

BUFFALO MOUNTAIN METROPOLITAN DISTRICT – Memorandum

February 15, 2019

To: **Board of Directors**
CC: Eric Kircher, Matt Dalton, Meghan Hayes
RE: February 19, 2019 Board Meeting Agenda and Materials

Attendance

Joe Newhart
Cheri Breeman
Raoul Pietri Jr.
Josh Shramo

Gabriela A. Vlcek (*phone*)
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

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1. **Approval of Meeting Minutes:** The draft January 15, 2019 meeting minutes will be emailed to you before the next 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. **February 2019 Payments (pg 1):** Out of the ordinary payments this month are: Aclara for annual maintenance support; Boyd Frick for customer refund during ownership change; Process Control for annual telemetry software support; and Rest Assure for final drywall and paint repairs to 10 Spyglass Ln. insurance repair. Motion: Approve the February 2019 payables as presented.
 - b. **Draft Financial Statements (pg 2):** Mr. Marchetti will report on the draft financial statements ending January 31, 2019. Motion: Approve January 2019 financial statements.
 5. **Tank 2B & Pump Station Project (page 8-12):** The District held a pre-bid meeting with contractors on 1/17/19 and addressed questions and plan addendums before the bid deadline on 2/12/19. The District received 3 bids from qualified contractors. I did not include copies of each submitted bid, however enclosed is a bid tabulation sheet showing the comparable numbers and required information. You can view the contents of each bid submission at the District office, otherwise I will have them available at the Board meeting. We will discuss the bids in detail at the meeting which will include my reference check report. Ken will report on the loan closing details. I will also report on the Summit County Lower Blue Planning Commission meeting scheduled on 3/7/19. Motion: Award the Tank 2B & Pump Station Project?
 6. **Manager Report**
 - a. **Sewer Main (pg 15):** The bi-annual sewer main camera and clean maintenance work with DRC Construction Services, Inc. is scheduled to start as soon as Spring run-off begins.
 - b. **Silverheels Dr. (pg 16-18):** I will report on the Silverheels Dr. owner meeting on 1/25/19. Seven owners agreed to participate in a Taskforce Committee to help research information relating to the future management of the road. A taskforce committee meeting is scheduled on 2/27/19. We will discuss the District's involvement. Joe and I met with local attorney Noah Klug about the issue. We

will also discuss the initial funding needs to help the owners move forward. Motion: District to fund initial costs subject to reimbursement?

c. Water Monitoring (pg 19): Enclosed is a water monitoring report since the last meeting.

d. Covenant Violations (pg 20): Enclosed is the enforcement report since the last meeting.

7. Architectural Review

a. 301 & 302 Burgundy Circle (pg 21): As you may recall, last year the District board reviewed an application and met with the owners of 302 Burgundy Circle about their re-siding/re-painting project. The duplex is currently miss-matched and the owners of 302 were in desperate need to make exterior modifications due to damaged exterior siding. The owners of 301 were not ready to re-paint or re-side their half and asked for an extension of time before painting and re-siding. The Board agreed to the extension and the District filed a Covenant Encumbrance on the property. The owners of 301 have now decided to make the improvements at the same time so the work on both sides will be done together starting in the Spring. Motion: Approve the review application from 301 Burgundy Circle and remove the Covenant Encumbrance once the work is complete.

8. Administrative & Other Matters

a. Scholarship Review (pg 23): The District received two scholarship applications. A \$2,000 scholarship will be awarded based on academic achievement, extracurricular activities and community service. Each applicant meets the eligibility of living in Wildercrest for the past 2 years and are citizens of the U.S. Motion: Award a \$2,000 scholarship.

b. Insurance Claim (pg 53): The repairs caused by the water main break to 10 Spyglass Lane have been completed. Enclosed is a letter from the unit owner.

9. Metro Services Report

a. Violation Notice (page 54): Enclosed is a letter from the State identifying a violation for failure to report on a two separate water sample requirements back in December. The lab broke the samples and did not send anything to the State or inform Eric. We will attempt to appeal the State's violation notice.

b. Operations Report (page 56-58): Eric Kircher will report on various metro services activities over the past month.

10. New Business

***Dinner – Smash Burger – see website link on email.**