

**Round Hill General Improvement District
Board of Trustees Minutes
January 21, 2025**

Tuesday

4:30 pm

1. Meeting Called to Order

Meeting was called to order by Vice Chairman Darin Smith @ 4:30 pm.

2. Pledge of Allegiance

Pledge of Allegiance was led by Vice Chairman Darin Smith.

3. Roll Call

Vice Chairman Darin Smith, Secretary Treasurer Hunter Harris, Trustees Gregg Rossi and Josh Buck were present. Chairman Keith Fertala arrived at 4.55 pm. General Manager Brandon Garden, Admin. Assistant Patti Page and District Counsel Kyle Winter were present.

4. Public Comment

None

5. Approval of Agenda

Motion to approve the agenda as presented. Harris/Buck 4-0 approved.

6. Discussion and possible action to accept the Master Task Order Agreement for Professional Services from DOWL.

The previous Master Service Agreement was established with Farr West in 2019. Clients received letters when Farr West merged with DOWL that the existing agreements were still in effect. However, these original agreements had no expiration dates stated.

Manager Garden and Legal Counsel reviewed the Master Task Order Agreement and recommended some minor changes be made. These changes were approved by DOWL and have been reflected in the new agreement. It is recommended to enter into a new Master Task Order Agreement with DOWL with a term of 5 years.

Motion to accept the Master Task Order Agreement for Professional Services from DOWL for a 5 year period. Rossi/Harris 4-0 approved.

7. Receive and review the 2024 Road Evaluation performed by DOWL.

DOWL's staff completed a thorough evaluation of the 4 miles of roadway in the District. The Field Investigation memo included write up of assumptions, examples with photographs from the field, and an overall quantity and an estimated construction cost analysis.

The next steps in the process will be to discuss budget and prioritize areas that can be repaired without extensive investigation of the water and sewer infrastructure and evaluate larger sections of roadway that can have surface treatments applied to buy more time until full replacements can be made.

A full water and sewer infrastructure evaluation will need to be performed before extensive repairs and replacements can begin along with CIP development. This evaluation and CIP development will come to the board at a future date for approval through Task Orders.

Motion directing the General Manager to continue working with Dowl on the Road Evaluation Plan. Harris/Buck 5-0 approved.

8. Consent Calendar

Motion to approve the consent calendar as presented. Fertala/Rossi 5-0 approved.

9. Staff Reports

The crew identified a leak at 100 Gold Hill in Castle Rock. With the infrastructure being new in that area we were somewhat perplexed as to the source of the leak. Once the leak site was exposed, we found an abandoned service that had fresh chlorinated water coming from the exposed end. We were able to isolate the source by closing valves that were still active on the old feed to the neighborhood that were tied into the new system. Summit Plumbing assisted by putting a valve onto the cut end of the abandoned galvanized service in hopes that the old feed could be turned on again. Once this was done another leak surfaced farther up the road at another suspected abandoned service line. The old feed was turned off and will be left off until more investigation can be done to find the true cause as to why water is entering the old abandoned system. Pressure checks and flows were tested to ensure leaving the old supply feed off will not create any unnecessary issues.

Budget preparations are underway. Manager Garden will be focusing on Capital Improvements, road work, SCADA/PLC upgrades, and possible equipment and vehicle replacements. With the known road repairs and replacements needed, we may also want to consider gaining more ad valorem tax if the percentages allow. He will know the allowable percentage once the Department of Taxation releases the Pro Forma for FY 25-26.

DCLTSA is still in the process of finalizing their side of the sewer meter communications. All the work and equipment needed on our side has been installed and activated.

60% plan and specification reviews are underway for the Pine Wild Lift Station. Options for bypass pumping are being evaluated with assistance from Summit Plumbing. This aspect of the project will be tricky depending on the remainder of the winter season and occupancy rates in the Pine Wild community when construction is anticipated to commence.

Water right renewals have been submitted to the Division of Water Resources.

Personnel evaluations are completed. All employees received great reviews.

Cashman Equipment performed our semiannual generator maintenance. The generator at the treatment plant was found to have excessive fuel in the oil and the wrong type of antifreeze in the system. Cashman will be doing the work to correct these issues.

No attorneys report.

10. Final Public Comment

None

11. Adjournment

Move to adjourn 5:44 pm. Rossi/Buck 5-0 approved.

Attest:



Keith Fertala
Chairman



Hunter Harris
Secretary