

*The Meadows of Melody Ranch*

**ISD**

Board of Director's Meeting  
Wednesday, February 6, 2019 1:30 pm  
Grand Teton Property Management

**MINUTES**

**CALL TO ORDER: 1:36**

Bob Hammond

Jim Miller

Lee Harris

Rich Bloom

Kelsey Bancroft, GTPM

Demerie Northrop, GTPM, (via phone)

Tucker Olsen, GTPM

1) Approval of Minutes, December 19, 2018

Rich moved to approve the previous meeting minutes. Lee seconded the motion. All voted in favor

2) Old Business:

a) Update from Matt Ostdiek, Rendezvous Engineering

2019 Water Valve Replacement Project

Conducted Pre-bid meeting yesterday, 4 potential bidders attended.

DEQ Temporary water discharge permit has been submitted and is currently under review.  
Bids Due: 2/19/2019.

Water Well Study.

DEQ Temporary Discharge Permit was issued on 02/04/2019.

Water sample testing on Melody Ranch Headquarters Well look good. No iron concerns. Water is a softer than the existing Melody ISD supply wells (currently hard water is around 30-35 and new well is testing around 18).

We are coordinating with Melody Ranch to schedule the pump test and necessary logistics. We intend to complete the preliminary cost estimates once the pump testing is completed.

WWDC Water System Improvements

Electrical engineer visited the site to look at the electrical and control system in 1/22/2019.

We have completed survey and mapping for portions of the water system.

We have made significant progress in preparing AutoCad drawings of the existing booster pump piping and electrical that we be used for preparing the project design.

Existing water and Sewer Systems

Operating consistently with no major issues.

3) New Business:

a) Review and approval of delinquent resolution

The board has a few more clarifications they would like the ISD attorney Nicole Krieger to discern in the resolution. Specifically they would like the resolution to state that all unpaid balances are subject to delinquent letters, notices and water shut off, regardless of whether payments are being made or how much the balance due is. All balances will need to be paid in full each month in that delinquency management phases will be triggered by the presence of an unpaid balance as of the water bills due date. Owners are free to pay in any monthly fashion they desire, but it's up to them to maintain their balances due so as not to trigger the delinquency process.

Additionally, the board would like to clarify and state how many days an owner has from the date of the "last letter" to the date of shut off. Demerie will work with Nicole to amend these sections of the resolution and the board will review them at the next meeting.

4) Financial and Delinquent Review

There are two owners who will be getting the final letter and will have their water shut off on March 6<sup>th</sup> if their balances are not paid in full.

The board would like to include the financial statement produced by Rob at GTPM as part of the minutes rather than having a breakdown of the financials typed into the minutes. They would also ask that each section/phase of the water project be specifically broken down so records can be reviewed and tracked with more accuracy.

5) Adjournment 2:31

Next meeting will be Wednesday, February 20<sup>th</sup> at 2:00 to review the bids received

The next regular ISD board meeting will be on April 11<sup>th</sup> at 1:30 pm