

**Mesa Cortina Water & Sanitation District**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, January 6, 2015**  
**Silverthorne Fire Station**

Attending Board members:

Jon Whinston	Randy Rehn	Greg O'Neill
Billy Jack	Barry Westerland	

Others attending:

Deborah Polich	NP Services, Inc.	Stan Wagon	36 Spring Beauty Drive
Jeff Leigh	District Manager	Steve Weinberg	203 Elk Thistle Drive
		Dave Matthews	456 Spring Beauty Drive

President Billy Jack called the meeting to order at 5:07 PM.

**Minutes.** *The minutes of the special meeting held December 11, 2014 were approved. (Westerland/Jack,5-0). The minutes of the November 6, 2014 meeting were approved as written. (Rehn/Jack,5-0).*

**2014 Financial Information.** Jeff Leigh reported he had reviewed the bank accounts and other financial information for the District and did not determine any problems. He was unable to complete a verification of the ACH owner payments that were processed through a Mountain Systems account. The ACH was done in this manner as an ACH account was not available from Alpine Bank for the ACH processing. Jeff would research the ACH transfers in more detail.

There was a discussion regarding an audit of the District records. Jeff had investigated outside auditing firms regarding a review of the District records. The District has previously had the Silverthorne Town Finance Director Donna Braun prepare the annual exemption of audit. There was a discussion of having Donna do a more complete review, at an extra cost, of the 2014 records.

Deborah Polich indicated she was the owner of NP Services, Inc that has assumed the administration work previously done by Mountain Systems. Bob Polich was not involved with NP Services, Inc. NP Services has continued the work of the other districts that share in the Aclara Star meter reading system that is used to monitor water usage in Mesa Cortina and in the preparation of the billing. There was a discussion regarding the future share of the Aclara Star system and remote reading of the Mesa Cortina meter data. Deborah indicated she was involved in the prior financial operations of Mesa Cortina and felt she would continue seamless service under NP Services. Discussed were cost sharing of additional audit cost, and backup of District functions including access to the payment mail box and meter readings. Obtaining a new mail box for District invoices and owner payments from the Silverthorne post office would be investigated. Also, obtaining a District computer for use in the storage of data and meter reading access would be investigated. As an alternative option, use of a common storage point, such as a cloud server, would be considered. The direct payment option (ACH) was included in the current 4<sup>th</sup> quarter billing pending a setup of receipt of the payments to the Alpine account for Mesa Cortina.

A preliminary 4<sup>th</sup> quarter 2014 (year-end) financial summary was provided to the Board. The preliminary report included estimates for expected invoices that had not yet been received by the District. The preliminary report has similar 2014 expenses and year-end reserves as presented in November as part of the budget presentation. Water repairs in 2014 included two line breaks and repairs of the two well pumps. Ending capital reserves are \$306,500. The board indicated they would like to specifically address any accounts receivable past due amounts that are over two quarters. Six properties are in arrears for standby fees (vacant lots).

**Shooting Star Vault.** Jeff updated the status of the Shooting Star vault improvements with the intention of going forward with the work during the 2015 construction season. A corner portion of the existing buried vault encroaches on the road right-of-way set back. The structure design would need to account for this to maintain the structure outside of the set back. Summit County has indicated the surface building would be considered a “minor utility structure” under County Code allowing a simplified staff level approval process for the necessary building permits. There was a discussion regarding specifics of the structure design concepts. Jeff will be preparing specific drawings for the structure. The structure would have an above grade floor with a crawlspace used for storage of District maintenance items currently stored by Jeff at his home or in his truck. Replacement of the Buffalo Mountain Metro District (BMMD) water line would be incorporated with the structure project and done during the foundation phase. New water control equipment would be part of the project following the building construction. There was a discussion if the project would allow moving of the electrical meter currently located on the other side of the road. The tentative timeline was to have draft drawings available at the March meeting. Construction options included putting the project out for bid or working with Summit Structures on a time and material basis.

**Sewer I&I.** Jeff expected approximately 10,000 feet of sewer lines to be videoed for I&I during runoff in 2015. Approximately 12,000 feet was done last year. A focus area would be the lines serviced by the lift station that reflects higher operation during runoff. The 2014 lining work area would be videoed. Jeff would try to coordinate the work with other districts to limit the mobilization cost. The homeowners service lines identified in 2014 would be coordinated for video work during the runoff window.

**Security Camera.** Jeff is working with Greg O’Neill on planning for the security camera project around the water tank area. The estimate \$2,000 cost of the project will be covered by a grant through the SWAP work done several years ago.

**Manager Rate Increase.** The historic information on the manager compensation had been provided to the Board. There was a discussion regarding the RFP for a manager by the Town of Breckenridge that could provide a basis for a comparison of duties and job responsibilities. There is a distinction between licensed water operators in other districts and the manager services provided by Summit Structures. Additional information would be provided to the Board and it is possible a special meeting could be held in February to consider the requested increase.

**Multi-Hazard Mitigation Plan.** The Board was previously provided the 2013 Summit County Multi-Hazard Mitigation plan. The District participated in the 2013 meetings that developed the plan. The FEMA approved plan provided access to disaster emergency loans and potentially grants to mitigate hazards. *A motion was approved for the District to adopt the Summit County 2013 Multi-Hazard Mitigation plan. (Whinston/Jack,5-0).*

**Operations.** There was a recap of the pump repairs and replacement for wells 4 and 6 done in 2014. The pump level setting was slightly higher to avoid silt/clay collection in the pipe. Utilizing the BMMD water feed head due to the modifications for the chlorine equipment has reduced utility cost as pumping against the head was no longer required. The cost of the well pump replacement was approximately \$700. The last pump life was nine years. The operation of the wells and the BMMD feed with the change for the chlorination equipment provided more operation flexibility.

Water usage during the holiday period was higher than normal days due to occupancy and demands have dropped. Hydrant maintenance was done in 2014 and valve maintenance was scheduled for 2015. It was noted the hydrant and valve log updates were not part of the NP Services data maintained and would be scanned for the electronic records.

**Next meeting.** The next scheduled regular meeting is March 3, 2015 at 5 PM.

The meeting was adjourned at 7:04 PM.