**The Meadows of Melody Ranch ISD**

Board of Director’s Meeting

Wednesday, September 29, 2021

3:00pm MST- Zoom Meeting

**Minutes**

Call to order: 3:04 pm

Attendance: Bob Hammond- President Matt Ostiek- Rendezvous Engineering

Rich Bloom- Vice President Tina Korpi- GTPM

Matt Hare- Treasurer Deb Lutz- GTPM

Kent Van Riper- Board Member

Approval of the agenda: **1st Rich Bloom, 2nd Matt Hare and Kent Van Riper motion passes**

Rich Bloom- Add to the next agenda “Action Items” at the top of agenda, sometimes known as Old Business. So, we can keep track of where we are at with these, to reflect back on them and their process so they don’t get lost or forgotten.

Approval of the minutes: BOD Meeting 6/30/21

Special Meeting 7/14/21

BOD Meeting 8/12/21

**1st Rich Bloom, 2nd Matt Hare motion passes**

Operating update: Matt Ostdiek, Rendezvous Engineering

Water System Operation Update

* Lowest nighttime water demand – 80 gpm
* Highest water demand – 1,300 gpm
* Leaking water service, 4305 Kestral Lane repaired last week
* Nighttime flow dropped to 50 gpm after the repair
* Chlorine system leaks in pump house – deteriorating plastic pipe fittings
  + Fixed one a couple months ago
  + Got some alarms this past week
* Water level transducer in storage tank issues – replaced.
  + Matt O ordered a couple new transducer’s, to have and extra on hand. Matt O will work to get this replaced as soon as the new transducer comes in. Right now, he installed an older one to operate the system until the new one comes in.
* Sage Meadows Irrigation meter – Not operating this summer / Billing concerns
  + Lawngevity went out and assessed the meter and it will need to be replaced
  + Meter replacement will be Sage Meadows responsibility.
    - Rich Bloom- Send estimated billing based on last year’s usage and ask them to replace their meter.
    - Bob H- lets look at reducing their estimated usage, based on 2020, because some of the system was not operational throughout the summer 2021.
* Exercising water valves and curbstops
  + Had a college kid hired this year that didn’t pan out. Have call Westward Curtis for their help.
  + We like to do them every year
* List of buried / unfound curbstops
  + Matt Ostiek- Will put this on his “action list” to make sure this gets done.
  + Bob Hammond- We have a GPS system that can help us locate all of them.
  + Matt Ostiek- I think we have all but 7 tied in.

Sewer System Operation Update

* Peak Sewer Flow This summer - 109,000 gpd per day (Second week of June)
* Lowest Flows 8,500 gpd (End of March)
* Current Sewer Flow – 14,500 gpd per day
* Many high amperage alarms this summer – Wads of wipes/rags
* Melody Creek Lane sewer repair- Tree stumps grinding – completed
* Cut back willows at sewer lift station – Evergreen Tree Care???
  + Tina we can send out our guys to trim the Willows
  + Matt Ostiek to define area before we send crews out to trim on Balsam. Matt Ostiek will notify GTPM when area is defined.
* Power outages requiring backup generator start – 2 each
* Maintenance:
* Cleaned lift station – grease build up / removed rags from pumps
  + Macy’s Cleaned the lift station
* Lube Sewer Grinder / pulled pumps and inspected impellers – no issues.
* Future:
* Sewer main jetting / TV inspection Spring 2022 during high water next spring.
  + Matt Ostiek- “This maybe should be an action item to authorize getting on that guy’s schedule I haven’t told him for sure that we are going to do it.”
    - Kent Van Riper- When was the last time we did our jetting and inspections?
      * Matt O- I am guess is it was about 6 years ago. We like to do this about every 5 to 6 years. This is a good way to crack down on illegal sump pumps.
    - Rich Bloom- Can we make sure this is added into our budget. It may cross fiscal year and may already be in there.

