

**San Juan River Village Metropolitan District**  
**Regular Monthly Meeting Minutes**  
October 11, 2018

The meeting was called to order at 6:30 pm by Louise Sumner Woods, President. The directors present were Steve Wilkins and Doug Hampton. Homeowners, Bonnie Weathers and Ashley Wilson were also present. Tim McRee, Maintenance Operator, was also present. Cynthia Purcell, District Manager, took minutes.

Doug moved to approve the minutes from September 13, 2018. Steve seconded and the motion carried.

**Maintenance Operator's Report:**

Tim reported on the progress of the road maintenance. The rain has caused a delay with the CDOT highway paving project. Once this project is completed, Tim will contact Tracy Smith and Crossfire to discuss the commencement of the neighborhood road grading. If the weather is not appropriate, this project could be put on hold till spring. Tim has been working on the little lift station rebuild. He has the wet well completed and has modified the existing pump to fit on the new rail system until the new control panel comes in next week. The telemetry system will be installed the following week. Tim reported that the lift station pumps were clogged and entangled by inappropriate items being flushed down the toilet. He requested that a notice be sent to homeowners about the issue. Cynthia will include a flier in the next billing and post it to the website. Tim reported that the water looping will commence either at the end of next week or the beginning of the following week. Cynthia reported that Dean placed monuments at either end of the water line easement and it is important to preserve these. Tim requested that three items be considered in the 2019 budget – a thumb for the backhoe, forks for the bobcat, and a broom for the bobcat to sweep the bridge and entrances. Doug has a broom for sale and will provide information to the board about the item and its price.

Public Comment Period: Ashley Wilson was in attendance to discuss the future of Aspen Pond. She was in favor of keeping the pond and volunteered to help any way she could to preserve it.

**Road Department Report:**

Doug requested that Tim be allowed to call the towing company when cars are parked on District roads to have the cars towed away. The board was favorable to this.

**Water Department Report:**

The customer water usage report was reviewed for September – 436,750. Doug reported that Tim had gone and shut off the water at 424 Red Ryder Circle multiple times. This was due to a hose being left on accidentally by the homeowner's son. Cynthia will contact the homeowner to discuss.

Steve reported that the POA was interested in planting flowers at each entrance by the signs. He inquired about the availability of hydrants near these locations to water the plants. The board discussed the possibility of the POA paying to install the hydrants w/locks and the Metro donating the water.

Cynthia reported that she spoke with the presenter from the SDA annual meeting on iron and manganese impacts to potable water systems. He provided information about two water districts that he manages and how they dealt with this issue. They hired a company out of Texas that came with an ice making truck to clean out their lines. Salt was mixed with the ice and the slurry was pumped through the distribution lines, scouring the lines. They were reporting over 60 incidents of brown water per year prior to this cleaning and now only have a few. The board requested that Cynthia contact the company in Texas to get more information about this service.

**Sewer Department Report:**

Tim reported on the little lift station rehab project above.

The board discussed short term rentals and their impact on the sewer system. Now that Archuleta County is issuing permits for short term rentals, the use changes from a residential use to a commercial use. The board discussed rate options for charging commercial users for water/sewer. Doug reported

that he conducted a study in 2006 that showed 1/3 of the water users (identified as short term rentals) in the neighborhood used 2/3 of the water. He volunteered to conduct another study between December 15<sup>th</sup> and January 7<sup>th</sup> to see what the impact of short term rentals is on the water/sewer system. He will use the water usage data taken from the Mosaic system that shows usage on an hourly basis. The Metro service plan states that usage over 250 gallons/day constitutes additional fees. After this study is conducted, the board will review the results. Before a new rate can be imposed, the District must notify all homeowners by mail at least 30 days prior to a public meeting where this will be discussed and voted on. Additional income derived from the commercial rate will be set aside to improve infrastructure by acquiring additional water rights to fulfill the higher water demand, digging an additional well, and installing another PALL unit to treat the water.

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

The board discussed options for the upper pond maintenance. Cynthia reported that the majority of the homeowners surrounding the pond were in favor of keeping it. They directed Cynthia to get a quote for dredging the pond out. Doug volunteered to operate an excavator that could be rented by the District. He thought it would take approximately 3 days to complete. This will be added to the 2019 budget.

### **Administrative Report:**

The District is in compliance.

Cynthia reported that the online bill payment processing is up and running. She posted a notice to the website and NextDoor. A flier will also be included in this month's billing.

There is currently one vacant seat on the board. Cynthia reported that there have been no inquiries.

Twenty delinquencies totaling \$8,369.28 were noted. Louise requested that all delinquencies be listed on the report, no matter how small the amount is. This will make it easier to reconcile each month.

Cynthia reported that it was time to do employee evaluations for both Tim and her. Doug and Cynthia will perform Tim's evaluation and Steve and Louise will perform Cynthia's prior to the next meeting.

Cynthia will inquire about dining options for the board appreciation dinner in December.

Cynthia presented the draft 2019 budget. She reviewed each fund and possible capital improvement projects.

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

Cynthia reported on the P&L's, Balance Sheet, General Fund, Sewer Fund, and Water Fund for September, 2018. Louise requested that Lisa balance the receivables and use the EFTPS reporting system for payroll liability payments rather than through the QB reporting option. Steve moved to accept the financials. Louise seconded and the motion carried.

There were no bills presented for payment.

### **Old Business:**

The water line looping was discussed in Tim's report earlier.

The board reviewed the revised document outlining the investment fees for home remodels. Louise moved to approve the document with the revisions to include investment fees for home remodels. Steve seconded the motion carried. Steve requested that a letter or form be developed to give to the POA that shows that the Metro District approves the remodel project and what fee, if any, was paid to the Metro for the investment fees. Cynthia will draft a document and send it out to the board for review.

**New Business:**

Cynthia reported on the replatting of the Metro lots to accommodate the maintenance building and 4 lots for resale. There is a very small parcel of land at the entrance to the subdivision that is currently owned by the POA. As there is no legal description for this parcel, Cynthia inquired with the County Assessor about how to reference it on a quit claim deed. The assessor suggested using the language "all open space" on the neighborhood plats. Jeff Driscoll provided a quit claim deed that was then passed along to the POA for their review at their last meeting. Steve reported that the POA was not favorable to signing the deed with that language. The board requested that Cynthia have Dean Schultz provide a location certificate for this particular parcel and amend the quit claim deed.

Cynthia reported that Camille Cazedessus was still interested in selling Lot 165, Unit 1, to the District. The board discussed that because the lot is unbuildable and it would be in the best interest of all that the District owns the contiguous stretch of land along the highway, to offer to purchase the property. Doug moved to authorize Cynthia to negotiate a purchase price not to exceed \$5,000. Louise seconded and the motion carried.

**Other Business:**

Steve gave a brief POA update. They are looking to hire a business manager.

There being no other business, Louise adjourned the meeting at 9:06pm.

Respectfully submitted,

Cynthia Purcell  
District Manager