

**MINUTES
OF THE BOARD OF DIRECTORS OF
THE FOREST LAKES METROPOLITAN DISTRICT**

The regular meeting of the Board of Directors of the Forest Lakes Metropolitan District was held on July 10, 2018 beginning at 1:30 p.m. at the Forest Lakes Community Center, Bayfield, Colorado.

Present at the meeting were the following members of the Board of Directors:

Casey Cook, President	--	Excused
Richard Hillyer, Vice President	--	Present
Brien Meyer, Director	--	Present
Charles Scavo, Director	--	Present
Tony Schrier, Director	--	Present

Also present were Brian Sheffield, Manager for the District; Selina Gallero, Secretary to the Board; Kyle Rieck, Maintenance; and numerous residents.

Moved to approve Casey Cook's absence as he contacted Brian. The motion was seconded and it was unanimously approved.

APPROVAL OF AGENDA

With no additions, deletions, or corrections to the agenda, moved to approve the July 10, 2018 agenda. The motion was seconded and it was unanimously approved.

APPROVAL OF PREVIOUS MINUTES

There being no additions, deletions or corrections to the minutes of the regular meeting held on June 12, 2018 moved to approve the minutes. The motion was seconded and it was unanimously approved.

SPECIAL BUSINESS

Item A. **Bruce Evans, Chief of Upper Pine Fire District.** Chief Evans reported that in May a full scale evacuation drill was held and the Reverse 911 system was used. At 10:00 a.m. they called the front part of the subdivision and at 10:30 a.m. they called the back part of the subdivision. This was to avoid a backup of cars. The residents were advised that it was a drill and were asked to drive down to the fire station where they received a bag of goodies. The total number of activation alerts sent out was 1,219; 755 people picked up (actual or message); 464 no answers and 379 text messages were sent. Chief Evans encouraged everyone to sign up for Code Red and to make sure to opt for text messages as well. He stated that when an emergency occurs and the lines get overloaded a text message would still go through. Chief Evans continued that La Plata County usually will budget for emergency drills like this and Phil Campbell, who lives in Forest Lakes, operates the emergency division so he helped make this possible. He also talked about the costs associated with doing the reverse 911 calls, which is quite expensive. He reported that out of the 1219 calls made, 113 people actually got in their car and drove down, which is only about 10% of the calls. It is considered a success because people actually came down. Some resident's did get the message but responded that they were busy. 72% of the 113 people were already registered with the Code Red, 61% were notified via landline and 40% via cell phone, 40 received text messages and 9 posted that they saw it on face book. No one saw it on the neighborhood page so that is not a reliable source. There were 15 Upper Pine Fire District Staff, Butch Knowlton with La Plata County, 2 FLMD employees (Foreman and Manager) and 3 FireWise Ambassadors (2 from Forest Lakes and 1 main ambassador with Fire Wise). Forest Lakes is the largest subdivision in La Plata County and it will have its challenges especially with smoke visibility and the large number of people to get out of the subdivision. He stated that was the main reason for placing a full-staffed fire station near Forest Lakes because of all the risks. He talked about trying to get more funding from the Stephens Grant for continued mitigation. Chief stated that the good news is that Forest Lakes has a great water system for emergencies and FLMD is a great partner to work with. He also talked about a FEMA program called CER-TEAM (Community Emergency Response Team) that offers grant money to train volunteers to help with traffic, turning off gas meters, First Aid, purify water, fix water systems, etc. Basically teaching citizens to be self-sustaining in the event of an emergency.

Director Meyers asked, at what level will a text message be sent? With the recent small fire, no one from Forest Lakes was notified. Chief Evans stated that they jumped on that fire immediately and were able to determine the direction of the winds and knew that FL was not in danger but Tween Lakes and Enchanted Forest were put on pre-evacuation notice. Upper Pine Fire Protection District does try to post on face book, which is tied to Instagram and twitter so the word gets out fast. Discussion about emergencies that have taken place and costs associated continued. Chief Evans was thanked for his time and services.

REPORT FROM OFFICERS AND CONSULTANTS

MANAGEMENT REPORT - Mr. Sheffield reported the following:

1. **Mailstop Improvements.** The mailstop building has been stained and the job is complete. Jeremy Beeman did a good job.
2. **Sludge Removal Project.** Veris Environmental (formerly known as Parker Ag) completed the sludge removal project from our wastewater treatment pond. They removed 643,500 gallons of sludge from cells 2 and 4. The project went well and we hope to see improvements in our treatment numbers.
3. **Bus Stop.** The concrete slab for the bus stop shelter has been poured, materials have been ordered and the project has been scheduled with the carpenter.
4. **Forest Lakes Recycling.** Brian met with Transit Waste's general manager and they have approved the agreement for TDL to do recycling in Forest Lakes. However, TDL has not returned the contract.
5. **Evacuation Route Map.** The metal evacuation route maps have been placed near the fire danger sign at the main entrance and also on Pine Valley Road off of County Road 501.
6. **Firewise Fire Restriction Signs.** Firewise was able to obtain some signs from the Forest Service and placed them near the entrances.
7. **Power to Compel.** Two notices have been mailed to property owners regarding the power to compel connection to water and sewer services.
8. **Slash Pile.** Transit Waste hauled off 18 extra pulls to help eliminate brush in the burn pile. Transit Waste stated that they have been busy with other calls with customers doing fire mitigation.
9. **Covenant Enforcement.** Following last month's meeting, Mr. Bill Grillos called the office to voice his concerns again about the absence of a POA and his belief that FLMD should do more with covenant enforcement. A written response was provided to Mr. Grillos that stated the legal opinion given to FLMD was that FLMD cannot handle covenant enforcement.
10. **Water Use and Ditch Water.** Brian has been staying in close contact with the water commissioner in regards to our ditch water and wells. Our ditch water should hold out well as we have good priority and a decent amount of water decreed in our ditch. Changes are being made as needed on our diversion. Brian will be meeting with the State Water Commissioner and Wright Water Engineering to review all the calculations, our pumping rates, water rights, and agreements. Mandatory water restrictions may be necessary in the future but in the meantime residents should continue with voluntary water restrictions.
11. **Browns Hill.** We are working with Browns Hill to get a new backup computer installed for our SCADA system. We currently have a backup system, but it definitely needs updating. The updates will include reprogramming and software updates.