Infrastructure Improvements

* Water System Improvements
* Current Plan / 10% Design Report
  + Matt O- I am still tweaking this report a little bit. I did talk to Water Development on the easement. I spoke with our project manager, Saul Britch?. He has been on the project for a couple years now and is fairly new, pretty much everyone above him is brand new at Water Development. I talked to him about the easement, and he seemed to be hung up about the consideration of the cost. He didn’t understand what “Free Easement” was, he is very skeptical he wants a bunch of easements and I explained we are not that far into the design as we are still waiting for authorization and design of the work. His biggest concern is he wants to address the board about the scope of the project and where it is going. I met with him at the end of June and explained the direct connection plan and that we have attempted easement from Paul V. Since negotiations with Paul V. didn’t go as we would have hoped, we are back to this idea. I told him we are having a meeting today and invited him to join our meeting and he declined the invite. He specifically requested a resolution of what the district is going for in their current project and how we are going to fund it. I told him we could get that to him.
    - Rich Bloom- Lets pass a resolution today authorizing Bob H to sign a resolution basically memorializing the location and approach to direct injection etc. I think all they are asking for is proof of the Boards blessed in this direction. We don’t have the language yet but as soon as we do I we need to authorize Bob Hammond so sign it so we can move things forward. We may be able to take a template and morph it and have Bob Hammond sign it on the Boards behalf.
    - Matt O- I will draft something up.
      * **Rich Bloom 1st, Matt Hare 2nd- motion to authorize Bob Hammond to sign- motion passes**
* WWDO request for a resolution acknowledging review and approval of current project plan and budget.
  + Matt O go over some high points
    - The drinking water loan for the valve repairs, the budget is $330,000. We had a meeting in Cheyenne saying we need to reallocate this to the Water Development project. The guy in charge of the SRF money was making a big deal that we have spent $5,664 out of that account that was for preparing specification for the valve project. He said we would need to pay this back as it was not used properly. This will require a check from the ISD to replenish this before we can move forward. Board does not have an issue refunding this.
* Test Well Funding – Will District pay for entire cost of the test well that exceeds the current Ground Water Exploration Grant?
  + Saul Britch, he is concerned on the test well if we want to use any of the level 3 construction money on the test well that we have to go through the public bidding process and with design specs. He is concerned it will cost more money than we have left in the exploratory grant project.
* Funds remaining in total budget - $59,490.11
* Grant funds remaining (75%) - $44,617.58
* ISD match funds remaining (25) - $14,872.53
* Reclamation costs this year – Weed Control $454.80 / Melody Irrigation Repair $828.50; total $1,283.30
* Final report cost: $9,500
* Funds remaining for test well drilling: $48,676.81 (Grant-$36,507.61 / ISD Match $12,169.20)
* Cost of test drilling – 4/15/2020 Estimate $73,820.00
  + This cost is for the test well only. This includes taking a slim hole down 500 ft deep, they would case the top 150 feet and would also include some pump testing.
    - Rich Boom- What is the Delta? Are we looking at $20,000 that is unfunded at this point?
    - Matt Ostiek- No it is more than that.
    - Bob Hammond- We are probably looking at about $25,000 to $30,000 shortage.
    - Matt Ostiek- At least that much and with prices going up, we may be looking at more. Matt Ostiek will investigate this.
    - Rich Bloom- We know the project itself is over budget, so we are going to have to self-fund and or increase borrowing. So, we need to assure them that we are good for the $30,000. Matt Ostiek came up with a figure borrowing an addition $330,000 plus the initial grant loan package we have a total of $140,000 shortage, does this include some of the 3rd test well expenses?
      * Matt Ostiek- Yes it includes some of the test well expenses.
    - Rich Bloom- Basically they are just asking how we are going to pay for the $140,000 we haven’t identified.
    - Bob Hammond- If we need to pay for the addition $30,000 let’s get that going right now.
    - Rich Bloom- Show them that we have a robust maintenance reserve to fund this project. Yes, the $30,000 will be funded by us so we don’t have to rebid. We can use our balance sheet to demonstrate where we can come up with the $140,000. They should take comfort knowing we have plenty in the bank. Let’s provide them with a bank statement to provide proof of account balances.
  + Bob Hammond- We would like to move forward with the exploratory well. The question is are we comfortable with Matt Ostiek getting a solid quote together and coming back to the Board, very shortly, so we can approve using the exploratory money and that the remaining $30,000 give or take $10,000 will be on us. We will get the resolution done and get Matt Ostiek to give us a solid quote on getting this exploratory well done and then meet with Saul so he can be comfortable with giving us permission to move forward with the drilling.
    - Matt Ostiek- As far as this $30,000 it may be double from the Water Development standpoint. They may feel it is more like in the $60,000 range.
* Test Well Drilling – Dover Drilling indicated they would work Melody Test well into their schedule as soon as they could.
  + Rich Bloom- Let’s do whatever necessary to close this deal with Saul.
* Matt Ostiek- will work on a clean map for the easement description and get it to the board and Nicole ASAP. He will clean up the report with the final numbers and will get it to the Board ASAP and get is submitted.
* Water Valve Repair Project
* Discussed with Westwood Curtis for this fall.
* Assume no state / federal funding – Use same contract/specs as last time and materials contract.
* Project budget amount – To be determined by ISD Board.
  + Matt Ostiek- Do we need to do a competitive bit on this? I feel there is so many variables and risks involved so it may be too time consuming to get a competitive bid.
    - Rich Bloom- My advice it to do a T&M with a soul source but I don’t think we want to do the whole chunk. We maybe should do a 1/3 or maybe ½ of it. Then we will find out what it is costing us so we won’t bleed our reserved before we hit another budget cycle.
    - Matt Ostiek- So I can put together a project using the same contract we used last time with Westwood for a T&M not to exceed budget. I will need the budget number from the Board.
* Need to order materials.

