

San Juan River Village Metropolitan District Regular Monthly Meeting Minutes

January 8, 2015

The meeting was called to order at 6:37 pm by Carrie Wienckowski, President. The directors present were Dennis Jeffrey, Steve Wilkins and Bill Wittwer. Property owner, Bonnie Weathers was present. Cynthia Purcell, District Manager, took minutes.

Bill moved to approve the minutes for December 11, 2014. Dennis seconded and the motion carried.

Water Department Report:

The customer water usage report was reviewed for December – 265,750.

Cynthia reported that she and Tim met with an LPEA contract engineer onsite to discuss the most feasible route to run the 3 phase power to the booster pumps. The route that was agreed upon runs overhead to the property just below Steve's house. A new pole and down wire will be installed at that point. The power line will then be trenched under the road to the other side and continue up approximately 150 feet to where the transformer and meter will be installed. The wire will then continue up along the road to the booster pumps. The LPEA engineer is working up the cost and the anticipated start date for the project will be in the spring. Carrie requested that all the property owners along the route be notified before construction begins, as a courtesy.

Cynthia reported that Tim would like to purchase a license from Team Viewer, the program he uses to access the water plant online when he is away. He is currently using a free version of the program and has had difficulty connecting when he has been out of town the past month. The cost of the license is \$749. Patrick O'Brien is working up a bid to upgrade the computer and add telemetry for the sewer lift stations. The Team Viewer license could possibly be purchased with the money set aside to upgrade the computer, depending on the bid.

Sewer Department Report:

No report.

Road Department Report:

The road to the boneyard project was not completed before winter. Tim will be asked to move the culvert to the boneyard until the project commences in the spring.

Cynthia and Dennis met with Tim to discuss snowplowing procedures. Tim will handle all snowplowing within the District. He will be responsible for hiring subcontractors, if needed and for verifying their hours worked. He will start keeping a "snow journal" that documents the type and amount of snow on a given day and any other relevant information. It will also include how much time it took to snowplow and if a subcontractor was used, the start and end time for that work. This will be used to verify all invoices Tim receives from subcontractors. The invoice will then be forwarded to Cynthia for payment approval. All subcontractors will submit their invoices by the end of the month and will be paid within 15 business days. The board discussed the invoice and subsequent revised invoice that was submitted by Hampton Construction for snowplowing. Bill moved to approve the revised invoice. Dennis seconded and the motion carried. Cynthia will post the snowplowing procedures on the website and add a post to the NextDoor site and the Metro billing to visit the website for information.

Parks & Recreation Department Report:

The board discussed Metro vs. POA scope of services. In an effort to streamline the services of both the POA and Metro District, Steve suggested asking the POA to handle the river access easements through negotiation with individual property owners and direction from the POA attorney. Since the Metro District is in the midst of changing attorneys, Steve felt the timing was right to pursue this action. The board also discussed that since a current Metro board member owns property in which a river access easement is in question, that it would be helpful for the POA to tackle this issue. The POA would be asked to assume responsibility to bring resolution to this issue in a timely manner. The board was favorable and Steve agreed to approach the POA at their next meeting.

A presentation from the Parks & Rec Committee was on the agenda again this month, but no one was in attendance to give one. Dennis reported that he and Megan Reinhardt would be compiling the information collected from the questionnaires and would report the findings in the next couple of months. Carrie would like to have a meeting with all the boaters in the neighborhood to discuss ways to improve the Brinkmann lot for boating access. She would also like to develop protocol for parking, boating etiquette and signage for the area. She is hoping to have this completed by April before high water comes. Parks & Rec. lottery money could be used to implement improvements.

Steve reported that the POA inquired as to whether or not the Metro would be willing to pay for marking Metro owned river access points either with signs or painted rocks by this spring. The board was in favor of using painted rocks as markers and could use Parks & Rec. lottery money to pay for them.

Administrative Report:

Cynthia reported that approximately 60 property owners have returned a request to implement the emergency notification system. The board discussed whether or not to move forward with the purchase of credits to establish this service. The board concluded that if at least half of the homeowners respond favorably, the issue will be revisited.

The District is in compliance.

Thirteen delinquencies totaling \$12,398.47 were noted.

Treasurer's Report:

Cynthia reported on the P&L's, Balance Sheet, General Fund, Sewer Fund, and Water Fund. She reported that an error was found in the 2015 budget. The beginning balance in the General Fund for 2014 included \$32,000 being held for the Hanslip litigation. The \$32,000 was paid to Andy Weber in the summer of 2014 upon completion of the driveway project. The money was not expensed out, but went against a liability account, thus negatively affecting the bank balance and subsequent 2015 beginning balance. Cynthia discussed the error with Mike Branch. The District will not be in violation of budget law for 2015. However, the bank balance at the end of the year will be approximately \$32,000 less than anticipated. Cynthia also called Brian Sinnott, Finance Committee Chair, to discuss the error. Unfortunately, this error was missed throughout the 2015 budget process that was developed collaboratively with the Finance Committee. Dennis moved to accept the financials. Bill seconded and the motion carried.

Old Business:

Cynthia gave an update on the Harebell Bridge project. Archuleta County made the final payment to Weeminuche Construction before the end of the year. FEMA is still evaluating the information from SEH regarding the floodplain LOMR.

Cynthia reported that Mr. Hanslip is still waiting for the County to sign off on the driveway before returning the indemnification and release of liability to the District. Cynthia will then execute the quit claim deed for the driveway.

New Business:

A request was received from Stephen Janak to hold an outdoor wedding at one of the rental homes along the river on July 11, 2015. There would be approximately 100 guests. They would offer a shuttle bus for guests staying outside of the neighborhood, but they would need additional parking. The board was concerned about the added strain on the sewer system of that many people in such a short period of time. Steve read the response that Joe Jordan wrote on behalf of the POA citing rules and regulations that would need to be followed. The board agreed with all the points that Joe brought up but Carrie also requested that they would need to obey the speed limit; no fireworks; bring in 2 porta potties; and provide a name and phone number of someone that would agree to be the contact person for the wedding (not the bride or groom) in the event of problems. A response will be prepared with the above points and Carrie will email the groom.

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

Other Business:

The POA will be meeting next Tuesday.

There being no other business, Steve moved to adjourn the meeting at 8:31pm. Bill seconded and the motion carried.

Respectfully submitted,

Cynthia Purcell
District Manager