

## San Juan River Village Metropolitan District Regular Monthly Meeting Minutes

February 13, 2014

The meeting was called to order at 6:35 pm by President, Jamie Scholl. The directors present were Carrie Wienckowski and Dennis Jeffrey. Bill Wittwer attended via phone. Tim McRee, Operations, was also present. Property owners, Gordon Graves, Cathy Graves, Doug Hampton, Shawn Felts, Joni Felts, Lesley Burroughs, Greg Burroughs, Brian Sinnott, Dick Ray, Cindy Williams, Toby Williams, Maria Williams, Guy Williams, Julene Campbell and Linda Gundelach, were present. Property owners, Michelle Visel, Joy Sinnott and Jan Wittwer attended via phone. Tracy Bunning, High Country Title, was also present. Cynthia Purcell, District Manager, took minutes.

Dennis moved to approve the minutes for January 9, 2014. Bill seconded and the motion carried.

Jamie moved to appoint Linda Gundelach as Treasurer to the vacant seat on the board. Carrie seconded and the motion carried. Linda took the oath of office. Cynthia will ensure there is an adequate bond on Linda (may be higher due to treasurer appointment).

### **Water Department Report:**

The customer water usage report was reviewed for January – 500,550. Tim reported that there were a couple of leaks on properties used as short-term rentals. The owners were notified and the problems were resolved.

Tim reported that he had to conduct several CIP's (Clean In Place) due to the cold weather.

Cynthia presented a utility easement abandonment request for Unit 1 Lot 34GX. The board reviewed the request. Dennis, Tim & Carrie will do a site visit early next week and report their findings.

Tim attended an operator training in Colorado Springs where he received his training unit credits to renew his licenses.

Dennis reported that he is interested in reviewing tap fees to see if they can be reduced back to the 2009 rates. He would also like to reimburse the difference in cost, to the couple of property owners that paid the higher rates since 2009. A water plant capacity study is needed to determine the status of the infrastructure and future needs. The Finance Committee was asked to put this on their agenda of items to investigate.

### **Sewer Department Report:**

Tim reported that Briliam Engineering has not looked at the sewer line placement on Unit 2 Lot 94 to determine if the line can be moved to within the District's easement yet.

### **Road Department Report:**

Tim reported that there are two culverts that need replacing. One is rather large and has utilities running over the top of it. He will investigate boring a new one rather than digging it out.

The board discussed snowplowing procedures. Tim reported that the road base is sheared off when plowing occurs – especially if the snow is slushy. This has been a difficult winter due to the temperature fluctuations. Replacing the road base will most likely exceed what has been budgeted for 2014 for road materials. The Finance Committee will be addressing this in their report next month. Carrie posed the

question of surveying the existing roads before replacing road base to bring them in line with where they should be. There was much discussion about the misalignment of most of the roads and the enormity of taking on that task.

#### **Parks & Recreation Department Report:**

Tabled until public input can be sought at the June and July meetings.

#### **Treasurer's Report:**

Cynthia reported on the P&L's, Balance Sheet, General Fund, Sewer Fund, and Water Fund. Linda moved to accept the financials. Carrie seconded and the motion carried.

The following bills were presented for payment: Hampton Construction – \$297.50 for dirt work; and Hampton Construction - \$1495.00 for snowplowing and misc. labor. Dennis moved to approve payment of both bills. Bill seconded and the motion carried.

Jamie recapped the purpose of formulating a Finance Committee to: 1) establish a committee of members from the community to include two board members; 2) educate themselves on governmental accounting and district history; and 3) examine the budget and make recommendations on formatting the financials to make them easier to understand.

