

HAMILTON CREEK METROPOLITAN DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, September 10th, 2024

The Board of Directors held a regular meeting at the Dillon Community Church on Tuesday, September 10th at 12:00 pm. Attending were Directors Bob Bruno, Ruth Carroll, Rhip Worrell, Chip Harris, and Wendell Bond. District staff members present were Administrator Tom Oberheide, 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. APPROVAL OF MINUTES FROM JUNE 11TH, 2024 MEETING. The minutes were approved with clarification on who motioned and seconded the March 11 meeting minutes for approval (RC/CH, 5-0).

3. OPERATIONS REPORT. Jochen presented the operations report.
 - Summer water system maintenance items completed.
 - Moving forward, WSI will have Pipestone service and maintain the system pressure reducing valves (PRVs).
 - Floc rack project is still moving forward, installation will occur in February. Jochen does not anticipate any water service disruption to the district customers.
 - Raw water pump is on order.
 - Some repairs required on the end block on one of the filter skids.
 - Jochen has reviewed the proposed plan to bring in water service to the three lots being developed on Lakeview Circle (980, 990, and 1000 Lakeview Circle). He will provide an email with his requirements to the parties involved with the development.
 - Consider removing the tank valve project from the budget.
 - Tom and Jochen will discuss potential system improvements and further review the water system model and recommendations from AE2S.
 - Jochen will contact Stan Miller to discuss options for removing 8” pipe from the open space below 680 Lakeview Circle.

4. ADMINISTRATION REPORT.
 - a. WATER SYSTEM MODELLING. The water system modelling memo was discussed. Tom said he would provide some follow-up questions and clarifications to AE2S on the memo, and that Tom and Jochen would discuss future water system improvement projects based on the draft memo.
 - b. ROAD SYSTEM MAINTENANCE AND PLANNING. Tom provided some

road policy terms for review and consideration. The board was in general agreement that asphalt maintenance would be treated the same for shared roadways on private property and/or open space, and that potential agreements with property owners for projects on private property could be addressed as-needed on specific maintenance projects. Tom said he planned to complete an updated 5-year roads maintenance plan in the next month and provide it to the board at the November meeting.

- c. 2024-2025 PLOWING CONTRACT. The board reviewed and discussed the proposed plowing contract with Emore Inc. The board expressed satisfaction with Emore's plowing services and voted to approve the contract for the 2024-2025 season (RW/WB, 5-0). The board authorized Tom to sign the contract and return it to Emore.
- d. YTD FINANCIALS REVIEW. The board discussed several items in the financial reports provided by Kelly.
 - i. Bob Bruno asked Kelly to review year-to-date county treasurer fees expense since it was much higher than the budget.
 - ii. Bob Bruno said that the District and HOA requirements for 690 Lakeview Circle have been met and that HCMD should receive the \$10,000 tap fee, \$5,000 construction deposit, and \$1,000 HOA fee and sign off on the building permit once payment is received.
 - iii. The board directed Tom to attempt to contact the Sheehans to discuss the significant past due amount and inquire about payment to the District. Kelly said they have been paying current fees but not making any payments on past due amounts.
 - iv. Tom reported progress is being made on setting up the online payment option on the district's website, and that he hoped it would be operational for the 3rd quarter billing in October.
 - v. Bob Pietrzyk reported that a recent starting value did not match the previous end value in the bank reconciliation report. Kelly said she would review the reconciliations and figure out the cause of the discrepancy.
- e. 2025 PRELIMINARY BUDGET DISCUSSION. The board and staff reviewed the proposed 2025 budget prepared by Tom. Jochen reported that he had no major capital improvement items to budget for at this time. Rhip discussed the increased income from property taxes for 2024 compared to the slight decrease in property tax income per the preliminary assessment document provided by the County in August. The board directed Tom to increase the snow removal budget to \$80,000, recognizing that this expense is relatively unpredictable and that the district plowing expense will like exceed the budgeted amount in 2024.

5. NEW BUSINESS. Tom provided a brief background on HB21-1110 regarding website accessibility and compliance. Tom said he is continuing to look into the requirements and solutions for making the website and PDF documents on the website compliant.

6. ADJOURNEMNT. The meeting was adjourned at 2:54 pm.

Respectfully submitted by: Tom Oberheide