

SFTR METRO DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
RATIFY THE BRIDGE CONTRACT
109 W. MAIN ST.
TRINIDAD, CO.
February 12, 2015 9:00 a.m.

Board of Directors: Robert L. Scott (Bob), Nancy Allred, John Noard, R.C.Ghormley, Jerry Withington

CALL TO ORDER: R.C. (acting Vice-President) called the meeting to order at 9:00 a.m.

PROOF OF NOTICE- was given in 2 public areas within the district and 2 public areas outside the district.

- 1) INTRODUCTION AND ROLL CALL- Present: Nancy Allred (by phone), Robert L. Scott (by phone), John Noard, R.C. Ghormley. Guest: Lynn McCreight Absent: Jerry Withington
- 2) DETERMINATION OF A QUORUM- Quorum is established

SPECIAL BUSINESS

- 3) RATIFY THE BRIDGE CONTRACT

All the Directors present have read and understand the above agreement and have no questions. R.C. would like to add to the motion that the “agreement is contingent on full reimbursement from the Santa Fe Trail Ranch P.O.A.”. All agreed.

R.C. made the motion and Bob seconded the motion that:

The Santa Fe Trail Ranch Metropolitan District ratifies the Owner-Engineer Agreement dated February 6th, 2015 between Santa Fe Trail Ranch Metropolitan District and Wilson & Company, Inc., not to exceed \$ 157,644.00, contingent on full reimbursement from the Santa Fe Trail Ranch P.O.A.”

Motion passed.

No other business.

Bob made the motion to adjourn the meeting at 9:10 a.m. and John seconded. Motion passed.

SANTA FE TRAIL RANCH METROPOLITAN DISTRICT (SFTR)
SEPTEMBER 24TH, 2015 MEETING MINUTES
CENTURY FINANCIAL GROUP OFFICE
109 W MAIN
TRINIDAD, CO 81082

MEETING MINUTES

Meeting called to order by Robert L. Scott at 9:00 a.m.

Proof of Notice: was given in 2 public areas within the district and 2 public areas outside the district per statutory requirements.

Roll Call: Board Members: Robert L. Scott (Bob), Nancy Allred, R.C. Ghormley, and John Noard - Guests: Lynn McCreight

Board Member Resignation: Jerry Withington turned in his resignation from the board. Board Accepted with regrets and thanks to Jerry.

Determination of Quorum: Yes

Approval of Minutes – R.C. moved and John seconded to approve the February 12th, 2015 minutes as written, motion passed.

Treasures Report: Bob asked if Lynn had a cash flow. Lynn stated that the spendable cash has held fairly steady around 50,000.00. Nancy asked about the collection process for the over 120 day receivables, what liens are outstanding and the plan to collect. Lynn will add interest to the past due accounts thru December. Tax liens will be filed before the December 10th County Treasurer's deadline to get them on the owners property taxes paid in 2016. Also, collection calls and letters will go out before the liens are filed. There have been 9 lot sales recently. This has reduced the past due receivables as well as produced some bond payoffs.

One of the owner's past renter's receivable was questioned that was in the over 120 day past due column. Lynn stated that two other districts were hit as well from the same renters. \$800.00 plus water debt will be transferred back to this owner's account. The owner stated that they did not believe they had to pay the amount because in Trinidad if you bill the renter the owner is not liable. Lynn will send a letter with the entire bill stating the

fact that the Metro is a different entity, not bound by City procedure. The Metro's policy is to bill the owner, not the renter. Once any current renters move out, from then on the owners will be billed and will be responsible for collection. A few other specific receivables were discussed.

The Bond balance is \$170,000.00. The bond will be paid off with the first bond payment in 2017 of \$40,000.00 plus interest. After that money received from the owners that are still paying out the bond will be used for operating expenses. This is due to prior to 2009/2010; the bond payments were mixed in with operating funds and everything was paid out of a general fund.

Water billing has been low this year due mainly to high rain totals early in the spring and summer. October should be higher, because of dryer months. E. Jurado has been working with Lynn to track "billed water vs. purchased water.

We may need someone to haul water this winter if the lines freeze. The plan is to affect the Squirrel lane reroute before winter, hopefully to circumvent that need.

Budget vs. actual formulas need to be adjusted. It was suggested to highlight the surpluses, rather than allow them to show as negatives. Lynn will correct. Discussion on income and expenses continued.

2016 Budget: Nancy moved and Bob seconded to appoint Lynn as Budget Officer for the 2016 Budget. Motion passed. Lynn explained how the preliminary budget was established for the meeting. The "meter installation fees" are based on an estimated 4 new water taps in 2016. The breakdown of the \$1500.00 is \$1100.00 in parts and \$400.00 fee charged to pay to install the meter pit. If the metro installed the pit, the \$400.00 covers the expenses related to that installation. Fuel reimbursements need to be increased to \$7000.00 as well as Repairs and Maintenance needs to be increased to \$50,000.00. SCADA budget forecast: All but \$ 2000.00 of the estimated \$ 26,500.00 (put into capital Expenditure) is Repair and Maintenance expense. Also, the backhoe may need to be repairs in 2016

The meter costs (meters are in inventory on the balance sheet) per installation will be transferred from inventory to Repairs and Maintenance at year end after the yearend inventory.