Matt Ostiek- Pending action items

1. 25 curbstops, actions and addresses
   1. Timeline- two weeks by October 13, 2021
      1. Bob H- lets push this off until later as the others are more time sensitive.
2. Get 10% design report done
   1. Timeline- two days by October 1, 2021
3. Easement diagram
   1. Timeline- one week by October 6, 2021
4. Willow trimming at pump house
   1. Timeline- Today? September 30, 2021

Lennor Taggart

1. Discussion on Newspaper publication fee billed to her account
   1. Lennor would like to have a publication fee for a past newspaper publication removed from her account.
      1. **Kent Van Riper motions to remove fee from her account Rich Bloom 2nd- motion passed.**

Roadway system

1. Hunt Construction update- Deb
   1. Hunt has us on his schedule for September 2021.
      1. Bob Hammond- Contract was satisfied. Crack sealing and minor road repairs.
      2. Rich Bloom- They were sealing on Sage Meadows Road; this is not included in our maintenance agreement. We should not be touching Sage Meadows drive.
2. Painting of crosswalks and speed bumps.
   1. We are on Hofland Sweeping & Parking Lot Striping schedule for speed bump painting end of July 2021.
      1. This was unable to be completed this summer, 2021 due to lack of paint supplies nationwide.
         1. Hofland could not get paint all summer to get the job done. We are officially on their Spring 2022 schedule.

Misc. Items

1. Top 25 water users- Kent Van Riper
   1. Kent Van Riper- Summer program went well and showed the homeowners that we will work together to conserve water.
   2. Rich Bloom- Would like to move to a tiered approach in our ISD billing. Put on our action list for January 2022.
      1. Bob Hammond- We need to do correct research. ie.. lot size, family size and other challenges that may impact user amounts.
      2. Kent Van Riper- volunteers to begin this research to build a fair tiered program. Possibly a three tiered system.
2. Delinquent notices- see attached- Deb Lutz
   1. Dana Gatt was published in the paper and her account was charged accordingly for the publication. She is all caught up at this time.
3. Mountain States Hydro Seeding- Deb Lutz
   1. Jody McGill, one of our homeowners, was kind enough to call and let us know Mountain States Hydro Seeding was hooked up to one of our fire hydrants and fill their trucks. I called them and he apologized and said it will not happen again.
4. Winter Plowing Contract- See attached- Deb Lutz
   1. Lauren at WL- We are good through summer of 2022. Assured me that they won’t have any issues reupping our contract after Summer of 2022.
      1. Tina said to get their commitment ASAP for a contract after Summer of 2022.
5. Local Government Liability Pool Nomination for Board Vacancies
   1. No nominations
6. GTPM Contract
   1. Tina will supply ASAP

Financials

1. Review of 2021-22 budget update
   1. See attached.
      1. Rich Bloom- Nothing stands out all looks good. What is the “Debt Service” line item.
         1. Deb L- Asked Rob, he explained, “the $800 line item is a proposed pay back of a loan that we don’t have yet with the state”
            1. Rich Bloom- Defines it as a pace holder for possible loan from state.
      2. **Rich Bloom- Motions to accept financials as presented, Matt Hare 2nd- motion passes.**
   2. Updating website.
      1. Debbie now has access and will get our annual budget updated along with minutes.
   3. Recorded Meeting minutes
      1. We will revisit this next meeting
      2. Bob Hammond- To contact Nicole to make sure there is not a legal issue with saving minutes after written minutes have been approved.

Set Next meeting date: Oct 27, 3pm- Cover the basics meeting

Dec 1, 3pm- Cover the basics meeting

Adjourn: 4:45pm