

**San Juan River Village Metropolitan District**  
**Regular Monthly Meeting Minutes**  
July 8, 2021

The meeting was called to order at 6:10 pm by Steve Wilkins, President. The directors present were Carrie Wienckowski, Doug Hampton and Addi Greer. Bonnie Weathers, homeowner, was also present. Tim McRee and David McRee, Maintenance Operators, were also present. Cynthia Purcell, District Manager, took minutes.

**Financial Audit Report:** Crimson Singleton and Chad Atkinson of Hinton Burdick CPAs & Advisors presented their 2020 financial audit findings via the phone. Crimson reported that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. She noted that to properly safeguard District assets an effective internal control structure should include adequate segregation of duties. Custody, authorization, record keeping, and reconciling duties should be segregated. Currently the bookkeeper performs all of these duties. The board directed Cynthia to request a quote for services from Louise Sumner Woods, accountant, to reconcile the bank statements and review the financial statements on a monthly basis. Cynthia will also contact Derek Farrah, accountant, for a quote as well.

Addi moved to approve the minutes from June 10, 2021. Steve seconded and the motion carried.

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

**Maintenance Operator's Report:**

**Road Department Report:** Tim reported that the hydraulic drive and cv joint on the bobcat broke, making it inoperable. The parts should arrive next week and the repair will be made. The second application of dust abatement product was applied prior the July 4<sup>th</sup> weekend. They will sweep the gravel off the road once the bobcat has been repaired. Tim also reported that the fire hydrant installation will most likely take place in the fall. Two large spruce trees were purchased and Steve planted them outside the new maintenance building. The board discussed fencing options to enclose the shop area around the new building. Cynthia submitted a request to the POA architectural committee for a metal fence with the option of rock pillars. The committee responded with a new design consisting of painted metal and tubing across the top. David prepared a new design sketch that incorporated the rusted metal that was used on the building and 12" pillars covered in the same faux rock used on the building. The board directed Cynthia to submit this design sketch to the POA for review. Tim reported that he and David will clear out the oak brush along Steep Street and install a walking path on the east side consisting of weed barrier and screen rock.

**Water Department Report:** The water usage was reviewed for June – 506,880 gallons. \$1,004.00 was billed for surcharge fees for daily water use over 750 gallons. The Sanitary Survey was conducted on June 16<sup>th</sup>. Tim reported that no major issues were noted. We should receive the written results within 30 days. Tim reported that the water tank repainting project has been pushed to the fall by the contractor. He and David will do the prep work the first part of August – removing ladder cage and old welds, as well as moving all the electrical off the tank. Tim also reported that he will be conducting the lead and copper testing required by the state.

**Sewer Department Report:** Tim reported that seven manholes were rehabbed this year. David is working on adding photos and pertinent information for these manholes into the GIS mapping software.

**Parks & Recreation Report:** Tim reported that the drainage from Aspen Pond has been rerouted to the utility easement. There is still some clean up to perform. Tim reported that dredging the lower pond is estimated to cost \$13,000. As only \$6,577 was budgeted for this project, the board tabled this item until the next meeting. Doug will discuss the project with Tim & David. Tim also reported that the state is reviewing the sewer permit renewal.

**Public Comment Period:** Cynthia reported that Graham Whitehead contacted her to request that sufficient funds be budgeted next year to apply dust abatement to all streets within the neighborhood for every application.

**Administrative Report:**

The District is in compliance. Steve moved to accept the auditor's report and recommendations for segregation of duties. Doug seconded and the motion carried. Cynthia will submit the report to the Colorado Office of State Auditor by the deadline, July 31, 2021.

Twenty-One delinquencies totaling \$6,549.95 were noted.

**Treasurer's Report:**

Cynthia reported on the P&L's, Balance Sheet, General Fund, Sewer Fund, and Water Fund for June, 2021. Steve moved to accept the financials. Addi seconded and the motion carried. There were no bills presented for payment.

**Old Business:**

None

**New Business:**

The board discussed items related to the maintenance building. The POA will be hosting an open house on July 24<sup>th</sup> to let the neighborhood tour the building in conjunction with a picnic. The board also discussed installing a drop box at the new building. Doug moved to purchase a drop box to install on the front door. Carrie seconded and the motion carried. The consensus was to not accept payments at this location. A sign will be added to inform people. Cynthia presented an option for window coverings for consideration by the board. Doug moved to purchase the cellular shades presented by Cynthia for the windows in the meeting room and office. Steve seconded and the motion carried. Steve moved to authorize Cynthia to purchase an area rug for the meeting room. Doug seconded and the motion carried.

There were no whole house water filtration rebate applications to review.

Bill Wittwer reported that there were two new inquiries for well permits this month – the Greer's and the Mohan's. He will be following up with both of them this month.

**Other Business:**

Steve reported that the POA has not met this month.

Addi moved to adjourn the meeting at 7:57pm. Steve seconded and the motion carried.

Respectfully submitted,

Cynthia Purcell  
District Manager