

HAMILTON CREEK METROPOLITAN DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, September 12th, 2023

The Board of Directors held a regular meeting at the Dillon Community Church on Tuesday, September 12th at 12:00 pm. Attending were Directors Bob Bruno, Chip Harris, and Wendell Bond. Rhip Worrell joined the meeting via remote teleconference. District staff members present were Administrator Tom Oberheide, Operations Manager Matt Willitts, and Bookkeeper Kelly Baldwin. Attending members of the public were Dave and Zane with architectural firm Design Collective.

1. CALL TO ORDER. The meeting was called to order at 12:10 pm.

2. CONSIDERATION OF LOTS 5 & 6 HILLSIDE PROPERTIES. Dave and Zane with Design Collective representing a property owner of property adjacent to the Hamilton Creek Metropolitan District. The characteristics of lot 5 make access challenging from Hillside Road. Dave and Zane asked the HCMD board to consider allowing access to the lot from Hamilton Creek Road. After a discussion on different options to make this arrangement feasible, from formal inclusion of the property into the Metro District or creating an access easement, the board members felt that any such arrangement would not have direct benefits to the District. Board members voted to deny access from Hamilton Creek Road, 4-0.

3. APPROVAL OF MEETING MINUTES. The meeting minutes from June 13th were approved as presented (RW.CH, 4-0).

4. OPERATIONS REPORT.

HAMILTON CREEK METRO DISTRICT

WATER SOLUTIONS, INC. OPERATIONS AND MAINTENANCE REPORT

SEPTEMBER 12, 2023

- Hamilton Creek flows as of 9/6/23 where at 80 gpm. With recent and forecasted moisture I do not anticipate any water supply issues for this late fall.
- WSI staff have completed the annual fire hydrant maintenance program. This is a ten-

step process that requires lubricant and operation of the fire hydrant. The process flushes stagnant water from the fire hydrant lateral feed line, making sure the fire hydrant operates without water hammer or leaks. All fire hydrants are operable.

- Summer maintenance programs that still need to be completed are the annual valve exercise program, tank vault inspection to check heat tape operation. WSI staff has exercised ~ half of the distribution valve and will have this program completed this month. The PRV vault located on Storm Watch Circle needs the pilot tubing replaced on the low flow PRV. Both PRV vaults need to be tuned to check operation and pressure set points. Lastly the no trespassing signs need to be purchased and installed on the storage tank.
- The floc rack design by Plummer is at a design point that we could have recommended contractors look at the project and get pricing for the project. We will need to discuss recommended contractors and the bidding process.
- Last month a contractor working at 0031 Heather Way Trail hit the district's 8" water main causing damage to district and private property. Further discussion at the meeting is needed on the status of the repairs.
- TTHM/HAA5 sampling and potential sampling point change needed.

We had a long discussion on the accident that occurred when a contractor hit and broke HCMD water main between Hamilton Creek Road and Heather's Way Trail. The accident also caused damage to the water service line for 21 Heather's Way, and washed sediment and debris into the ditch and culvert along Hamilton Creek Road.

Chip, Rhip, and Wendell requested to schedule a time with Matt Willitts to tour the water plant facility in late September or October.

5. ADMINISTRATION AND FINANCIAL REPORT.

- a. 2023 financial summary. There was a general discussion on the 2023 income and expenses and accounts receivables reports.
- b. Deferred Tax Revenue. We had a discussion about the deferred tax revenue and why it appears the way it does in the district financial reports. Kelly said she would discuss this issue with McMahan and Associates..
- c. Crescent Moon Repair Update. Bob asked Tom if he would inquire about including the first several feet of Harvest Moon as a part of the Crescent Moon asphalt replacement project.
- d. Preliminary 2023 Budget. Tom provided a preliminary 2023 budget as required by state law. The board members reviewed and discussed several items of the budget. Board members requested to increase the flock rack replacement project to \$100,000, and to leave the tax income anticipated for 2024 as presented per the preliminary assessed values reported in August by Summit County. Board members also requested that Tom reach out to Ruth to see if she has budget questions prior to the November meeting when the final budget will be considered.
- e. 2023-2024 plowing contract. The board reviewed the proposed contract from

Emore for plowing services and approved it as presented.

- f. Ditch Cleaning. Bob Bruno pointed out that there are a few areas on Lake View Circle where the ditches along the road need to be re-established to maintain proper draining. Tom said he would contact Lindsay Emore to inquire about ditch services.

6. ADJOURNMENT. The meeting was adjourned at 3:10 pm.

Respectfully submitted by: Tom Oberheide