

# HAMILTON CREEK METROPOLITAN DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, March 14<sup>th</sup>, 2023

The Board of Directors held a regular meeting at the Dillon Community Church on Tuesday, March 14<sup>th</sup> at 12:00 pm. Attending were Directors Bob Bruno, Ruth Carroll, and Rhip Worrell. District staff members present were Administrator Tom Oberheide, Bookkeeper Kelly Baldwin, and Operations Manager Matt Willitts and operator Jochen Grauer.

1. CALL TO ORDER. President Bob Bruno called the meeting to order at 12:14 pm after verifying that a quorum was present and notice of the meeting had been properly posted.

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

3. OPERATIONS REPORT. Matt provided the following operations updates.

The replacement water filters and actuator valves were replaced at the water plant about 3 weeks ago, and both filter skids are fully functional. Operations has ordered new actuating valve parts and rebuild kits to reduce the actuators from failing and be able to fix them when they do fail.

Plummer and Associates, the engineering firm that worked on the filter replacements project, will provide a submittal to CDPHE as required to update the RAW document.

Water Solutions is working with a vendor to provide stainless steel floc rack to correct ongoing failures in the plastic floc rack. This vendor has performed for other districts similar scopes of work for more reasonable cost estimates.

The annual fire hydrant and valve maintenance programs will take place this summer. There was a brief discussion on the inoperable tank valve and possible solutions to that dilemma.

4. ADMINISTRATION AND FINANCIAL REPORT.

- a. 2022 financial summary. There was a general discussion on the 2022 income and expenses and accounts receivables reports.
- b. USPS and emailed HCMD Statements. Mail delivery continues to be a problem to the mailbox cluster on Hamilton Creek Road. Tom said that there is a new contractor that has this route and that Tom has been trying to obtain their contact information but so far has been unsuccessful. With the challenges with USPS, the discussion turned to the option to have HCMD statements emailed to customers instead of mailed via USPS. Tom and Kelly confirmed that emailing of statements is an option and that they will include a note on the 1<sup>st</sup> quarter statements that emailed invoices are an option, and to contact [elevationkelly@gmail.com](mailto:elevationkelly@gmail.com) to set up emailed statements. Tom said he would also put this information on the website.
- c. ACCOUNTS PAYABLE. The board asked about an invoice from FD Taylor. Tom

pulled up the invoice for review and reported that it was for electrical work required at the water plant. The board also questioned the invoice from Filmtech, and Tom provided the invoice for review and reported that it was for the replacement filters at the water plant.

- d. WATER RIGHTS UPDATE. Tom reported that the due diligence for Well #2 is nearly complete and that, once completed, 20 gpm of the 76 gpm water right for Well # 2 will be absolute.
  - e. 2023 MEETING RESOLUTION. The board directed Tom to work with General Counsel David Greher to understand current meeting notice and agenda posting requirements.
  - f. FIRE WISE DSICUSSION. Bob B reported that Hamilton Creek Resident and HOA board member Rob Fisher had contacted him regarding fire wise best practices in the vicinity of water system infrastructure. Bob B relayed that the water plant and water tank sites will be evaluated sometime this summer and recommendations provided to the HCMD for consideration. Bob b also noted that there is \$500 in the 2023 budget for forestry expenses.
  - g. NEW BUSINESS, ROAD DESIGNATION. Tom said that the ball is in his court to discuss next steps with general counsel regarding how to document where the district responsibilities end and where homeowners' responsibilities begin.
5. ADJOURNMENT. The meeting was adjourned at 3:00 pm.

Respectfully submitted by: Tom Oberheide