Brian Sinnott provided the board with a report from the Finance Committee. They addressed debt and the potential of debt retirement. This was informational and no action was required. The committee suggested adopting bylaws that address procedural actions and limitations by employees and the board. They will be making a recommendation next month. The committee's second item was to discuss the future improvement needs of the wastewater system. A proposal was obtained from Briliam Engineering to conduct an in-depth analysis of the wastewater facility. Dennis moved to accept the proposal and contract with Briliam Engineering to conduct the analysis. Linda seconded and the motion carried. Dick Ray volunteered to review the findings of this study and previous ones, as he has experience in this line of work. Cynthia will contact Briliam to engage the proposal and allow them to discuss the work with Dick Ray. All correspondence from Briliam will filter through Cynthia and she will then disseminate it to the board and Finance Committee. The third item addressed by the committee was employment contracts. They asked that the board delay approving/signing any employment contracts. They will make recommendations at the next meeting. The last item addressed by the Finance Committee was the approval of a contract for services with Doug Hampton. A contract was presented to the board for approval. Upon review, the board asked that the 4 hour minimum for snowplowing be removed and charged at an hourly rate. The retainer fee was also discussed. After further discussion, Dennis moved to approve the contract with a \$500 monthly retainer fee and hourly rate paid for services outlined in the contract, with the removal of the 4 hour minimum for snowplowing. Carrie seconded and the motion carried. Gordon Graves will provide an edited contract for Dennis to sign with the noted changes. Jamie asked the Finance Committee to make an agenda of items they would like to work on and present it to the board at the next meeting for approval.

#### **Administrative Report:**

Ten delinquencies totaling \$8,799.90 were noted. Cynthia reported on the history of and amount certified to the County Treasurer for the delinquent account at 52 Harman Ave. Dan McCullum had contacted High Country Title and Betty Diller, Treasurer, to try to settle this. Tracy Bunning of High Country Title was present at the meeting. He addressed the board and provided a timeline of events from his perspective. Cynthia will work with Tracy to try to come to a settlement agreement.

The District is in compliance. A call for nominations was posted in the Pagosa SUN today.

Cynthia will check with the website designer to inquire about uploading files in mass.

Cynthia presented the accounting agreement from Wilson, Rea, Beckel & Assoc. for 2014 for signature. Brian Sinnott requested that the board defer signing this until the Finance Committee presents their report next month.

**Old Business:**

Cynthia reported that the Harebell bridge project is nearing completion. The bridge deck resealing is to cost \$31,170.98. The board felt this was bid was high and instructed Cynthia to investigate whether or not it could be rebid. SEH will need to create a hydrology model for the stretch of the San Juan River where the bridge was installed to complete the LOMR. This effort was not anticipated in their original estimate for the project. The additional modeling effort will cost \$6,200. Carrie moved to authorize the additional modeling by SEH for \$6,200 with a definitive deadline for delivery. Dennis seconded and the motion carried.

The USFS sent a letter serving as official notification that they have accepted the application for a special use permit for the water tank. Enclosed was a cost recovery fee bill in the amount of \$416 for processing the application. Dennis moved to approve the payment of \$416 to the USFS for processing fees. Carrie seconded and the motion carried.

**New Business:**

The board discussed the upcoming election in May. Two options were presented – a polling place election or a mail-in ballot election. Dennis moved to approve Resolution 2014-01 to appoint Cynthia as the election official and to conduct a mail-in ballot election. Carrie seconded and the motion carried. The directors that are up for election are Dennis, Carrie and Linda. Linda filled out a self-nomination form to run in the upcoming election. Dennis reported that he was not interested in running again at this time. Carrie reported that she would serve if no one else opted to run. Self nomination forms are due February 28<sup>th</sup>.

Bill reported that there were no new well permit applications.

**Other Business:**

Dick Ray reported on the POA meeting. The Architectural Committee had no activity this month. The POA requested that the snow be cleaned up in front of the mailboxes. Dennis will talk to Tim about doing this. The POA discussed the ownership of the common property. They discussed the possibility of the Metro owning the property and then leasing it to the POA because of liability. The title work is still being researched. The POA is conducting their meetings at the Community Center. The cost is \$8/hr. and they have ample room.

There being no other business, Linda moved to adjourn the meeting at 9:40 pm. Carrie seconded and the motion carried.

Respectfully submitted,

Cynthia Purcell  
District Manager