

HAMILTON CREEK METROPOLITAN DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, June 9th, 2020

Attending Board Members:

Bob Bruno

Ruth Carroll

Wendell Bond

Dan O'Brien

John Jones

Others Attending:

Tom Oberheide

Kelly Baldwin

Matt Willitts

Bob Pietrzyk

The meeting was called to order at 2:07 pm by Bob after verifying that the meeting was properly noticed and that a quorum was present.

APPROVAL OF MINUTES

The minutes from the March 10th regular meeting were approved (DO/RC, 5-0)

FINANCIAL REPORTS

- **2019 Financial Audit Review.** The Board discussed the 2019 audited financial statements prepared by McMahan and Associates.
 - There were no recommendations in the Board Communication Letter for changes to consider from McMahan
 - Dan would like to see some additional verbiage in the audit stating that the auditor does perform sampling as part of their audit to verify that checks are being signed properly and the payment approval process is adequate.
 - The board also discussed that a statement confirming the segregation of duties is adequate.
 - While Kelly has cleaned up much of the small balances, there are still some old balances on the financial reports to clean up.
 - Kelly and Dan will schedule a call with McMahan and Associates to discuss these changes to the audit report. The Board voted to accept the audit (DO/RC, 5-0) pending the changes noted above.
- **2020 YTD Financial Reports.** The Board discussed the YTD A/P, A/R, Balance Sheet and Budget VS. Actual reports. They applauded Kelly's efforts to clean up

the A/P outstanding issues. The Board asked if the delayed timing of property tax distributions to the District would impact cash flow for the District and Tom said he does not think the change will disrupt District operations.

Dan O'Brien updated the rest of the Board on the process of switching the District's operating accounts from Bank of the West to First Bank. The switch is nearly complete, Kelly and Tom are confident that there should be no more draws on the BOTW accounts, and that all of the funds in the BOTW money market and checking accounts will have been transferred to the District's other accounts in First Bank and ColoTrust in the next week or so.

Bob Pietrzyk stated that as the citizen observer of the financials, he has reviewed the bank statements and payments and sees no issues.

OPERATIONS REPORT

Matt Willitts provided the following operations report:

WSI Operations Report for 6/9/2020 Board Meeting

- WSI assisted T Services in sampling the 4 sedimentation tanks at the water plant for TENORM regulatory requirements. Once the results of the testing are received, he will evaluate the next step in the removal process.
- Polyfluoroalkyl Substances (PFAS)- is an emerging public health challenge as these chemicals can be found in drinking water. CDPHE has received a grant to allow free sampling of all community water systems. WSI has taken and shipped these samples and waiting for the results to be reported.
- Hamilton Creek has peaked for spring runoff. Creek flows are still above the weir top measurement of ~251 gpm but anticipate flows to be measurable sometime in June. The water plant performed well during runoff treating higher turbid water.
- The water plant has had several mechanical failures this quarter. WSI had to replace two different electrical boards in the Hach SC 1000. While this instrument was out of service WSI had to manual monitor and record chlorine and turbidity reading daily. We continue to have power issues blowing fuses on the filtration

pumps and recently had the PLC code corrupted which would not allow the finished water pumps to alternate automatically. WSI repaired this equipment under our general Agreement with no additional labor charges.

- WSI will be performing the annual valve exercise, fire hydrant and PRV maintenance program this summer. This annual maintenance is part of our general Agreement and you may see WSI staff out working on this equipment.
- As reported last meeting membrane filter skid #2 which utilizes the older membrane technology currently has two modules isolated. WSI staff attempted to pin the older modules and have not been successful. We will evaluate if new membranes should be purchased in the next capital year.
- WSI met with RKR, Inc. to evaluate the repair/replacement of the storage tank isolation valve. Preliminary cost estimate is ~15 to 20K which is allocated in the 2020 capital budget.

ADMINISTRATORS REPORT

- **Oaths of Office** – Bob Bruno, Dan O'Brien, and Ruth Carroll have been elected to serve three-year terms on the Board of Directors. Each will need to have the Oath notarized and return the document back to Tom for filing with the Division of Local Government and the County Clerk.
- **Election of Officers** – The Board agreed on the following officer positions to be held until the 2022 election:
 - **President:** Bob Bruno
 - **Vice President:** Ruth Carroll
 - **Treasurer:** Dan O'Brien
 - **Secretary:** John Jones
 - **Director:** Wendell Bond
- **Road Replacement Project Update** – Tom summarized the status of the road replacement project. He has obtained the engineering design and estimates for approximately 2000 feet of road starting at the District boundary approximately 200 feet south of the Hamilton Creek sign at the bottom of Hamilton Creek Road and proceeding up Hamilton Creek road to just below the driveway at 948 Hamilton Creek Road. This section was determined to be the highest priority based on the poor condition of the road and the relative level of traffic. Tom explained that while the estimate is higher than anticipated, they will proceed with unit price bidding and it may result in replacing less than 2000 feet in order to leave enough cash in reserves for emergencies and to meet requirements by law. The Board gave Tom permission to move forward with finalizing unit bid

documents and pursue getting bids from qualified contractors for work to be completed in 2020.

- **TENORM Project Update** – Tom said that he and Matt had collected 4 more sludge samples, one from each backwash holding tank, and sent in to a lab for TENORM analysis. These results will inform next steps on how to transport and dispose of the material.

NEW BUSINESS

- **Guard Rail Damage** – Bob asked Tom for update on the guard rail damage on Hamilton Creek Road where the road crosses Hamilton Creek. Tom said that he would contact Geico to proceed with the insurance claim and work towards getting an estimate for repair as required for the insurance evaluation.
- **Insurance for Volunteers** - Bob asked if there was any new information on insurance for volunteers that work on behalf of the District or the HOA. Tom said that there was a survey sent out by the Colorado Special District Insurance Pool, but that he had not heard any additional information on what, if anything, became of that. He said he would follow up with the Insurance Pool and Mark Richmond as well for requirements or the possibility of asking volunteers to sign a waiver.
- **Road Maintenance** – In addition to the road replacement project, Bob noted some other road maintenance issues. Hamilton Creek Rd at Ansel's View is in need of repair. Tom said that he anticipated there will be other areas in need of repair, and that there is money in the budget specifically for road patching and crack sealing. Tom said he would survey the roads and make a list of areas in need of patching prior to the next board meeting for work to be completed in the fall. There was a discussion of Timberwolf Trail, the northern end of which has never been paved, and no one knew why. After some discussion, the Board agrees that the Homeowners should share the cost of any paving to be done there, and that the Metro District may contribute as well. Tom found an estimate from Emore in 2019 for approximately \$10,000 to pave the remaining dirt portion for 59 and 79 Timberwolf Trail.

Meeting was adjourned by Bob at 4:33 pm.

Respectfully submitted by:

Tom Oberheide