

BUFFALO MOUNTAIN METROPOLITAN DISTRICT – Memorandum

January 11, 2019

To: **Board of Directors**
CC: Eric Kircher, Matt Dalton, Meghan Hayes
RE: January 15, 2019 Board Meeting Agenda and Materials

Attendance

Joe Newhart
Cheri Breeman (TBD)
Raoul Pietri Jr.
Josh Shramo

Gabriela A. Vlcek (TBD)
Shellie Duplan, *District Manager*
Eric Kircher, *Metro Services II*
Meghan Hayes (phone), *Marchetti & Weaver*
Ken Marchetti (phone), *Marchetti & Weaver*

If you are calling in, please dial the following phone/bridge number to join the meeting:
Phone #: 1-877-594-8353 Participant Code#: 21509640

1. **Approval of Meeting Minutes:** Please review the draft November 20, 2018, meeting minutes and bring your changes to the meeting.
2. **Call For Executive Session** – There is no request or need for Executive Session.
3. **Public Comments, Presentations & Requests** –No public requests have been received or requested.
4. **Financial Matters**
 - a. **December 2018 Payments (pg 1):** Enclosed is the December payables list which was electronically approved by Director Newhart. Out of ordinary payments are: Various charges on District credit card including stand-up desk units and Cissy retirement gift; Greenscapes for annual facility landscaping; refund payment to customer that over-paid bill, and Mountain Pride for restoration at 10 Spyglass for water main break. **Motion: Ratify the December 2018 payables.**
 - b. **January 2019 Payments (pg 2):** Out of the ordinary payments this month are: Carpet Exchange for 10 Spyglass water main break claim; Hydro for repairing pumps at Res. 3, 4 & 5; and customer refund during ownership change. **Motion: Approve the January 2019 payables as presented.**
 - c. **Draft Financial Statements (pg 3):** Mr. Marchetti will report on the draft financial statements ending December 31, 2018. **Motion: Approve December 2018 financial statements.**
 - d. **Investments:** The District has two CD's maturing on 2/12/19 & 4/1/19 totaling \$490k. We'll discuss reinvestment strategy. **Motion: Re-invest 1 CD for 4 years and 1 CD for 5 years.**
 - e. **4th Qtr. Billing (page 9):** The 4th Qtr. billing was mailed out on 1/3/19 and due on 1/25/19. Enclosed is the list of 4th Qtr. adjustments and charges.
5. **2019 Annual Notices (page 10-11):** The Board must adopt the 2019 meeting schedule, agenda and designated posting place. The District has also updated the annual Transparency Notice on the website and provided copies to the appropriate County & State governmental entities. **Motion: Adopt 2019 meeting schedule, agenda, & posting place as presented.**
6. **Manager Report**
 - a. **Water Main Break:** Eric and I will report on the water main break which occurred on 12/1/18 on Ryan Gulch Road West of upper Lodge Pole Circle. The break caused water infiltration inside a ground floor unit at a Spyglass townhome nearby. Water caused damage to one bedroom. I filed an insurance claim and work continues to restore the property to its original condition.

b. New Tank (pg 14-23): The CDPHE Board of Directors approved the District's loan on 12/7/18. The District's attorney Spencer Fane is working as our loan/bond counsel. Enclosed is a loan resolution. The Board will need to approve this resolution to move forward with the loan process. Also enclosed is a copy of the project bid documents. The request for proposals Ad was published on 1/4 & 1/11. I'll report more on the bid process at the meeting. I also submitted the project plans & specifications to the County on 12/13/18. Motion: Approve the loan resolution as presented.

c. CRCA Funds (pg 24): Enclosed is a response from the County Manager regarding the available Colorado River Cooperative Agreement funds.

d. Regulation Update: The regulation update committee meeting has been rescheduled to 1/28/19.

e. County Hazard Plan (pg 25): The District will participate in the Summit County multi-jurisdictional hazard mitigation planning process. This plan is updated every 5 years.

f. Silverheels Dr. (pg 26): The District sent out an invitation letter to all owners on Silverheels Dr. for a meeting on 1/25/19. We will discuss the District's legal options moving forward.

g. Forest Meeting (pg 29): Joe will report on the Forest Health Task Force meeting he attended on 12/19/18. There may be good opportunity for the District to obtain fuel reduction grants this year.

h. Rate Comparison (pg 31): Every 2 years the Town of Silverthorne provides a County wide water/sewer rate comparison of all the towns/districts. We remain in the lower price rate structure.

i. JSA Meeting: I will report on the Joint Sewer Authority quarterly meeting that Eric and I attended on 12/6/18.

j. Water Monitoring (pg 32): Enclosed is a water monitoring report since the last meeting.

k. Covenant Violations (pg 33): Enclosed is the enforcement report since the last meeting.

7. Architectural Review

a. 121 Poplar Circle (pg 34): The District caught the property owner re-roofing this single family home during construction. The owner submitted a review application which was approved on 12/10/18. Motion: Ratify the architectural review application from 121 Poplar Circle.

b. Covenant Violation (pg 36): This on-going issue discussed by the Board in 2018 allows 302 Burgundy Circle to repair and re-side their ½ of the unit next summer and mandates the neighbor at 301 Burgundy Circle paint their ½ to match within 5 years and to re-side their ½ to match within 5-15 years based on the siding opinions received from 2 different contractors. This obligation was filed with the County Clerk office's and is a Covenant obligation running with the property.

8. Metro Services Report (page 37-39): Eric Kircher will report on various metro services activities over the past month.

9. New Business

***Dinner – Noodles & Co. – see website link on email.**