

SPRING CREEK IMPROVEMENT AND SERVICE DISTRICT
Special Meeting Minutes
December 7, 2011

Attendees:

Directors Present:	Ron Harris, Stephen Price, and Derek Goodson
Other Officers Present:	David Hansen, Secretary
Advisors:	Bob Norton, Nelson Engineering
Others (by phone):	Dave Conine, President of SCHOA

I. Opening

- A. Call to Order** – The meeting was called to order at 3:00 pm. It was noted that this meeting was rescheduled, by agreement of the Directors and with notice, from its original date of November 6, 2011; and that the time for the meeting, by agreement of the Directors, was subsequently moved from 4:00 pm.
- B. Determination of Quorum** – Quorum was established.

II. Review and Approval of Minutes – 11/11/2011 Special Meeting

Motion to approve the minutes.

Motion: Stephen Price
Second: Derek Goodson
Unanimous

III. Financial Report

Derek Goodson reported that no additional assessment receipts have been received from the County since the last meeting, but that he expects a significant level to be received in the fairly near future as property taxes are paid to the County. He also reported that the issue raised by the State with regard to the District's loan draw for Engineer design fees appears to have been resolved. There was nothing else new to report at this time.

IV. Old and New Business

A. Water System Improvements – Controls, Pumps, & Related

1. Water emergency plan finalization (status)

There was nothing new to report on this item. Stephen Price indicated that he had not yet met with the Amangani manager to articulate details of how water curtailment will be handled for the Amangani homes and hotel in the event of a water emergency, but that he would do so. Bob Norton will then incorporate this detailing into the SCR water emergency plan document.

2. Liability insurance

The Board had previously directed Bob Norton to ask that Jackson Land & Cattle also be added as a named insured to the liability insurance policy carried by Westwood Curtis (in addition to the SCHOA and SCISD, who are already named insureds). Bob reported that this addition has been made.

3. Contract work status, schedule, and issues

Bob Norton reported that various parts of the overall project are behind somewhat. Further, the manufacturer of the booster pumps has informed the contractor that the pumps will not be delivered until March. The delay in installation of the booster pumps will cause a corresponding delay to the completion of the telemetry project. In the meantime, however, new electrical drives will be installed.

The Directors discussed the implications of the delay in delivery and installation of the booster pumps. Bob indicated his belief that, notwithstanding the delay, the project would be completed around the middle of May 2012. The Board asked that he emphasize to the contractor the critical importance of meeting this final completion date, and the absence of any remaining flexibility in the schedule.

4. Change orders, payment requests, and loan draw – Nothing new to report.

B. Water System Improvements – Water Meter Yokes, Installation, & General

1. Advertising of bid

Bob Norton reported that the ads were run, beginning November 20, 2011. The required advertising of the bids has now been completed.

2. Specifications, bidding, and scheduling

Bob Norton reported at the last meeting of the Board that the Water Development Office at the State has approved the two sets of bid specifications (one for the water meters and monitoring software system, and the other for the yokes and installation work). He has now received approval from the DEQ as well.

Bob also reported that a pre-bid conference was held earlier this afternoon. It was well attended by a number of likely qualified bidders. He indicated that he intends to issue an addendum next week with certain clarifications.

3. Formal approval of loan by State

Derek Goodson reported that he has not yet received notification of formal approval of the District's loan for water metering improvements, although he is not aware of any open issues or problems. He agreed to follow up with his contacts at the State. Notice of formal approval by the State is necessary in order to award a contract, which is scheduled to occur at a Special Meeting of the SCISD on December 23rd.

4. Loan draw for eligible engineering design and legal work

Derek Goodson reported that no invoices have been received yet for the water metering portion of the overall water system improvements project. He expects to have a payment request and a corresponding loan draw request for consideration at the next Special Meeting.

5. Installation and communication with homeowners – No change in the steps or timeline at this time.

C. Water System Improvements – Water Meters and Monitoring Software

1. User friendliness and compatibility with SCR billing system

Bob Norton and Derek Goodson have met with identified potential vendors Neptune and Sensus, for demonstrations and questions. Their general conclusion was that either system would meet the District's needs.

An observation they made was that both systems the observed focus on capturing raw data from the water meters that can be dumped into some other software system, and that neither had a software component that facilitated data storage, analysis, and billing support. The company reps indicated that most, if not all, users of their systems purchase and maintain a software "billing" system which performs this function using data dumped into it from the meter system (regardless of whether or not actual billing is done using the information compiled). Derek agreed to look into recommendations for such a software package, and to verify that the costs of such a package would be chargeable under the State loan.

2. Advertising of bid – See B.1 above.

3. Specifications, bidding, and delivery

At the last Special Meeting, the Board requested that Bob Norton ask potential vendors about delivery times on water metering equipment. He reported that he has been told 4 – 6 weeks should be expected for delivery time. Assuming that an award is made at the Special Meeting on December 23, such a delivery schedule should enable installation to commence as scheduled in February.

A question was raised about any issues that might be raised with regard to radiation from remote reading devices or other safety matters. Bob Norton indicated that any emissions would be immaterial. He also indicated that the specifications call for water line components that do not contain lead; this is not required under current County codes, but it will be applicable within a couple of years.

D. Operating Items and Expenses

1. Policy for reimbursing administrative expenses – Derek Goodson agreed to address this matter at the next Board meeting.

2. Expense approval

Derek Goodson submitted travel expenses since the time of the last meeting of the Board. By email vote of all of the Directors, with Derek abstaining, reimbursement to Derek was approved. He agreed to maintain receipts on file, consistent with IRS reporting requirements.

E. Timeline Update

Basic dates on the timeline were discussed, as described in various sections of the agenda above. Bob Norton agreed to update and distribute the timeline spreadsheet to reflect the latest planning information.

F. Investment Policy and Finance Committee – Deferred until Bob Pisano completes his assembling of thoughts regarding the overlapping financial oversight needs of the SCHOA and the SCISD.

G. Other Business – None.

V. Conclusion

A. Next Meeting – A Special Meeting will be held on Friday, December 23, 2011 at 9:00 am.

B. Adjournment – Upon completion of the business at hand, the meeting was adjourned.
