

HAMILTON CREEK METROPOLITAN DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, June 14th, 2017

Attending Board Members:

Bob Bruno John Jones
Bob Hinman Chuck Harris (by phone)

Others Attending:

Tom Oberheide, Administrator Matt Willitts, Water Solutions Inc
Kelly Baldwin, Accountant Dana Covert, resident

The meeting was called to order at 1:59 pm by Bob Bruno

Approval of Minutes:

Minutes from March 8, 2017 approved as submitted (BH/JJ/Approved).

Financial Report:

Bob Hinman provided a review of the 2016 Audit. In the Audit, two suggestions are made: 1) that the District assign account numbers to each line item in the budget in Quick Books, and 2) that moving forward, we print checks out of Quick Books and have a Board Member sign them instead of using the online banking system to pay invoices. The Board agrees to follow both of the suggestions. Administration will also request from Helton Backhoe more timely submittals of invoices. A motion to accept the Audit, including adding account numbers to line items and printing checks out of Quick Books for signatures, was approved unanimously. (BH/JJ/Approved).

The budget for 2017 is tracking well with some minor variances. Snow removal is considerably higher than last year due to the heavy snows in early 2017.

Water Operations Report:

Matt Willitts provided a summary of the water operations projects that WSI has been working on. The irrigation meter for the neighborhood entrance landscaping has been permanently installed.

2017 maintenance for fire hydrants and mainline valves has been completed.

T-NORM project update – WSI is coordinating with FEI Engineers to take samples and coordinate the sludge removal.

DOVE – CDPHE is still in the process of determining additional steps to increase chlorine contact time.

Membrane replacement – WSI is researching using some used membrane filters to replace filter membrane cartridges that are no longer functioning properly. WSI is working with FEI engineers to ensure this can be done within the current regulations.

There are ongoing issues with water plant compressors and related control switches.

Operations recommends that the proposed fire hydrant be placed to the north of the tank road at Lakeview Circle, off of the 6” line that goes up to the tank. This project will be done in conjunction with installing/finding an operable valve at the tank road. The installation is scheduled to take place sometime this summer.

The Meter Transmission Units (MTUs) have had a high rate of failure due to failing batteries. The manufacturer is replacing them free of cost since they are still under warranty. WSI has been scheduling and performing replacements of the MTUs.

Administration Report

Dana Covert attended the meeting to discuss the deteriorating asphalt on Red Buffalo Trail. Dana asked the Metro District for help in getting the neighbors together on Red Buffalo Trail to agree on a plan and payment of re-grading the road for drainage and repaving. Dana has received bids for the project. The Board said that the District would require a detailed drainage plan and asphalt bid (more detailed than the bids already received) as a starting point for the conversation with all the residences on Red Buffalo Trail.

Bob Bruno and Tom Oberheide surveyed the asphalt conditions on Hamilton Creek Road and Lakeview Circle and passed the information along to Double M asphalt for a quote. The quote was around \$20,000, well under the \$50,000 budgeted. A discussion followed about additional areas for patching and ditch and shoulder work that could use

additional work. Bob Bruno may contact a few companies that can come up and demonstrate different crack repair methods.

Bob Bruno was contacted by Mike Graham that wants road access two lots in the South Forty from Hamilton Creek Road, and also receive water and sewer from the Metro District. There was a discussion regarding the slopes for road access, the fact that the Metro District is on septic tanks (not sewer), requirements to change service areas, that the allowed access would not be in the best interest of Hamilton Creek Metro District or the homeowners of Hamilton Creek. A motion to deny the request was approved by the Board (BH/JJ/Approved).

The Town of Silverthorne submitted a request to be allowed to upgrade their radio equipment located up by the HCMD water tank. The existing facilities consist of several small antennas and small electrical box that has been in place for the past 10 years. The Town is requesting upgrading the facilities with the intent of having a permanent installation and slightly larger equipment. A discussion followed and the Board expressed its interest in keeping good relations with the Town and the desire to be good neighbors. However, if it is a permanent installation, the Metro District would require a written agreement between the entities. The District would like to see information on what is proposed to be installed, and may give a provisional approval to install with the understanding that a simple agreement would need to be agreed upon in the future.

Bob Bruno, on behalf of the District, purchased some road signs using an available, matching grant for safety items through the Colorado Special District Pool.

Bob Bruno asked about the Special District Transparency Report, and Tom O reported that the Transparency Report is due annually and that it would be updated prior to the annual filing.

Bob Bruno asked about data protection and what the administration staff is doing to protect data. Kelly Baldwin reported that she utilizes anti-virus software called Defender. Administration staff is also going to move over to Quick Books Online, so information will be housed on Intuits servers and accessible by all administration staff as well as board members and auditors. Bob Bruno requested that we get some information from Intuit on what they do for data protection.

Tom Oberheide reported that data is stored in 3 different hard drives in separate machines, and are not continuously connected.

There was a discussion about a few delinquent accounts. Tom O will provide any contact information he has to Kelly to follow up with them to get accounts up to date.

The discussion circled back around to the MTUs and the meter read system. Tom O described the meter reading system and the warranties on the MTUs. Almost half of the MTU batteries have failed, and Aclara has provided about 30 MTUs for the District to use to replace the faulty MTUs. Once a bad MTU is sent back to Aclara, they will also replace those MTUs. The new MTUs have improved batteries and meter read intervals providing better information. WSI has been putting a lot of time into replacing the MTUs.

The meeting was adjourned at 4:15 pm.

Respectfully submitted by:
Tom Oberheide