**The Meadows of Melody Ranch ISD**

Board of Director’s Meeting

Wednesday, May 26, 2021

3:00pm MST- Zoom Meeting

**Minutes**

Attendance: Bob Hammond Tina Korpi- GTPM

 Jim Hammerel Deb Lutz- GTPM

 Kent Van Riper Matt Ostdiek- Rendezvous Engineering

 Matt Hare

 Rich Bloom

Call to order: 3:03 pm

Approval of the agenda: 1st Rich 2nd Matt H Passed

Approval of the minutes: 1st Rich 2nd Mat H Passed

Operating update: Matt Ostdiek, Rendezvous Engineering

1. Water System Update
2. Nighttime flow rate:
	1. Dropped 80 gallons per minute after Josh Robinson repaired his curb-stop. We are now seeing an increase again with irrigation season beginning.
3. Chlorine Gas Leak- Brittle plastic connection fitting
	1. Matt O- Matt O. has put it back together and is holding. The Chlorine detector is doing its job and the chlorine smell has dissipated.
4. EPA/Sanitary Survey (5/13/2021)
	1. Well #2 Drainage/ Cap Height Issues- Significant deficiency resolved.
	2. Issues Mentioned by the inspector.
		1. No panic hardware for chlorine room.
			1. This has been noted in past years that we do not have this. Matt O has noted this in our ISD budget.
		2. Emergency eye wash located inside chlorine room.
			1. Eye wash station is located in the chlorine room and may need to be changed. It is not safe to be in the room of the leak and washing your eyes out.
		3. Caps needed for vertical pipe valve stubs in booster pump station.
			1. These need plastic caps on them.
5. Sewer System Update
6. High Pump Amperage Alarms
	1. 6 each since last ISD meeting.
7. Sewage Flows:
	1. Now averaging 12,000gpd (During Spring Break: 8,000 GPD)
	2. Sunday 5/23/21 peak flow: 76,500gpd (11 Pumping hours that day) rain/surface water?
		1. Matt O.- As of yesterday our flows got up to 87,004gpd, this is the highest I have ever seen. Inflow and rain may have affected this I have a man out there today, May 26th, to check manholes just out of precaution.
		2. Rich- Reminder in newsletter that pumping crawl spaces into the sewer is not allowed and if you are caught doing so, we will fine the homeowner $2500. There is a sample of this letter in our archives. The alternative is to send a focused email to the 80 homes that are connected on the west.
		3. Bob- Would we be able to spot if there was a natural leak in the line somewhere?
			1. Matt O- We are already starting to look with the highest end on down, we are starting this right now.
			2. Bob- Requested Matt O send him an email as soon as he hears the results of the inspection.
8. Water System Improvements Project
9. Project Funding Options
	1. Matt O- I assume the board is working on a special assessment. I did get an email last week from The State Lands Investment Board, asking the status of when we are going to start spending money on the project again. I still have not gotten confirmation that they have received our request to extend the loan. I am assuming that the loan is still in place.
		1. Rich- We are waiting on you, Matt O, we still need to get notification from Paul VonGontard for the test well plus to turn in a different 10% estimate and that will then tell us the price. We were going to shift over and borrow from the $330,000 of the loan that went to valves then see where the delta is if we need to do a special assessment or not. Most importantly we need to get it to final design and bid and then see where we are at. But we are really waiting to hear from Paul VonGontard. We need the easement and record the temporary one that will turn into our permanent one and then exploratory well.
		2. Bob H- Matt O. please keep pressing Dave Larson to find out the info from Paul VonGontard.
		3. Matt O- As soon as we get an answer from Dave Larson I know there will be a compensation should we just have Bob H deal with this?
			1. Yes, Bob will handle this and meet with Paul V. and or Dave L.
		4. Rich- What is your timeline, Matt O. are going to lose another season it just keeps dragging out. We need to drill this test well ASAP we can’t move on until we get this done. We can’t even turn in a revised design until we know if the well will produce or not.
10. Exploratory Well Project
11. Total Budget remaining: $59,490.11 of $245,500 Budget. (75% Grant/ 25% ISD)
12. Rough draft of MOU for test well #3 access and land use submitted to Paul VonGontard’s attorney – Dave Larson.
13. Water System Valve Repairs
	1. Rich O- We are self-funding this. Let us get this off for bids now. We will not do this until November/ December when the water level drops, we will need the best pricing so we may want to prepare a T&M to not exceed. It will be a reduced scope. Let’s be ready to get this done this fall.
		1. Rich- Matt O. come with a proposal to the next meeting.
14. Nothing to report regarding loan date extension.
15. Nothing to report regarding bid document preparation.

Roadway system

1. Hunt Construction update- Deb
	1. See attached estimate from Hunt Construction, $8600. 1st Jim 2nd Rich approved.
	2. Rich- Bob make a call to Hunt to get this set up ASAP and just get some more details on this job.
2. Painting of crosswalks and speed bumps.
	1. Rich- I say we need to do speed bumps for sure.
		1. Bob- Hofland has done this in the pass for us.
		2. Rich- This is in the budget

Misc. Items

1. Jake Vosika
	1. Check was sent 5/6/21 for $1554.82 to satisfy fence share request.
2. Letter of understanding between ISD and HOA.
3. Request to complete work of spring clean/sweeping of bus route roads. Balsam Lane from Melody Creek Lane to Kestrel Lane. This should be in our contract.
	1. Debbie contracted WLC and they are going to get this done. With the busy spring-cleaning season and our latest rain this has delayed their completion.
4. Top water users
	1. See attached.
		1. This is very useful, and Deb will continue to do this each month.
		2. Jim- Just a thought… Maybe put together a letter campaign that would basically say “Hey you use X percentage more than you neighbors” it was an extremely successful campaign. It may make sense to do this every quarter.
		3. Bob- We may need to send out, in the newsletter, how to properly water your lawn. That may be useful in general.
		4. Rich- At this point let’s just keep tracking it for now and see how the higher irrigation season plays out.

Financials

1. Review of 2020-21 budget update
	1. See attached.
	2. Rich- Ask why accounting fees are over by $2800. Tina will follow up on this.
		1. Rich- Let us work with Rob and Matt to make sure how things are coded at our next meeting. We are seeing some accounts not being used in the budget and some accounts over budget so maybe we are coding things incorrectly.
2. Review of delinquencies
	1. See attached spreadsheet.
		1. Rich- Need to start sending out delinquency letters and begin billing late fees again using our policy.
3. 2021-22 Budget discussion
	1. See attachment.
	2. The proposed budget will need to be submitted to the State Auditor no later than June 1, 2021, and must be submitted to Teton County Clerk no later than the 4th Monday in July which is July 26, 2021.
4. Budget Hearing
	1. 5:30pm, June 22, 2021
		1. See Attached budget hearing notice for newspaper and homeowners.
5. Drive throughs
	1. Rich- Some signs need to be replaced.

Set Next meeting date: 4:00pm June 22, 2021

Adjourn: 4:05pm 1st jim 2nd matt H