

San Juan River Village Metropolitan District
Regular Monthly Meeting Minutes
November 12, 2020

The meeting was called to order at 6:34 pm by Steve Wilkins, via GoToMeeting video conference. The directors present were Carrie Wienckowski, Addi Greer and Doug Hampton. Homeowners, Bonnie Weathers and Jeff Hester, were also present. Tim McRee and David McRee, Maintenance Operators, were also present. Cynthia Purcell, District Manager, took minutes.

Addi moved to approve the minutes from October 8, 2020. Doug seconded and the motion carried.

Maintenance Building Construction Update: Jeff gave a brief update on the progress of the maintenance building construction. He reported that the plumber will be finishing up and then the building will be ready for the Certificate of Occupancy inspection next week. Then the gas will be turned on and Tim & David can begin moving in. It is estimated that the building will come in under the \$356,000 budgeted amount.

WEP River Project Proposal Update: On hold until the lawsuit is resolved.

Maintenance Operator's Report:

Road Department Report: Tim reported that he and David will begin modifying the water truck as soon as they're able to move it into the new shop. He also reported that the Dodge pickup is making a funny noise and he will investigate that in the new shop as well. He has the motor grader staged up at the end of Larkspur where they did a road cut for a new tap. With all the recent moisture, the road has become sloppy and needs some clean up when the weather allows. After that project is complete, the wing will be put on the grader in preparation for snow removal. Tim reported that they had two of the culverts jettied on Swiss Village that were plugged shut. One will need replacement in the next few years, but both are functioning properly now. Tim requested an industrial size compressor for the new shop which is identical to the one at the water plant. It would provide redundancy in the event anything ever happened to the existing one. Tim requested guidance for the possible closure of Steep Street for the winter. This is when the most damage is done to the road. The board was favorable to Tim installing jersey barriers on both ends. Cynthia will order a sign that can be hung at the entrance, close to the mailbox kiosk, alerting motorists that the street will be closed seasonally. She will also post a notice on NextDoor to alert homeowners of this action. Carrie suggested also adding an edit to Google Maps that would alert guests to the neighborhood of the pending closure. The board will continue to discuss the possibility of closing Steep Street permanently in the spring.

Water Department Report: The water usage was reviewed for October – 485,800 gallons. David reported there were no abnormal problems. David also reported that they were contacted by Zenner regarding our existing meter reading equipment. They informed the District that the existing gateway and two repeaters, which are original Datamatic products that read the meters, will no longer function after 12/31/20. They have outdated firmware that can't be upgraded with their new firmware. This is similar to what happened in Y2K. The gateway will cost \$1,500 and the repeaters will cost \$780 each. A purchase order has already been sent to Zenner for the replacements. The equipment should arrive in 3-4 weeks and Tim and David will get them installed prior to the end of the year. The handheld device they use when programming a new meter will no longer be supported as well. Tim and David will continue to use the existing device as long as possible. David also reported that they are working with Gene to provide the requested paperwork and reports to the state for the upcoming Sanitary Survey. Once all of the paperwork is in order, the field visit will be scheduled, most likely in December. David also reported that he and Tim have installed 3 new water taps.

Sewer Department Report: David reported that they made a repair to the sewer line near Pamela Smith's house. The damage was on an old repair job. They upgraded the fittings and added a few clean outs as well. David reported that they installed 3 new sewer taps as well. As a result, they found a few extra manholes they didn't know existed. David will be taking measurements and adding the info to the GIS mapping program

Parks & Recreation Report: Tim reported that they are still waiting for the aerator pump parts to arrive. They will be spreading grass seed by the new shop and spot seeding around the upper pond in the coming week as well.

Public Comment Period: Bonnie asked how often the dust abatement product would be applied next year. Steve responded that the intent was for 2 applications, weather dependent. Bonnie also reported that she hadn't received her Metro bill for the last month. Cynthia gave her Lisa's contact info to inquire about her billing.