Maintenance Report. Kyle reported the following:

- Sludge removal operations for the WWTP began on June 12th and were completed June 25th by Veris Environmental. Cells 2 and 4 were de-watered and sludge was removed. Ponds were put back in service for normal operations.
- Safety Kleen disposed of several hundred gallons of waste oil/coolant mix.
- Dumpsters of slash are being hauled out due to the drought and extreme fire conditions that prohibit burning.
- The Mail Stop was power washed and stained.
- Failing batteries in the WWTP backup generator were replaced.
- A broken gate to the brush pile was repaired.
- Water taps were installed at 225 Buckhorn Drive, 1092 Alpine Forest Drive, and 266 Berry Drive.
- A sewer tap was installed at 1092 Alpine Forest Drive
- A broken water meter was replaced at 405 Hillside Circle
- An eroding bank near 157 Berry Drive was repaired and lined with rock.
- A smashed culvert was fixed on Green Ridge Drive.
- The tool carrier for the motor grader was repaired, and hard surfaced. Broken tooth pockets were replaced and new carbide tips were installed.
- Sewer lines on the southeast side of the lake were jetted.
- ¾ gravel was hauled to East Forest Lakes Drive. Roadwork on San Moritz, Meadow Brook, Pine Valley Road, Lake View Drive, and Lake View Circle was completed. Roadwork continues on side roads and rough spot of Loop Road up the Unit 2 side.
- A drainage ditch on Snowbird Court was cleaned out.
- A broken valve for the front lawn sprinkler system was excavated and replaced.

FINANCIAL REPORTS

1. May property tax revenue received was \$443,598 (69%) of the levied property taxes for the year. Tax revenue can include penalties, special assessments and specific ownership taxes, which are not included in the property tax percent collected.
2. Water chart shows that we pumped 5,733,166 gallons of water and can account for 94% of the water used through metered billing for June.
3. If equally collected and expended over 12 months, expenditures and revenues would be at 42% through May. In the General Fund, revenue was at 48% and expenses were at 34%. In the Water Fund, revenue was 40% and expenses at 34%. In the Sewer Fund, revenue was at 37% and expenses at 21%. Combined funds budget expenditures were at 30% through the reported month.

UNFINISHED BUSINESS

- Item A. **2017 Audit.** Beckstead & Co., LLC has submitted the audit to the State Auditor's office and we have received copies. In the auditor's management letter to the Board, he stated that there were no significant findings, problems, or issues with the 2017 audit. A copy of the audit was provided to the Board.
- Item B. **Electronic Gate System.** Brian obtained an estimate from a local company, Adams Overhead Garage Doors and the bid came in at \$15,000. This will include installation of the boom gates, scanner, 700 fobs, and some video. There was some discussion about how the boom gates are not going to be 100% full proof to prevent every potential illegal dumper, but we have to try something to keep outsiders from using our facilities. It was suggested that we put better signage up but new signs have already been placed for over a year now. This gate will control access to both the trash and the brush pile. The main gates will remain and the hours will not change. Kyle was asked about how many vehicles were turned away in 1 day of asking people if they were residents. He replied, approximately 50 people. At this point it was agreed something needed to be done. Discussed issuing each household with 1 fob without charge but there will be a charge for any replacements. It was suggested that the replacement cost of a fob be expensive and that any lost ones not returned be deactivated. Brian explained that FLMD will be doing some of the trench work for the power. Moved to go forward with the installation of the gates. The motion was seconded and it was unanimously approved.
- Item C. **Water Rights Due Diligence Case 17CW3047.** The draft decree has been signed by the Colorado Division of Water Resources and the Southern Ute Tribe's legal counsel. The final decree has been filed with the Water Court and this case is closed.
- Item D. **WWF Discharge Permit Update.** Colorado Department of Public Health will not get to any permit renewals for the San Juan Basin until late August or September.

NEW BUSINESS

- Item A. **Board Meeting Time Change.** Brian stated that in 2014 the discussion about moving the board meeting to evenings was brought up and the board agreed to leave it alone. At June's board meeting the residents present were polled and it was a 50/50 vote for changing the time. There are several notifications that must take place in order to change the time due to the transparency laws, etc. It was agreed to leave the meeting time at 1:30 p.m. for now and it would be noted in the upcoming newsletter. The board agreed to table the matter for now.

RESOLUTIONS

- Item A. **Resolution 2018-04, Community Banks of Colorado Depository.** Due to the recent election and the addition of a new board director, the signature cards with our bank must be updated. Moved to approve Resolution 2018-04, Community Banks of Colorado Depository. The motion was seconded and it was unanimously approved.

ANNOUNCEMENTS

Firewise reminded those present that there is a fire ban in effect and signs have been posted at the entrances. The Forest Service supplied the signs and it does state no fireworks, no open fires, etc.

The next board meeting will be held on August 14, 2018 at 1:30 p.m.

APPROVAL OF DISBURSEMENTS

The Board considered the bills of the District for payment. Moved that the bills be approved for payment subject to review at time of signing. The motion was seconded and it was unanimously approved.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 1:30 p.m.



Selina Gallero
Secretary to the Board of Directors
Forest Lakes Metropolitan District