

*The Meadows of Melody Ranch*

**ISD**

Board of Director's Meeting  
Wednesday, November 15, 2023 11:00 am  
Zoom

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**MINUTES**

**CALL TO ORDER: 11:01**

**Attendance:**

Bob Hammond- President

Demerie Edington - GTPM

Kent Van Riper- VP

Debbie Lutz - GTPM

Jim Hammerel- Treasurer

Robert Wikoff- Board Member

Justin Daraie- Board Member

Nicole Krieger – ISD Attorney

Matt Ostdiek- Rendezvous Engineering

Rich Bloom

1. Approval of Minutes 10.17.23

Kent moved to approve the minutes from October 17, 2023. Justin seconded the motion and all voted in favor.

\*\* Due to time constraints, the board moved to section 3b. for discussion before addressing any other District business.

An additional New Business item was also discussed prior to 3b

~ The easement between the Melody Ranch ISD and Lower Valley was recorded yesterday. This was a team effort and thanks to everyone for their part. Nicole will reach out to Bob Killmain and advise that any connection agreement the ISD will have with him will be consistent with the one entered into with Lower Valley. Additionally, any expense for him to connect to the District will be his, as the ISD will not be financially responsible for his connection. Justin moved to send that agreement to Bob Killmain. Kent seconded the motion, and all voted in favor.

2. Financial Report

- a. Year-to-date financials

Rob Bacani from GTPM is currently out of the office and a current financial report was not prepared. The board will table this discussion.

b. Delinquent Account Update

There are currently no owners that are over 30-days past due. “Friendly reminders” were sent to the people who are 1 month behind, but no additional action is needed at this time.

3. Old Business

a. Rendezvous Engineering Update

**Water system:**

- 1) Status / Concerns – Existing booster pumps
- 2) Fire protection concerns
- 3) New booster pump installation

Matt Ostdiek from Rendezvous Engineering provided an update that large booster pump #4 has been down since early last spring. At that time the ISD purchased an additional large pump to have on hand in case of emergency. As pump #3 overheated and failed last week, it is now necessary to have the backup pump installed. This is expected to happen by Monday. In the meantime, the ISD is relying on two smaller pumps. However, together they only produce about 80 gallons per minute and cannot accommodate higher flowrates. In times of high demand (morning and after work hours) there is could be a reduction in water pressure. The main concern is that these pumps cannot provide enough water flow for fire protection. Matt has contacted with Teton County emergency services dispatch, advising them of the situation in case of a fire emergency. Dispatch is aware that there is no fire protection available from the fire hydrants until the pump is installed in the coming days. Westwood Curtis is performing the new pump installation, and the Town of Jackson may be able to assist with performing live water taps. Matt will provide Wyoming DEQ with a curtesy call to advise of the current state of affairs with the pump. Kent will write a brief summary of what is happening for GTPM to email out in the next day. The message will include a notification that while the pump is being installed, people may experience a water outage for up to three hours.

The two small pumps that are currently doing the work are also old and could also potentially fail in which case there would be no water. Jim moved to authorize Matt Ostdiek to order a replacement smaller pump to have on hand, in case of emergency, with a cost not to exceed \$25,000. Justin seconded the motion, and all voted in favor.

- 4) Water service line leak – 4095 Sandy Creek Lane

A leak has been detected on the owner side of the curbstops at this address. Matt is helping the homeowner connect with contractors to repair her waterline.

5) Well Project – Second bid process

The second Invitation for Bids for the well project is running in the papers today. Matt will chase down well contractors encourage submitting bids for the project.

**Water System Improvements Project:**

1) ARPA grant draft requests No. 1 and No. 2

The requested certification statement acknowledging Wyoming contractor and labor statutes was signed by Bob and USPS mailed to Office of State Lands and Investments. Once they receive the certification, they will begin review of the previously submitted ARAP grant draft requests #1 and #2. Wyoming Water Development was made aware of the current pump emergency situation but they indicated that the expenses would not be eligible for reimbursement since the work did not go through proper permitting and review procedures.

2) Engineering contract amendment

Matt is working to prepare an Engineering contract amendment addressing the current scope of work and budget adjustment. In the future Debbie from GTPM will be tracking the engineering and construction fees for the ISD, for checks and balance purposes.

3) Design and Construction Schedule

This is also in process. Matt hopes to be able to go to bid in January for an early spring construction start. This timeline is subject the State permitting and review timelines which are uncertain.

**Sewer System:**

1) Sewer Lift Station Maintenance – Peak Water Services

The voucher for Peak was finally received and the invoice for \$2,500 can be processed. When they were doing maintenance and inspection, they found that a power cord on one of the pumps was spliced. The enclosed wires appeared in good condition and a temporary field repair was performed using silicon and tape. Since the cable is submerged underwater upon every pump cycle, it should be replaced. However, the repair is expensive and since replacing the cable is a special trip to Jackson, Peak quoted \$4,434. Much of that cost is the trip charge, so if the work can be done during a regular visit, there would be some cost

savings. Kent moved to have Peak order the power cord and have it ready to be installed during their next routine maintenance visit in the spring (or ready in case of emergency) for a cost not to exceed \$3,000. Robert seconded the motion which passed unanimously.

b. DKL Letter to Ablondi Review

The board entered Executive Session at 11:08 to discuss this matter. All guests went to the waiting room. The executive session adjourned at 11:20 and the Board entered into regular business.

c. Discussion with the HOA reference the MOU with the ISD

There was discussion about the flat fee the HOA pays to the ISD for watering the green spaces east of the creek (Chickadee Circle, the space in front of the RV storage area and the entry). Currently the HOA pays \$500 per year. Kent will modify the section in the MOU to reflect that agreement and that the cost will be periodically reviewed.

d. Tree Trimming Update, Waiver request

4095 has requested the ISD remove the tree trimming fee from her account. She states that she trimmed it herself, and although she did not notify the ISD that she did and the professionals came by and trimmed it according to the guidelines, she would like a reversal of this fee. The board agreed to waive it for her in a 3-2 decision.

4. Schedule Next Meeting

The next meeting will be on Monday, December 18<sup>th</sup> at 2:00 pm to reward the well project. It will be a brief meeting to approve the bid and review financials.

5. Adjournment 12:53