

High Valley Water Company
Meeting Minutes for May 28th, 2024

Board Members Present: Scott Houston, Geneo Young, Dave Maurer, Bob Martin, Meghan Newsome

Staff Members Present: Andy Oyler, Justin Rametta
Sunrise Engineering: Derek Johnson and Earth Services: Not present

Meeting Opened at 7:00 PM by Justin Rametta

Minutes from April 23rd, 2024 meeting read and approved

Financial statements from April 2024 reviewed and approved.

Derek Johnson from Sunrise opened the meeting by giving us an update on the infrastructure project. Today Lorum was on site to witness the Countryside Circle loop finally passing a pressure test. The next step in the process is to flush out the line and get it clean enough to pass a bacteria test. Earth Services plans to do their own testing on the line to make sure it is going to pass the tests before scheduling Summit County to come take the official samples.

Earth Services plans to print out notices to everyone on Countryside Circle announcing they intend to start digging on their street within a week. Earth Services superintendent, Shane, plans to knock on everyone's door to explain to them what to expect. The printed flyers Earth Services will produce are also supposed to have Shane and Marc's contact information on them so people can reach out to them directly if there is a problem. Justin to email out that same notification to the entire neighborhood as soon as Justin receives the schedule and information from Earth Services.

Derek explained that Earth Services intends to save and re-use the trench fill material on Countryside Circle, but there will need to be a Sunrise inspector and someone from Summit County on site to witness and inspect the quality of that material to make sure it remains viable to re-use.

Earth Services' plan to use a DCP testing method to validate the quality of the trench backfill on Highland is not going to work. The geotech company they hired to consult on this said that correlation would not work. Earth Services has submitted a request to Summit County to dig pits every 200 feet to verify existing compaction that way. There was also an idea to take core samples. They are trying to minimize the damages and not have to tear up and replace all of Highland Drive, but Summit County is pushing for that, and so far has not agreed to any of the less invasive testing methods as an acceptable alternative.

We discussed that fact that Sunrise has already spent all of the money we had in our budget for construction management on this project and we are nowhere near completion of the job. Derek put together a conservative estimated cost to complete the project that came in around \$140,000. Derek included Earth Services in an email explaining this situation and Justin asked that Earth Services pickup the cost of Sunrise's extra time spent on this project because it was their fault we are in this situation. It is not fair that High Valley have to pay Sunrise to do everything twice. Since it is Earth Services fault we are doing things twice, it should be their responsibility to pay for the Engineer's time. Megan asked Derek if Sunrise was willing to take a hit on their invoices since they had some blame in things getting as far along with Earth Services as it did. He was unable to answer that but thought they'd be willing to have that conversation with the appropriate people in the future.

Earth Services is currently working on a change order for everything to date to get a clearer picture of where the overall project budget stands to date. We intend to approve the fill material and asphalt thickness change orders but intend to push back on the hard rock excavation. We will also ask them to include Sunrise's additional cost in the change order and expect to get reimbursed for the fire hydrants Andy extended and flagged last December.

Justin asked Derek if there was an update on the lead and copper service line inventory process. Recently the State has offered to pay Sunrise to help smaller companies like ours do the survey and complete the paperwork. The board was definitely in favor of using Sunrise for as much of this process as possible. Derek to follow up with that department and let them know we are interested in them taking over as much as possible.

Justin suggested to Andy an idea of placing some boulders at the bottom of our water tank to prevent people from driving onto the tank lid. This has been an issue in the past couple of months. Geneo thinks we should eventually have a chain link fence installed around the perimeter of the tank, but agreed that placing boulders was a good idea in the meantime. Andy to work that into his schedule soon.

Justin has received a complaint from Rick Moder on Snowview who's landscaping gravel was disturbed as a result of a water line break up the street from him last year. Andy brought him some new gravel but the size of the material doesn't match what was there and he wants them to match. The board discussed that while we aren't technically liable to do anything for him, we'd be fine doing so. Geneo looked into the availability of a better match for that gravel and it isn't being produced currently. He also brought up the fact that the gravel is likely to be disturbed again as a result of the new water line going in this summer, so even if we do bring Rick some new gravel, it shouldn't be until the end of the summer after the water line is installed.

Justin and Andy met with Steve Hansen from Hydrospecialties last week. He brought us a starter pack of 10 cellular endpoints for our meters and showed us how they would get installed and how we need to reprogram our registers to read as 9 dial. The rest of the endpoints are on order since he did not stock any with an iTron connector which is what we need. Steve also brought up a few different polymer lids and was suggesting we replace those while installing the cellular endpoints. Scott suggested we try the new endpoints without the polymer lids first to see if they'll work without replacing them all. Andy to proceed accordingly.

Scott finished his negotiations with Verizon and was able to get them to agree to a \$4,000/month rent rate with a 2% annual increase for 5 – 5year terms. The ball is in Verizon's court currently to fully vet the feasibility of the project.

Justin explained to the board that he was able to successfully run the bills last month using our new billing software Pelorus. In the past couple of weeks Xpress Bill Pay has also completed their implementation and is now live. During the process of completing this implementation Justin learned that we cannot use Xpress Bill Pay's lockbox service to process hand written checks without a printed statement with an OCR line. For this reason Justin has setup with Freedom Mailing to mail 100% of our customers a printed statement to start with. We will then encourage those who sign up with Xpress to opt in to "paperless" billing in the hopes that we can reduce the number of printed statements each month to only those that cannot pay online or need to continue hand writing a check each month. Justin read the board the letter he composed announcing the rollout of the new billing system and collected feedback on how to edit the letter. That will get emailed out later this week.

Bea Peck has made contact with Andy Garland about re-negotiating our rate with Mountain Regional but we haven't started those negotiations yet.

Justin explained to the board how we don't have anyone listed as authorized representatives on our account with the Post Office. He drafted a letter for the board to sign requesting that Justin and Scott both be added to the account. Hopefully the post office will accept this letter in lieu of a "business license" since we don't have one of those or any other official documentation linking Justin to the company formally.

Next monthly board meeting is on June 25th, 2024

Meeting adjourned at 8:30