

# The Meadows of Melody Ranch ISD

Quarterly Board of Director's Meeting

Wednesday, February 8, 2023

3:00pm MST

Grand Teton Property Management Office

## Minutes

Call to order: 3:05pm

Attendance:            Bob Hammond- President            Justin Daraie- Board Member  
                              Kent Van Riper- VP                        Matt Ostdiek- Rendezvous Eng.  
                              Jim Hammerel- Treasurer                Deb Lutz- GTPM  
                              Robert Wikoff- Board Member            Rich Bloom

Approval of the agenda: **Jim Hammerel- Move to approve, Kent Van Riper 2<sup>nd</sup>. Motion passes unanimously.**

Approval of the Minutes: December 12, 2022

**Jim Hammerel- Move to approve, Robert Wikoff 2<sup>nd</sup>. Motion passes unanimously.**

Approval of Quarterly Budget Report: \*GTPM to bill Lower Valley Energy for expenses incurred for sewer connection research on a monthly basis. Rob to keep a separate line item for LVE and Kilmain Sewer Connections on future budget reports. **Report passes unanimously.**

### 1. Matt Ostdiek- ACTION ITEMS

#### a. Water System

- i. 25 Curbstops - No progress to report
- ii. 4195 Kestrel Lane WWC
  1. Westwood Curtis Construction (WWC) repaired and cleaned out curbstops in December 2022. Was most likely damaged from plowing or landscaping.
- iii. Generator maintenance contract
  1. Completed at Booster Pump Station right at the end of the year, received invoice and will get that out to GTPM.
  2. Generator could use new batteries; they are about five years old.
    - a. Board discussion wait until next year to replace batteries.
- iv. Water Valve Maintenance
  1. WWC cleaned soil and debris from approx. 12 water main valve boxes.
    - a. This also included fixing a couple curbstops.
- v. Water Valve Repair Project
  - Water Valve Repairs - Westwood Curtis (WWC) punch list items completed
  - The additional Melody Ranch Drive fire hydrant and valve repair completed

- WWC invoice reviewed. Revised invoice includes some credits. Matt Ostdiek worked through the invoice to separate the charges for different work components.
  - DEQ Discharge permit close out status?
    - Bob Hammond will look into this and get this completed.
- b. Sewer System
- i. 1329 Melody Creek Lane- Sewer Service Repair
    - 1. GTPM to send homeowner a bill for the 50% share of this repair.
- c. Exploratory Test Well
- i. DEQ Discharge Permit close out status?
    - 1. Bob Hammond will look into this and get this completed.
  - ii. WWDO Groundwater Exploratory Grant close out status?
    - 1. Bob Hammond will get this closed out and signed off on.
- d. Water system Improvement Project
- 1. WY office of State Lands and Investments (OSLI)- American Recovery Plan Act (ARPA) Water and Sewer grant agreement executed and paperwork status.
    - a. Debbie to print and have Bob Hammond sign it and get to Matt Ostdiek.
  - 2. Wyoming Water Development Office (WWDO) Contract amendment status.
    - a. WWDO requested verification of OSLI Drinking Water loan amendment and ARPA grant agreement execution.
  - 3. Design and construction schedule.
    - a. WWDO does not recommend design work until the new Melody Ranch Drive test well is completed. If test well is not successful, any redesign work will not be eligible for WWDO reimbursement.
      - i. The Board wants to proceed with the engineering design.
- e. Water System
- i. Booster pump #4 (50HP) shaft seal, spraying a little oil, currently not maintaining pressure – Repair considerations?
    - 1. Matt Ostdiek has turned this pump off for now.
    - 2. Matt Ostdiek recommends NOT going through this summer with only one (1) functional pump.
      - a. Board grants permission to get someone to troubleshoot and repair the pumps.
  - ii. Booster pump #2 (15HP) motor runs but not pumping water. Need to disassemble and inspect. History of drive chain failures in hydro constant drive.
    - 1. Board grants permission to have this pump looked at as well.

- iii. Chlorine System not working (1/30/2022).
  - 1. Routine water disinfection sample test safe but had no chlorine.
  - 2. Matt Ostdiek found some split plastic tubing at a couple chlorine gas connections. While it may be time to replace the plastic tubing, the chlorine system will be replaced under the water system improvement project.

f. Sewer System

- i. Sewer lift station flows currently 10,000-12,000 gallons per day (gpd), down from 60,000 to 80,000 (gpd) summer peak.
- ii. Sewer service connections
  - 1. Town of Jackson agreement.
    - a. As a condition to allow Lower Valley Energy to connect to Melody Ranch wastewater collection system, the Town wants to update the Melody Ranch wastewater agreement. Board discussed potential ramifications of updating the terms of the agreement versus current practices regarding meter reading and invoicing. Past agreements need to be reviewed but have not been located at this time. District's attorney, Nicole Krieger, is working to amend the Town's draft standard agreement to reflect current Melody Ranch ISD situation
  - 2. LVE- connection to Town via Melody Ranch
    - a. Board discussed LVE scheduled for Town and County approvals. The Melody Ranch ISD cannot execute an agreement with LVE without executing the Melody Ranch ISD agreement with the Town. District's attorney, Nicole Krieger, is working with LVE's attorney, Steve Duerr, to draft an agreement for connection to the Melody Ranch wastewater collection system. Steve Duerr intends to negotiate directly with Town for LVE wastewater connection authorization without amending existing agreements between Town and Melody Ranch.
  - 3. Kilmain/ 89 LLC- connection to Town via Melody Ranch
    - a. Rich Bloom indicated Kilmain has not progressed further with Teton County Planning Office submittal and review.

2. Jim Hammerel

- a. Reserve account investments
  - i. Jim Hammerel had a conversation with Kristen, she has purchased on our behalf, four (4) total CD's.
    - 1. Two CD's are for \$50,000 each three (3) month term at 4.2%.
    - 2. Two CD's for \$75,000 each for six (6) month terms at 4.35%.
      - a. There are other options when these mature that we can decide on. Ideally we want a staggered effect with these CD's so as they mature ever six (6) months we can continue to roll them over into other CD's.
      - b. Rich Blooms suggests Jim Hammerel to look into T Bills at auction. They are less risk and more liquid and tend to earn more interest than CD's.

3. Kent Van Riper

a. Tree Trimming Guidelines

- i. Kent Van Riper introduced a draft on a possible guideline to use for future tree trimming. This is to help homeowners when attempting to trim any trees that are required to trim to keep roadways clear.
  1. Debbie Lutz suggests to add to guidelines.... Homeowners must send before trimming and after trimmed pictures, when they opt to do their own trimming. This is to avoid any additional billing to homeowners from the hired landscaping company.

4. Deb Lutz/ GTPM- ACTION ITEMS

a. By-Law Updates

- i. Nicole Krieger, District's attorney, recommends we do this sooner than later as they are very out dated.
- ii. By-Laws are on our website to review and make notes. Use these as a starting point.

Next Meeting Date: Wednesday, March 8, 2023 at 1pm via Zoom

Adjourn: 4:31pm