

HAMILTON CREEK METROPOLITAN DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, June 14th, 2022

The Board of Directors held a regular meeting at the Silverthorne Town Hall on Tuesday, June 14th at 2:00 pm. Attending were Directors Ruth Carroll, Wendell Bond, and Rhip Worrell. District staff members present were Administrator Tom Oberheide, Bookkeeper Kelly Baldwin, and Operator Matt Willitts. Members of the public present was Bob Pietrzyk.

1. CALL TO ORDER. Vice-President Ruth Carroll called the meeting to order at 2:05 pm after verifying that a quorum was present and notice of the meeting had been properly posted.

2. OATHS OF OFFICE. Directors Bond and Worrell executed the Oath of Office witnessed by Ruth Carroll. Director Chip Harris signed the Oath of Office remotely and was witnessed by Ruth.

3. ELECTION OF OFFICERS. After a brief discussion, present board members approved the following election of officers (RC/WB, 3-0):

- a. Board Chair: Bob Bruno
- b. Vice-President: Ruth Carroll
- c. Treasurer: Chip Harris
- d. Secretary: Rhip Worrell
- e. Director: Wendell Bond

4. APPROVAL OF MARCH 8, 2022 MEETING MINUTES. The minutes were approved as presented (RC/RW, 3-0).

5. OPERATIONS REPORT. Matt Willitts provided the Operations Report below for discussion:

WSI Operations and Maintenance Report

June 12, 2022

- Hamilton Creek stream flows have peaked but flows are still above our measuring weir. The weir has a maximum measurement of 251 gpm.
- WSI completed the routine annual fire hydrant maintenance on the district's 16 fire hydrants. Maintenance includes a 10-step checklist including operation of the fire hydrant.

- WSI completed the routine annual valve exercise program. Both fire hydrant maintenance and valve exercise program are included in the WSI/HCMD Agreement and included in our monthly rate. Maintenance of the district's two PRV vaults are also included in the Agreement and will be completed later this summer.
- WSI is coordinating purchasing of the membranes and material and contractor scheduling for the CDPHE approved membrane replacement project.
- Plummer Engineering and WSI have discussed the floc replacement project. Currently there are two options that have been proposed to include replacing the existing SCD 80 PVC pipe with stainless steel pipe or the removal of the existing rack and utilization of pre-engineered baffle tank(s). Both options have their own pros and cons.
- Other summer projects include storage tank security and engineering the repair/replacement of the broken storage tank valve if determined necessary.
- The Lead and Copper Rule has been revised. Revisions that will affect the district include distribution survey, day care analysis and continued monitoring of the distribution system based on the distribution survey that will be performed.
- The district had two Sanitary Surveys last month performed by CDPHE personal. The first inspection was of the water treatment facility, operations and maintenance of the water treatment plant, distribution system and storage tank. The district received 1 significant deficiency for the written sampling plan for total coliform and 5 observations/recommendations. The second inspection was for the district's discharge permit. The district received 2 major findings and 1 observation/recommendation. WSI will address the significant, major findings, meet required notification requirements, and implement recommendations as needed.

Rhip asked about fire flow availability and requirements. Matt explained some of the challenges with the existing water system which may limit fire flow in some areas. Tom recommended the board consider having a hydraulic study and analysis be completed to better understand the hydraulic issues and be able to evaluate cost effectiveness of different infrastructure changes. The board directed Tom to seek proposals for such a study.

Tom said he was still pursuing obtaining a cyber security audit and availability of funding for such an audit.

Wendell asked for an update on TENORM material removal. Tom and Matt updated the board that the material removal was complete and that Snowbridge would start to monitor applicable metal concentrations to determine how often the District will want to remove the material in the tanks.

6. ADMINISTRATION & FINANCIAL REPORT.

- a. REVIEW OF AUDITED 2021 FINANCIAL STATEMENTS. Ruth noted that Chip had replied via email that he had reviewed the statements provided by Tom prior that the audit looked fine. Rhip asked what was included in the Administration Expenses and why the expenses doubled from 2020 to 2021. Tom and Kelly said they did not know what exactly was comprised in the Administration Expense in the audit and they would work with the auditor to find an answer. Wendell said he felt the board should get an answer to that question before accepting the audit. Tom said he would find an answer and email the board members.
- b. REVIEW OF 2022 YEAR-TO-DATE REPORTS. The board discussed the financial reports prepared by Kelly. Bob P said he has reviewed the financials and everything looked good. Bob P also asked why the bank charges were higher than usual. Kelly said she would find out an answer.
- c. ROAD DESIGNATION. Tom summarized that the District still does not have a well defined designation of what roadways within the District are maintained by the District versus individual property owners. Tom said he will discuss further with general counsel for the District what would be needed to better define what areas are maintained by the District and how to address roadways on private property. Tom discussed a request from Tim Brandt, a property owner on Hamilton Creek Trail, that the District repair asphalt in very poor condition. The board was in general agreement that the issue is still unresolved and that the District needed more information and opinion from the District's general counsel before considering appropriating funds for roadways that may or may not be maintained by the District.
- d. CRESCENT MOON ROAD REPAIR. Tom reported that he had approved a proposed scope of services by Civil Insight for engineering costs and analysis related to extensive road repairs on Crescent Moon Trail. Tom said that the District has budgeted for repairs on this section of Asphalt in Hamilton Creek and that the poor condition made it a high priority for asphalt repair. Tom said that he expected that the repairs may not be completed this year but initial engineering, cost analysis, and bidding procedures will be completed as soon as possible.
- e. VOLUNTEER WAIVER FORM. Tom had provided a draft volunteer waiver form per the board's request during the March meeting. After some discussion, the board felt that the Metro District and the HOA may want to coordinate to have one waiver that would cover volunteers for both entities. The board felt that the Metro board president (Bob Bruno) would be the perfect candidate to head up this discussion with the HOA. Tom said he would ask the District insurance provider for their input on a volunteer waiver form that would cover both the district and the HOA.

7. NEW BUSINESS. No new business.

8. ADJOURNMENT. The meeting was adjourned at 4:12 pm.

Respectfully submitted by: Tom Oberheide