

San Juan River Village Metropolitan District Regular Monthly Meeting Minutes

July 10, 2014

The meeting was called to order at 6:36 pm by Carrie Wienckowski. The directors present were Bill Wittwer, Dennis Jeffrey and Linda Gundelach. Property owners, Brian Sinnott, Joy Sinnott, Rus Weathers, Bonnie Weathers, Liz Fox, Doug Hampton, Julene Campbell, Annette Jeffrey and Michelle Visel were present. Tim McRee, Maintenance Operator, was present. Cynthia Purcell, District Manager, took minutes.

Bill moved to approve the minutes for June 12, 2014 and June 26, 2014. Linda seconded and the motion carried.

Three property owners, Michelle Visel, Steve Wilkins, and Robert Soniat, submitted letters last month to be considered for the vacant seat on the board. After discussion, Dennis moved to nominate Steve Wilkins to fill the empty board seat. Bill seconded the motion. A vote was taken and all were in favor except Linda. The motion passed. Steve took the oath of office. Dennis moved to nominate Linda to fill the secretary/treasurer position. Bill seconded and the motion carried.

Water Department Report:

The customer water usage report was reviewed for June – 471,800. Tim reported that he found the major leak (10,000+ gallons/day) and capped it. There was “brown water” reported by users. Tim reported that the system didn’t get flushed enough after the repair. Tim would like to install flow meters throughout the system to help isolate problems in the future. Bill suggested looking into ultrasonic ones. This will be considered in next year’s budget.

Tim reported that the booster pump repair project will commence next Monday or Tuesday. He found a hydrovac that he can rent for \$1,200/week. He anticipates needing it for two weeks to complete the project. Steve Wilkins offered the use of his mini excavator for the project. Tim will put signs up at the project site to notify homeowners.

There are still a few unanswered questions regarding the computer upgrade quote obtained from PALL. Brilliam Engineering is assisting with the process. Tim’s computer was ordered. He has received the keyboard and power plug. The computer is due to arrive at the end of August.

Sewer Department Report:

Cynthia reported that Brilliam Engineering submitted a brief on behalf of the District to the state to fulfill a requirement of the wastewater permit. The state required that the lagoon liners be tested for integrity. Their methodology for testing was not feasible for the Metro’s system. Flow meters were installed and Brilliam calculated the integrity using other methods. The brief was submitted at the end of June.

Road Department Report:

Two culverts are in need of replacement on the mountain side. Tim received a quote of \$53,000 from a company out of Albuquerque to bore a new hole. Doug Hampton proposed installing corrugated plastic pipe and adding concrete retaining walls. He and Andy Weber could perform the work for \$26,500. The board discussed soliciting another bid from Don Ford. As the booster pump project will be the main focus for the next month, Dennis and Tim will present a project proposal next month for the culvert.

Cynthia reported that she spoke with CDOT regarding the intersections off Hwy 160 into both sides of the neighborhood. CDOT conducted a brief study of the area and felt that it warranted signing the approaching intersections on either side of the highway. CDOT stressed the importance of the petition and getting the support of the BOCC. The CDOT representative also suggested copying Ellen Roberts and asking for her support. The county will determine which intersections are their top priorities and will pass this list on to CDOT. There is the potential for grant funding if the intersection is at the top of this list.

Parks & Recreation Department Report:

Carrie opened the public forum to receive input on future projects of the district. Dennis relayed a request from Megan Reinhardt to clean up Picnic Island to include removing dead trees. She wanted to head a work group next month. Linda inquired about access to Picnic Island for the cleanup. She stated that she did not want anyone trespassing on her property. There were also comments about ingress/egress issues and developing a plan prior to performing any work. Some of the homeowners expressed concern about the wildlife on Picnic Island. Rus Weathers stated that he learned that if a property is improved, you become liable, whereas if the property is left natural, there is no liability. Michelle requested that all homeowners have the opportunity to vote on what is done with any common area property. It was suggested that a survey be taken as to what projects homeowners wanted to see accomplished. Linda moved to nominate Robert Soniat to chair a Parks & Recreation Committee to gather homeowner input on improvement projects, including river access, to be considered for next year's budget. Dennis seconded and the motion carried. Robert will present the results to the board at their October meeting. Some other projects suggested were a boat launch area, improvements to the upper pond, playground on the mtn. side and horseshoe pits. Carrie closed the public forum.

Administrative Report:

The District is in compliance. The county assessor is required to certify the total assessed values of property by August 25, 2014. The first draft of the budget is to be presented to the board by October 15, 2014.

Cynthia presented Resolution 2014-2: Designating the Official Custodian of Records & Adopting a Policy on Responding to Open Records Requests. Cynthia explained that the District is allowed to charge for copies and materials to provide records to the public. By adopting this policy, the District can also charge for research and retrieval time (up to \$30/hr), in excess of one hour, as well. Bill moved to adopt Resolution 2014-2. Linda seconded and the motion carried. Carrie signed the resolution and Linda attested. Rus Weathers presented a letter dated January 6, 2014 to the District requesting that all executive session recordings be kept for a minimum of six months and no longer than one year.

Eleven delinquencies totaling \$9,436.24 were noted.

Treasurer's Report:

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

Brian gave a report from the Finance Committee. The committee would like to be involved in the upcoming 2015 budget process. The board discussed what philosophical method of budgeting they would like to proceed with in the coming year. After discussion, it was decided that Cynthia and Brian will meet prior to the next meeting to discuss the possibility of paying off the water loan in August and start the initial budget process. Brian will then report back to the Finance Committee members.

Old Business:

Cynthia reported that she is working on the risk assessment, with the assistance of Patrick O'Brien, for the USFS special use permit.

Cynthia gave an update on the Harebell Bridge project. The deck resealing change order was signed and Wemminuche has been given direction to order materials. Hopefully, the project will commence soon.

Dennis reported that he met with Mr. Hanslip, Andy Weber and the Archuleta County engineer on site. Andy re-graded the road and added extra gravel. They will all revisit the site again next month for final approval.

Cynthia and Dennis met with the newly hired attorney, Jenny Russell to discuss the common area ownership and title work. She was given a tour of the area and has requested copies of all plat maps, etc... She will take a look at all the documents and report her findings.

New Business:

Cynthia has reviewed the service plan with attorney, Jim Collins. She emailed a synopsis of the findings to all board members. The board can discuss this in greater detail at a later meeting. She reported that the District would be able to pay off the water loan and still keep the current fee structure.

Bill reported that he has received two well permit applications. Robert Soniat would like to drill a well on his vacant lot and Nancy Galbreath would like to permit an existing well on her property. Bill will issue each a letter from the District.

Other Business:

There was no POA report.

Michelle Visel requested that the speed bump in front of her house be repaired.

There being no other business, Dennis moved to adjourn the meeting at 9:00pm. Linda seconded and the motion carried.

Respectfully submitted,

Cynthia Purcell
District Manager