

**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 June 12, 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
Ronnie Foster, Director	--	Present
Brien Meyer, Director	--	Present
Charles Scavo, 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 June 12, 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 May 8, 2018 moved to approve the minutes. The motion was seconded and it was unanimously approved.

**SPECIAL BUSINESS**

- Item A. **Ronnie Foster Recognition.** Mr. Foster was thanked for his many years of service to the Forest Lakes Metro District Board of Directors. He was presented with a certificate and gift card.
- Item B. **Board Oaths of Office.** Selina explained that since the May 8<sup>th</sup> election was also board meeting day, the oaths of office had to be administered within 30 days. Therefore, the oaths of office were administered at the FLMD office by Selina Gallero, Secretary to the Board and Notary Public. The oaths have been filed with the Division of Local Government.
- Item C. **Election of Officers.** Moved that Casey Cook remain President and that Rich Hillyer remain Vice President. The motion was seconded and it was unanimously approved. Brian Sheffield, Manager serves as Treasurer to the Board.

**REPORT FROM OFFICERS AND CONSULTANTS**

**MANAGEMENT REPORT** - Mr. Sheffield reported the following:

1. **Staffing Changes.** We have hired Jake Steinberg, Equipment Operator and Jim Spitzer, Part-time Maintenance employee.
2. **Mailstop Improvements.** Work has started on the mailstop building. A Forest Lakes resident has been hired to do stain the building.
3. **Reverse 911 Drill.** On May 11<sup>th</sup> a reverse 911 exercise was conducted to see how well the system functions if residents need to be notified in an emergency. The exercise was a coordinated effort of Upper Pine Fire Protection District, FireWise, La Plata County and FLMD. Chief Bruce Evans will be doing a presentation to report the results at an upcoming meeting.
4. **Consumer Confidence Report Drinking Water.** The water report has been completed and submitted to Colorado Department of Public Health & Environment as required and there were "No Violations" in 2017. The report has been posted on our website.
5. **Evacuation Route Map.** Brian worked with La Plata County to update the CWPP map to show all of the evacuation routes in the subdivision. The updated map is on our website and we are having metal signs of the map made to post in the subdivision.
6. **Safety Grant.** Our insurance company has a program that allows us to purchase safety related equipment and merchandise with a 50% reimbursement if we keep our claims and losses down. We ordered safety vests, respirator parts, new traffic cones, roadwork signs and barricades.



7. **Lawn Service.** We have hired Trevor Vervaeet with Dependable Property Maintenance to do the lawn maintenance at the front entrance and rec center.
8. **Backflow Testing.** We have completed our annual backflow tests as required. We also did some sprinkler system repairs.

**Maintenance Report.** Kyle reported the following:

- Browns Hill Engineering made stability changes to SCADA making information easier to read for operators.
- A faulty electric motor starter for the wastewater mixer was replaced.
- A suspected water leak in River Ranch was excavated. The leak was on the customers side of the service line.
- The Bennett-Myers Ditch was cleaned, and opened for well augmentation and irrigation.
- New cooling fans were installed in the Wastewater Treatment Blower Building.
- The front tire of the Loader blew out a sidewall. Four States Tire attempted to repair the leak but were unable. A spare tire was installed until replacement tires are here.
- A leaking water pump on the Water Truck was rebuilt, and a failing fill valve was replaced with a new unit.
- Four Corners Weed sprayers applied bare ground spray around the Maintenance Shop area, and all hydrant sites in the District. Noxious weeds will be sprayed later this summer.
- Surface aerators were installed in cell 3 of the WWTP. Preparations are being made for the sludge cleaning project scheduled for June 11<sup>th</sup>.
- The district's backflow devices were tested for the calendar year.
- The front lawn sprinkler system was charged up and tested. Watering will continue on a reduced schedule per the Districts policy during the drought.
- New bio-blocks were installed in the wastewater lift station to help reduce oil and grease buildup.
- A new towing hitch was fabricated on the midrange truck.
- Road base was spread on a short section of the emergency evacuation route.
- Suspect areas of the water distributions system were checked for leaks and no leaks were found.
- Broken meter posts and RF units were repaired or replaced.
- Engine and transmission oil were changed on T1, and T3.
- A leaking toilet valve in the Rec Center was replaced.

**FINANCIAL REPORTS**

1. April 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 5,327,066 gallons of water and can account for 89% of the water used through metered billing for May.
3. If equally collected and expended over 12 months, expenditures and revenues would be at 33% through April. In the General Fund, revenue was at 35% and expenses were at 25%. In the Water Fund, revenue was 30% and expenses at 27%. In the Sewer Fund, revenue was at 27% and expenses at 16%. Combined funds budget expenditures were at 23% through the reported month.

**UNFINISHED BUSINESS**

- Item A. **Water Rights Due Diligence Case 17CW3047.** After review and revisions, the draft decree was submitted back to the state and the SUIT for their review and/or comments. We have all changes and approval signed by the Tribe's legal counsel. The draft decree was submitted to the Colorado Division of Water Resources for the last signature needed before filing with the Water Court.
- Item B. **WWF Discharge Permit Update.** Wright Water Engineering has received news from CDPHE that our permit renewal may be reviewed later this summer. They apparently have a backlog and will not get to any permit renewals for the San Juan Basin until August or September.
- Item C. **Electronic Gate System.** Brian explained that we are waiting for some additional cost estimates from a local gate installer. Due to the number of residents using a gate system, a boom gate has been the recommendation from different dealers. A boom gate opens quickly and causes minimal delay in traffic flow. Large metal gates don't open quickly and require more moving parts, tracks, chains, and belts that can become an issue to keep clear in the winter. Discussed keypad systems, swipe cards and fobs as possible entry methods. It was agreed that a fob is probably the best method and the cost is approximately \$5.00 each and 700 or more fobs will be needed.
- Item D. **Forest Lakes Recycling.** Last month, Erik VonTauffkirchen and Mr. Whitehead presented proposals for offering recycling in Forest Lakes. Mr. VonTauffkirchen withdrew his proposal and Brian is working on a proposal with TDL Recycling. Mr. Whitehead is proposing that he have a centralized drop off by FLMD shop and it will be monitored by TDL. The billing will also be handled by TDL Recycling, not FLMD.