Administrative Report:

The District is in compliance. An amended budget will need to be filed before the end of the year due to the increased cost of the maintenance building beyond what was budgeted. The total expenses for the year will also warrant an audit. The transparency notice has also been completed. Most of the compliance items will be taken care of through the budget paperwork packet which will be signed next month.

Cynthia presented a revised draft of the 2021 budget. She requested that the board consider purchasing a compressor for the shop with some of the excess funds available from the construction funds. Steve moved to authorize the purchase of an industrial compressor for the shop, using excess building funds. Doug seconded and the motion carried. Cynthia also requested that the board consider using existing 2020 funds from the General, Water and Sewer Funds, line item – Building Maintenance to purchase a rolling tool box and metal shelving to help Tim and David with organization as they move into the new shop. Doug moved to authorize \$2,700 across the three funds: General, Water, and Sewer, to purchase a rolling tool box and metal shelving. Steve seconded and the motion carried. The board discussed and reviewed the capital projects for the final draft of the budget. Cynthia reported that she spoke to the DOLA representative for this region regarding grant and loan opportunities for capital projects. Metro doesn't qualify for grants due to the median household income threshold. Loans are available for projects over \$80,000 at an interest rate of 2.5%. Environmental clearances would need to be conducted, adding an additional \$10,000-12,000 to the total cost and approximately 18 months lead time. They also do not fund projects considered O&M (operation & maintenance). The water tank painting is considered an O&M project.

Twenty delinquencies totaling \$7,184.69 were noted. One customer's water was turned off this month. They immediately paid and their water was turned back on.

Treasurer's Report:

Cynthia reported on the P&L's, Balance Sheet, General Fund, Sewer Fund, and Water Fund for October, 2020. Steve moved to accept the financials. Doug seconded and the motion carried. There were no bills presented for payment.

Old Business:

Steve reported that he presented the draft lease agreement for the maintenance building with the POA at their last meeting. The board asked for additional time to carefully review the document. Cynthia reported that she has been corresponding with a potential buyer for the Metro lots. He has visited the site and has inquired about building upscale duplexes on the lots. Cynthia forwarded this info on to Jeff Hester for review. He wasn't sure if the covenants allowed this, but said a variance could be requested. Cynthia will follow up with Jeff and report back to the potential buyer.

New Business:

Cynthia reported that she spoke with Logan Hart and Jesse White (Pagosa Innovation Center) regarding fiber access as CDOT runs a trunk line by the neighborhood up to the chain station on Hwy 160. Jesse is spearheading this effort and collecting contact info of interested parties/entities. As this project progresses, he will keep us updated and let us know how we can get involved when, and if, CDOT starts this endeavor.

Cynthia reported that the Gundelach's have granted the Metro a Ditch Maintenance Easement on their property for Tim and David to be able to clean out the headgate. Cynthia recorded the easement with the County last week.

There were no new whole house water filtration rebate applications.

Cynthia reported that Bill had no new inquiries for well permits this month.

Other Business:

Cynthia reported that the employee evaluations for Tim and David have been completed, and Steve did hers. The board received copies of each evaluation prior to the meeting. The board discussed merit compensation for all employees. The board also discussed giving Jeff Hester a bonus once the shop is completed, using excess funds from the building project. Steve moved to award merit compensation for Tim, David, Cynthia and Jeff. Addi seconded and the motion carried.

The board discussed alternatives for the annual appreciation dinner. Due to COVID, a gathering at a restaurant at this time isn't advisable. The board discussed waiting until after the New Year and possibly holding a socially distanced event at the new shop building. Food could be catered or picked up from Sage and the board could tour the new building.

Steve reported that the POA has enacted a sign ordinance - info is posted on the website. They will be having their annual meeting on December 14th (video conferencing) where they will elect new officers.

Addi inquired if the District had a map with all the homeowners and their physical addresses on it. Unfortunately, the District does not have such a map. She suggested looking into producing one.

There being no other business, Steve adjourned the meeting at 8:48pm.

Respectfully submitted,

Cynthia Purcell
District Manager