

The Meadows of Melody Ranch

ISD

Board of Director's Meeting
Thursday, April 11, 2024 -- 2:00 pm
Zoom

MINUTES

CALL TO ORDER: 2:03

Attendance:

Bob Hammond- President

Demerie Edington - GTPM

Kent Van Riper- VP

Jim Hammerel- Treasurer

Justin Daraie- Board Member

Robert Wikoff- Board Member

Matt Ostdiek- Rendezvous Engineering

1. Ratification

- a. Robert moved to approve the minutes from January 8, 2024, January 17, 2024 and January 22, 2024. Justin seconded the motion which passed unanimously.
- b. Justin moved for the ratification of email vote 1.31.24 to approve pump purchase. Robert seconded the motion which passed unanimously.

2. Financial Report

a. Year-to-date financials

Demerie reviewed the financial report. She noted that the ISD has collected \$195,489 in tax revenue, water charges, connection fees, and interest/late fees. Expenses total \$185,618. There is currently \$7,022 in the operating account and \$427,241 in the reserve account.

b. Delinquent Account Update

There is one account that is over 90 days past due. Debbie at GTPM is working on collecting from her. The board wants to be sure that we contact Habitat before taking the next steps.

3. Business

a. Engineering Report

- 1) Well Contract Bid / Award Options

The third attempt in bidding the well contract received three bids. Weber Water and Well was the lowest bidder at \$813,925; although still higher than the engineering estimate of \$798,800. The Wyoming Water Development Office and the DWSRF both support the engineer's recommendation to award the contract to Weber. Jim moved to award the contract to Weber Water and Drill per Matt Ostdiek's recommendation. Justin seconded the motion which passed unanimously. The Board directed Bob Hammond to sign the necessary documents.

2) Engineering Fees

- Thru March 2024, Engineering spent \$119,458.57 (85% of Design budget / 33% of Total Engineering Budget (2018 contract)).
- Expenditure includes bidding well project three times and emergency booster pump selection and installation.

3) ARPA Grant

The state did approve the inclusion of the large booster pump purchase so the Draft Request #3 will include the installation expenses of that pump.

- Rendezvous Engineering, \$60,828.71
- Delcon, \$7,201.28
- Westwood Curtis Construction, \$12,122.16
- Advanced Pump & Equipment, \$8,028.70
- Total = \$88,180.85

4) Small Booster Pump – Emergency Installation

The new small booster pump has been delivered. This was ordered because the two existing small pumps rated at 400 gpm, can't maintain pressure at 85 gpm. Delcon has started electrical work. And Westwood has parts ordered. The work will be done as soon as possible

5) Generator Maintenance Quotes / Cummins Sales and Service

Kent moved to approve the proposal from Cummins for the generator maintenance; Water Pump Station - \$1,346.00, Sewer Lift Station - \$1,169.00 for a Total quote of \$2,515.00. Robert seconded the motion which passed unanimously.

6) EPA Sanitary Survey 2024 / Water Tank Maintenance

The EPA conducts a sanitary survey every three years, so Melody Ranch will be scheduled for this in the coming months. Matt noted that the water tank will need to be cleaned and scrubbed. The recommendation is to hold off on the cleaning

until the new well is put in (hopefully this fall), but to get on the schedule of Midco Diving & Marine Services out of Rapid City, SD. Their initial proposal was to clean the Melody and Saddle Butte tanks for a combined \$6,313.00. This is half of what the next proposal totaled, so Matt is going to confirm the numbers. Robert moved to approve this cleaning by Midco, contingent on Matt confirming the price and details and to authorize Bob to sign the contract. Kent seconded the motion which passed unanimously.

Matt also noted that the tank air vent existing sheet metal vent is damaged. A new welded aluminum vent will cost about \$5,000. Matt will get proposals for this work for the board to review.

7) Sewer Lift Station

- Daily flows down to 8,000 gpd over spring break.
- Sewer pump high amperage draw alarms (February – 28 each / March – 31 each). The grinder is not able to completely shred sanitary wipes. There are 80 homes that use the lift station. Matt suggested that the board consider new cutters (Grinder was installed 7/9/2020) combined with a homeowner instruction campaign. The Town of Jackson already has pamphlets that Matt will request. GTPM can send an email and add another article in the newsletter about not flushing wipes.

b. Silver Star discussion

Kent reported that he has been working with ISD attorney Nicole Krieger on the preliminary agreement with Silver Star. There were minor changes made, including a \$3,000 cap on legal fees. The HOA is not involved with the agreement, as it is solely in the purview of the ISD with the preliminary installation being exclusively on the road lots. Kent will continue to keep the board updated on progress with the agreement. Kent moved to authorize himself or Bob to sign the preliminary agreement once it has been approved by the ISD attorney and executed by Silver Star. Juston seconded the motion which passed unanimously.

4. Schedule Next Meeting

The board will meet again on Tuesday, May 14th at 1:00 pm

5. Adjournment 3:11