

HAMILTON CREEK METROPOLITAN DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, March 11th, 2024

The Board of Directors held a regular meeting at the Dillon Community Church on Monday, March 11th at 12:00 pm. Attending were Directors Bob Bruno, Ruth Carroll, Rhip Worrell, and Wendell Bond. District staff members present were Administrator Tom Oberheide, Operations Manager Matt Willitts, Operator Jochen Grauer, and Bookkeeper Kelly Baldwin. Attending member of the public was Bob Pietrzyk.

1. CALL TO ORDER. The meeting was called to order at 12:12 pm.

2. PUBLIC COMMENTS. Tom presented a letter from Doug Schellman dated 12/23/2023, and an email from Doug Schellman dated 2/26/2024 regarding the service line at 21 Heather's Way. Tom also provided to the board an email response from Tom to Doug Schellman reiterating the issues with his requests/demands. Bob Bruno stated that if Doug Schellman wants to have the line exposed to be inspected, that is an issue between Doug and his neighbor at 31 Heather's Way. **The board then voted on a motion to deny Doug Schellman's demand that the Metro District dig up his service line at 21 Heather's Way to inspect for damage or to replace the service line and curb stop, and to consider the matter closed (RC/RW, 4-0).** Tom said he would clarify with general counsel whether the letter regarding the issue from Joe Norris was recorded with the property or otherwise filed in public records, and relay the boards' decision to Mr. Schellman.

3. APPROVAL OF MEETING MINUTES. The meeting minutes from November 14th, 2023 were approved with a typo correction in paragraph 6 and spelling Bob Pietrzyk's name correctly. (RC/WB, 4-0).

4. OPERATIONS REPORT. Jochen Grauer provided the operations report:

- a. One of the two raw water pumps is still not functioning, it will need to be replaced.
- b. There are some issues with several air solenoid valves. Replacement parts have been ordered and operations staff is waiting for delivery of those parts to fix the valves.
- c. The floc retention rack project is still in progress. After much discussion, Jochen will request a proposal from Plummer to draft contract documents for work with an installation contractor and to provide engineering construction services during installation. The board set a limit for Tom to approve a proposal with a limit of \$15,000. If the proposal exceeds that amount, Tom will notify the board for further board deliberation.

5. ADMINISTRATOR'S REPORT. Tom and Kelly answered questions about the 2023 financial reports and the 2024 YTD financial reports. We discussed what Construction in

Progress referred to, and Tom said he believed the floc rack project was considered by the auditor to be Construction in Progress. Tom discussed the status of the 31 Heather's Way and payment from the property owner for damages done to HCMD drainage appurtenances. He said he is expecting payment in the mail per the latest email from the owners. Tom explained that the Porzak Law invoices were for the water rights due diligence application from 2023, and that Kelly is still trying to determine the cause of the small payment past due to Porzak Law. We discussed the Dendorfer account, and Kelly said they are on a monthly auto-pay and have been paying too much, too frequently. Tom said he would attempt to contact them to let them know and advise they change the bill payment frequency. Bob Pietrzyk reports after his review of financials that "everything is fine, the numbers look good".

We discussed online and electronic payments options for customer convenience. After much discussion on pros and cons of Zelle, bill pay, and online payment options, the board directed Tom to initiate the online payment option through the district's website.

Tom explained that the 2024 Budget submitted to local and state agencies did not include the changes agreed to by the board at the November meeting. Tom wanted the board to be aware of this, and said that the changes amounted to a total of \$36,000 in additional expenditures. The board said that there was not a need at this time to amend the budget to reflect those changes, but that Tom should keep an eye on expenditures as always to see if it may become an issue.

6. NEW BUSINESS:

- a. WEBSITE. Bob and Ruth talked about items that were out of date on the website, and Tom said he would check it more frequently to keep items up to date. Ruth asked if the district was required by law to keep public information posted, and Tom explained that there are some things such as meeting notices and water quality reports that we have committed to posting specifically on the website, most of the items are not *required* to be posted online.
- b. CONSTRUCTION DEPOSITS. Bob B reported that there are two projects under construction and both have submitted a \$5,000 construction deposit. A discussion on the current construction deposit amount followed, and the board was in general agreement to increase the construction deposit from \$5,000 to \$10,000 effective immediately if possible. Tom said he would check to see if any public notification was required to raise the construction deposit.
- c. NEW CONSTRUCTION: Bob B said there were three potential construction projects at 690, 530, and 980 Lakeview Circle.
- d. PIPE MATERIAL STORED ON OPEN SPACE: We discussed the pipe materials that have been stored on open space. Tom said he would initiate the hydraulic study project with a local engineer which would inform the district on the value of the long-discussed looping project on Lakeview Circle, and help the District determine whether the pipe material is of use to the district.
- e. FOREST MAINTENANCE: Bob B reported that the HOA is pursuing forest maintenance projects and that these are good projects for the neighborhood, and

that the HOA has been successful in obtaining some grant money to help pay for the projects.

- f. ROAD SIGNAGE: Tom and Bob discussed some of the email and phone call correspondence they've had with the HOA regarding the process and responsibilities for installing road signs. There have been at least a few requests for road signage to slow people down at Lakeview Circle and Hamilton Creek Road. The County hasn't expressed a strong interest in participating, and the HOA has obtained info from the Summit County Sheriff that they won't patrol the streets in Hamilton Creek without proper signage. Tom said he has suggested that the HOA provide a proposal of what they are asking of the metro district if they want metro district involvement.
7. ADJOURNMENT. The meeting was adjourned at 2:10 pm.

Respectfully submitted by: Tom Oberheide