Item E. **Bus Stop.** Brian obtained a bid to replace the current bus stop shelter. The new structure will be made out of wood with a pro-panel roof, placed on a concrete slab with the front side open with a bench. The bid was for \$7,000; this includes \$3,600 in materials and \$3,300 in labor. FLMD will form and pour the concrete slab which will cost approximately \$360. There was a suggestion to change the roof line so that snow does not dump in front of the shelter. Brian explained that changing the roof line will not offer protection from the elements. Brian stated that he looked at pre-built metal and glass structures which were around \$5,000 plus shipping and handling. The goal is to have a safe, sturdy structure that is also appealing to the eye. Moved to approve the construction of a new bus shelter. The motion was seconded and it was unanimously approved.

## **NEW BUSINESS**

Item A. **Cedar Networks Fiber Job.** Brian explained that Cedar Networks made a request to upgrade their existing internet service by installing new fiber optic lines from County Road 501 to two of their existing terminals, located at 505 Forest Lakes Drive and 1255 Deer Ridge Drive. A drawing of the project was provided to the board. Cedar Networks has been in Forest Lakes since 2003 doing business as MyDurango.Net and has an agreement with CenturyLink to lease existing cabinets to house their equipment. Cedar Network has acquired a faster terminal and wants to bring the service into Forest Lakes. They want to attach their lines to existing La Plata Electric poles. There will be 5900' of aerial line, 1900' of trenching, 100' of boring for a total of 7900' of construction. Kyle, Tim and Brian met with Cedar Networks to review the project and all open trenches and bores will have to be inspected by FLMD. Cedar Networks would like to secure a utility easement for the poles that need to be installed along County Road 501 and will need to pull excavation permits for the work. The proposed easement will be reviewed by legal prior to the project beginning. Moved to approve the agreement with Cedar Networks for the fiber optic work. The motion was seconded and it was approved.

## **RESOLUTIONS**

### **ANNOUNCEMENTS**

Director Schrier stated that during the election residents commented that they would like to see FLMD Board meetings conducted in the evenings so more people can attend. Discussion about different times, dates, etc. took place. A poll of the residents present was taken and resulted in ½ of the crowd wanting the meetings to remain at 1:30 p.m. and others wanting an evening meeting. A 90 day trial period was suggested with the first meeting being held in August at 6:30 p.m. Notice would be posted on Next Door and if possible, it was suggested that a sign be posted at the front entrance. Director Hillyer recommended that the employees discuss the matter, explore notification procedures and more discussion will be held at next month's meeting.

Pat Akers asked for an explanation as to why FL property taxes are the highest in La Plata County. Director Meyers commented that Three Springs is the highest, not Forest Lakes. Director Foster explained that FL has not raised the mill levy in over 25 years and that it is the property values that cause your taxes to increase.

Dawn Engler, FireWise Ambassador stated that FireWise received a grant and sent out 398 postcards to property owners asking them to mitigate their vacant lots. She also spoke about the mitigation work done for the property owner who won the prize in the drawing. Discussion continued about the 416 Fire and mitigation work done in Falls Creek.

Bill Grillos commented that the covenants needed to be reconstructed because he does not believe any Forest Lakes residents should be allowed to be run a business out of their home. He was complaining about the owner of 788 Pine Tree Drive that has a 4X8 sign for his upholstery business, the number of vehicles at his home, and stated that he has no permit for his business. Mr. Grillos was informed that FLMD could not enforce covenants. Director Meyers stated that the Board does not want to put the district in a position that makes us liable. Mr. Grillos also said that he believed a county code might be violated by the resident who has the business at their home; he also indicated that FLMD should contact the County about the possible code violation. Mr. Grillos was instructed to call La Plata County as FLMD cannot enforce any County code violations. Discussion continued about how numerous businesses are being operated out of homes in Forest Lakes and some generate no traffic. The question was asked about what home businesses should be allowed. Mr. Grillos asked that FLMD pass a resolution stating that you can't operate a business from your home. Again, he was reminded that FLMD could not enforce covenants. Pat Akers commented that it was unfortunate to see Forest Lakes going downhill and how residents used to have pride in their homes and how junk is slowly collecting around homes, etc. Discussion occurred about how the covenants in Unit 4 reverted to the old covenants recorded in the 70's and how Units 1 and Units 2 use the covenants that were recorded in the 90's. There was discussion about the absence of a HOA to help enforce the covenants and the idea of how property owners could enforce covenants was mentioned.

Lew Pratsch inquired about the fire mitigation grant that Upper Pine Fire Protection District used to offer to see if some of the dead trees could be removed in Forest Lakes. Brian explained that if the dead trees are in the right of ways or in the green belts, FLMD can remove them but we cannot remove trees that are on private property. He stated that if there is a dead tree that looks like it's in the right of way, call the office and we will go look at it.

### **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 2:46 p.m.



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