

San Juan River Village Metropolitan District Regular Monthly Meeting Minutes

October 9, 2014

The meeting was called to order at 6:35 pm by Carrie Wienckowski, President. The directors present were Dennis Jeffrey, Steve Wilkins and Bill Wittwer. Property owners, Rus Weathers, Bonnie Weathers, Shawn Felts, Joni Felts, Brian Sinnott, Jan Wittwer and Graham Whitehead were present. Cynthia Purcell, District Manager, took minutes.

Steve moved to approve the minutes for September 11, 2014. Bill seconded and the motion carried. Bill moved to approve the minutes for September 26, 2014. Steve seconded and the motion carried.

Water Department Report:

The customer water usage report was reviewed for September – 484,100.

The Zenner USA License & Maintenance Agreement for automated meter reading was reviewed by the board. Carrie requested additional information about third party users and what the risk of data exposure would be if the District allowed customers to access their water usage online through this program. Cynthia will contact Zenner to discuss this. Steve moved to exercise the contract with Zenner USA. Bill seconded and the motion carried. Dennis signed the contract on behalf of the District.

Sewer Department Report:

Vaughan Tulis contacted Carrie via email to inquire about the work performed on the utility easement of his property (146 Alpine Drive) last year. He was concerned about the erosion of the hillside and the health of a 50 foot pine tree on the edge. Dennis called Mr. Tulis to discuss the work that was performed along the entire sewer easement. He informed Mr. Tulis that no earth was moved on his property. Mr. Tulis asked Treecology to do a site visit to evaluate the health of the tree. Tim met the employee of Treecology and showed him the tree. As bark was growing on the exposed roots of the tree, it was determined that the roots had been exposed for a long period of time and was not the result of any recent event. The board discussed the importance of maintaining this sewer easement for the viability of the system. Under advisement from their attorney, the board will wait until all litigation is resolved before addressing erosion issues along the entire sewer easement. Cynthia will send a letter to both Mr. Tulis and Mr. Higgs stating the District's position and their inability to address the erosion issues until the pending litigation is resolved. Carrie will call Mr. Tulis and Dennis will call Mr. Higgs, as a courtesy, to inform them of the District's position as well.

The board reviewed the sewer backup prevention information that is available through the Colorado Special Districts Property and Liability Pool. Cynthia will post a link to this information on the District website. A copy of the brochure was given to Jan Wittwer for inclusion in the guidebook she is preparing with the POA to be distributed.

Road Department Report:

The board discussed the replacement of the culvert on Harman Ave. The property boundaries were surveyed by Davis Engineering. Tim met with Bruce Quintana, Archuleta County, and was given permission to close the road to do the repair. This would eliminate the need for retaining walls. Tim will seek another bid from the contractor that performed the work at the library. Dennis will seek a new bid from Andy Weber to exclude the retaining walls. The retaining walls could be added at a later date if necessary.

Parks & Recreation Department Report:

The board discussed Metro vs. POA scope of services. Advice from the District's attorney, Jenny Russell, was sought to address the Metro taking over the fencing maintenance from the POA. She advised that the most appropriate legal way to accomplish the Metro taking over the task would be for the POA to change their covenants and then the Metro to amend their service plan. Or, the Metro may be able to amend their service plan without the POA changing their covenants if a case could be made for the change pursuant to having a contract with the POA to perform the fence maintenance. Jenny would need to do additional research through case law to see if that is a valid claim for a Metro District to make. Steve reported that Joe Jordan was investigating the possibility of online voting for the POA. This will be discussed further at the next POA meeting.

A presentation from the Parks & Rec Committee was to take place at this meeting, but no one was present. Dennis reported that he spoke with Megan Reinhardt and the committee received some feedback from the community. The projects mostly entailed river access points and smaller projects such as swing sets. There will hopefully be a presentation next month. Jan Wittwer suggested that the path to the river behind the skunk house be cleaned up and the cement stairs repaired. The POA could organize a work day and ask for donations of materials to repair the stairs. Dennis moved to allow the POA to perform brush clean up along the access point behind the skunk house property to the river and improve the stairs. Bill seconded and the motion carried.

Bonnie Weathers requested that the District mow around the bus stop shelter. Dennis will ask Tim to do this.

Carrie requested that a boat ramp and signage be considered for the Brinkman lot in next year's budget. Also, the USFS access points need some attention: gravel and brush plantings.

Administrative Report:

The District is in compliance.

Cynthia reported that the District's attorney, Jenny Russell, will be leaving the country for a year, from February, 2015 – March, 2016. She would like to continue working with the District via email and skype. The board agreed to continue working with Jenny as long as her services were acceptable. In the meantime, Cynthia will explore other attorney options as a backup.

The board reviewed the 2015 draft budget and capital improvement/sewer reserve considerations in each fund. Within the General Fund, the capital improvement projects selected for funding totaled \$57,500 and the contribution to the sewer reserve totaled \$9,004. Within the Water Fund, the capital improvement projects selected for funding totaled \$104,000 and the contribution to the sewer reserve totaled \$20,765. Within the Sewer Fund, the capital improvement projects selected for funding totaled \$5,406 and the contribution to the sewer reserve totaled \$30,960. Brian requested that for future budgeting purposes, the board research project costs and gets solid bids, as well as look at the cost effectiveness of each project. Cynthia will purchase a USB stick to store backup files on and leave at Lisa Quiller's office. Cynthia will update it monthly. A notice will be posted in the paper next week that the draft budget was presented to the board and is open for public inspection at Lisa Quiller's office as well. Cynthia will also post the draft budget on the District website.

Sixteen delinquencies totaling \$12,541.55 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.

Cynthia presented a bill for scanning and archiving District records. Dennis moved to approve payment of the bill to Cynthia for \$559.68. Bill seconded and the motion carried.

Old Business:

Cynthia reported that the risk assessment was submitted to Becca Smith, USFS for the special use permit. Becca has required additional information and the document has been going back and forth.

Cynthia gave an update on the Harebell Bridge project. SEH has completed the additional modeling requested by FEMA for the LOMR. They are waiting for clarification on a technical question from FEMA before resubmitting the application. The deadline for submittal is Oct. 31, 2014. Cynthia has received the final invoice from Weeminuche for the deck resealing and contingencies totaling \$48,090.22. A notice will be posted in the paper to announce the final payment.

Cynthia has repeatedly sent Mr. Hanslip the indemnification and release of liability to sign, on behalf of the Metro and POA. He has not responded. Cynthia and Dennis will both contact him separately to request this is done. Cynthia will then execute the quit claim deed for the driveway.

New Business:

The board discussed the current service agreement with Doug Hampton. As Doug is not a certified operator, the board is concerned with liability issues that may arise from using him as a backup operator. Dennis volunteered to talk to Doug to discuss options for next year. The board also discussed employee evaluations to be performed this year. Cynthia reported that the Colorado Special District Property and Liability Pool is offering a free web training course on performance evaluations during the month of November. All board members and Cynthia will take the course.

Bill reported that he has received no new well permit applications.

Other Business:

Dennis asked the board if they would like him to continue his role as Operations Director. The board unanimously agreed that this was a great service to the District and their employees.

There was no update from the POA as they have not had their October meeting yet.

There being no other business, Bill moved to adjourn the meeting at 10:26pm. Steve seconded and the motion carried.

Respectfully submitted,

Cynthia Purcell
District Manager