

The Meadows of Melody Ranch

ISD

Board of Director's Meeting
Wednesday, January 8, 2025 -- 2:00 pm
Zoom

Minutes

1. Call to Order 2:00

2. Attendance:

Bob Hammond

Demerie Edington - GTPM

Justin Daraie (until 1:30)

Kent Van Riper

Jim Hammerel

Robert Wikoff

Matt Ostdiek- Rendezvous Engineering

3. Ratification

a. Approval of Minutes August 22, 2024

Kent moved to approve the minutes of 8/22/24. Robert seconded the motions which passed unanimously. There were concerns voiced that the timelines that were highlighted in these minutes were missed without any action completed.

b. Approval of Minutes November 1, 2024

Kent moved to approve the minutes of 11/1/24. Robert seconded the motions which passed unanimously.

4. Financial Review

The board reviewed the year-to-date financials (through December 31). \$89,590 has been collected from tax revenue (which is about half of the billed annual amount) and \$160,287 has been collected in water charges. Expenses for the year total \$117,224. The board voiced concerns that the engineering expenses were over budget, specifically with regard to the curb stop and system alarms line items. The board also wanted to confirm that the \$7,000 reimbursement legal fee from Silver Star was received (it was). There is currently \$22,026 in the operating account and \$427,657 in the maintenance reserve account. The board asked Rendezvous Engineering to stay more current on their invoicing to help keep the financial picture more accurate. It was noted that we need to be sure that the Engineering budget numbers are adjusted for accuracy for the next budget cycle.

5. Business

a. Engineering Report

1) Water System Improvements Design

We are still waiting to meet with Wyoming Water Development to review the 50% design. This step is required for authorization to proceed with the design. Matt Ostdiek did state that he is ready to hit this project hard for final design and permitting. It is not necessary to have the entire board participate in the 50% design meeting but it would be good to have as many board members available attend. Although the ISD Board has not signed Grant Draft request #4, Matt wants to submit that payment request to WWDC for review and discussion for the WVEC meeting. WWDC had expressed concerns regarding the engineering budget and expenditures to date. The 2018 engineering contract needs to be updated and amended for the current project. All contract amendments must be reviewed and approved by WWDC, and updating the engineering contract will likely be a condition prior to proceeding with final design.

Grant Draft Request #4 is roughly about \$150,000 which includes reimbursement for the small booster pump, engineering drawings, the cost to drill the exploratory well, etc. The board requested that Matt also have a full financial worksheet prepared for WWDC to include all the various project funding sources. The ARPA Grant deadline was in the fall. Matt emailed the purchase contracts for the new pumps which exceeded the \$15,000 of ARPA funding remaining to be committed. While he has not received a response, he believes the ARPA grant funding was secure with the pump expenditures.

2) Water Well Contract

Matt and Bob met with Roy Weber and Roy agreed to keep his contract open while the rest of the project is being bid. They indicated that at the contract bid prices, the District may only be able to afford an 8" diameter well. Roy offered to review his pricing for a 10" diameter well. Roy has offered a significant discount on his original bid price. The discount amount will be finalized once current material costs are verified. The board agreed that they want to move forward with the 10" well and will deal with any overages in the budget if it comes to that.

Once design plans are completed, WWDC and DEQ will need to review and approve before advertising the project for construction bidding. Once authorized to begin the bid process, public advertising requires 30 days minimum before bids can be due. Considering the required review and advertising times, Matt hopes to receive bids in May. Robert expressed his strong desire to get this project done

this year. Bob reminded that this project has been going for 7 years and needs to be completed. Summer water demands are a concern.

3) Water System Operations

Summer 2024 water use was around 600,000 gallons per day. There was a loss of pressure during peak times. Owners will need to be water conscience this summer to save water and preserve pressure. Current winter use is around 65,000 gallons per day.

Last fall, an electronic timer part went out on the control system which prevented the wells and older booster pumps from turning on automatically. Matt had to manually turn on and off the well for about 10 days to fill the storage tank, until the timer was replaced.

Chlorine supply line leak repairs and pipe replacement were also recently required.

4) Sewer System Operations

Lift station pump alarms were very active over the holidays. On New Years Day alone there were 5 separate alarms. People continue to flush wipes down the toilet which continue to cause the sewer pumps to partially clog.

Sewer lift station pumping volumes in the summer were averaging 39,000 gallons/day and in the winter are 11,000 per day.

5) LVE Employee Housing Project

There hasn't been any news on this project and there are no current developments to report.

6. Election of Officers

Robert moved to keep the officers the same: Bob as President, Kent as Vice President, Justin as Secretary, Jim as Treasurer and Robert as a Director at Large. Justin seconded the motion which passed unanimously.

7. Other Items

~ GTPM received a complaint about the plowing on Chickadee. An owner is reporting the road is being plowed to a single lane. Robert said he was there yesterday and while the roads are slick, they are not any more narrow than usual.

~ The board would like GTPM to create an "Action List" to keep everyone on track of upcoming and ongoing projects, contract terms, etc. Demerie will work on that and will share a draft with the board to review and add to, as needed. This list will be included with every agenda for meetings going forward.

8. Schedule Next Meeting

The next meeting will be held as soon as the board and Matt meet with the WWDC.

They scheduled the next meeting to be on Monday, February 3rd at 2:00 pm. If the meeting with WWDC is held sooner than that, we will move that meeting date up as well so we can stay on top of this project and work toward completion.

9. Adjournment 3:18