estimate from another source.

Dave Dufault did a report of the life cycles of the equipment a few years ago.

**iii) Street valve replacement program**

There have been several valves that have failed in the past or were not operable. Jorgensen has that information and can share it with Rendezvous.

**b) Fire Hydrant Damage in Glory View**

The damage to the fire hydrant was repaired and paid for in full by the gentleman who ran the hydrant over in November.

**4) New Business:**

**a) Start Bus to Sage Meadows Park and ride area?**

GTPM has been asked to inquire about getting a START Bus stop in Melody Ranch. In speaking to Michael Wackerli, this has been considered in the past but the population density vs. industry standards was not adequate. As a long-range plan, they could create an on-call request and try to accumulate data on numbers and times service would be needed. If homeowners want to take it to the next level, they can approach the Bob McLaurin or the County Commissioners to discuss it.

**b) Discuss Water billing and process**

There is a lot of added work to do a levelized billing system. GTPM can do it but it involves a lot of data entry and manual entry. If someone requests how much money was spent on water over the past year, the software is capable of providing a report. If you go to a quarterly billing cycle, people could miss seeing a leak or bill that is out of line. The manual entry is where mistakes happen.

The board wants to see accounts that are in arrears so they can develop a policy.

**c) Review Voucher system**

Currently, when GTPM receives a bill for the ISD it must send the vender a voucher to complete and then GTPM sends the voucher with the itemized bill to the entire board for approval to pay. Once a majority has approved payment, Brett Kroger, as treasurer, signs the voucher and returns it to GTPM for a check to be issued and someone in the ISD to come in and sign. The ISD only wants to receive vouchers bi-monthly.

**d) HOA Annual Meeting – ISD to attend/participate?**

Bob Hammond will be at the annual meeting as acting President of the HOA. He will be able to address any questions that come up for ISD.

**e) Nixle Updates to Homeowners**

Nixle contacted us and stated that the cost to be on Nixle is \$1,500/year with a \$300 set-up fee. There would be unlimited messaging capability and homeowners could also replay to the Nixle alert. The board agreed that for the limited number of HOA emergencies, the cost is too great.

**5) Adjournment - 6:49**

**Next meeting is April 23<sup>rd</sup>, 2015 at 5:00**