The plant investment fees paid to the City for new water taps recently increased from \$5150.00 to \$5700.00. The estimated plant investment fee increase is based on the 4 new estimated taps x \$5700.00.

The new Net Income on the preliminary budget will be \$13040.93 after the two changes and leaving the Capital Expenditure estimate at \$10,000.00.

The “Notice of Budget Hearing” will need to be published in the October 15th newspaper. The District will hold the Budget Hearing on Thursday, December 3rd, 2015.

Bob confirmed that the 2015 budget will need to be amended in December due to budget overages in some areas such as more income from water tap fees, bank fees due to more credit card usage by owners, etc.

SCADA:

R.C. reported that the SCADA system is experiencing some PLC lockups and intermittent interference. The causes are unknown at this time. It was suggested that it could be Secom’s equipment on Tank 1 causing the interference. John Sanders and R.C. will request more information as to what C-Com’s equipment does and the effects it has on the area and the SCADA system. Diagnostic equipment and efforts will likely be required to pinpoint and rectify the problem.

Old Business:

Bridge: The bridge replacement project is on schedule and on budget. There will be a presentation of the progress and projections of the bridge project at the POA Annual Meeting, October 3rd, 9 a.m. held at the Pioneer Room at TSJC.

Nancy confirmed that the paperwork to transfer the bridge to the Metro District has been made official and recorded with the County. Lynn stated that the auditor said the Bridge Asset can be moved from the POA to the Metro books, either original amount including to-date depreciation or the current depreciated value. Either way the Metro will continue to depreciate the Bridge for the remainder of its estimated life or its destruction, whichever comes first.

Charge for leak issues w/owners: R.C. moved and Bob seconded to charge a \$ 75.00 fee to any owner calling for the services of a Metro member to

assist with their water system problem with the conclusion it is the owners responsibility vs. the Metro's responsibility to correct the problem. Motion passed. The policy of charging users for requested service calls when the issue is not a Metro problem has been posted on the SFTR Website since 1/18/15 (Binocular Item Last Line).

NEW BUSINESS

Board Member Appointment: Bob moved and Nancy seconded to appoint Rick Kinder to fill the Board seat previously held by Jerry Withington until the next scheduled election, per statue. Motion passed. Rick was unable to attend the today's meeting.

Voice Radio Repeater: The owner of the lot/building hosting the ranch's current voice repeater has stated the equipment can remain on the property until further notice. Other options were discussed for future reference.

R.C. moved to adjourn the meeting. Nancy seconded. Meeting Adjourned at 10:20 am.

SANTA FE TRAIL RANCH METROPOLITAN DISTRICT (SFTR)
DECEMBER 3RD, 2015 BUDGET HEARING MEETING MINUTES
CENTURY FINANCIAL GROUP OFFICE
109 W MAIN
TRINIDAD, CO 81082

MEETING MINUTES

Meeting called to order by Robert L. Scott at 9:00 a.m.

Proof of Notice: was given in 2 public areas within the district and 2 public areas outside the district per statutory requirements.

Roll Call: Board Members: Robert L. Scott (Bob), Nancy Allred, R.C. Ghormley, Rick Kinder and John Noard - Bookkeeper: Lynn McCreight

Determination of Quorum: Yes

Approval of Minutes – R.C. moved and Nancy seconded to approve the September 24th, 2015 minutes as written, motion passed.

Treasures Report: Lynn informed the board that the Santa Fe Trail Ranch bridge has been added to the Balance Sheet in the Fixed Assets, Accumulated Depreciation and Metro Assets Transferred (Net value is \$ 21,640.00). Nancy questioned and Lynn confirmed if total cash being low was due to the metro paying Wilson & Company and not yet depositing the P.O.A. reimbursement check. There is a slight difference between what the P.O.A. reimbursed and what Wilson & Company Billed. The reimbursement is higher. Water sales are more than water purchases. Expenses are all down. Heath Andreatta Excavation billed the P.O.A. instead of the Metro. John said some of Heath's bills were paid from the P.O.A. road budget. Nancy will forward that bill to Lynn. Bob stated that lot J5 has an interested buyer and asked what it would take to get City water to his property. The initial bond amount was \$ 4054.05 but when calculated previous with all assessments and running the lines it could be \$ 30,000.00 or more. He will use the previous estimate. Credit card fees are high. The Metro does not charge a fee for using the credit cards. Fees could be assessed in the future but could discourage owners from paying with a credit card since they are billed quarterly. The Budget vs. Actual report was discussed.

2016 Budget: The 2016 preliminary budget was discussed. RC questioned the Capital Expenditure budget. SCADA is what usually goes into the Capital Expenditures and there should not be \$ 10,000.00 spending on SCADA in 2016. Because the Net Income is over \$13,000.00, it is safe to leave the \$10,000.00 in the Capital Expenditure Budget. The number of taps was discussed. After discussion, Nancy moved to approve the 2016 Budget as reported, RC seconded. Motion passed.

Budget Amendment: Lynn stated that she will amend the 2015 Budget with the state toward the end of December.

SCADA: RC stated that the SCADA system is working and that he and John Sanders are working on some minor issues in the system.

Disinfection: Rick stated that he has continued to double up on the Chlorine to keep it between .2 and 4.0 mg/L. Bob stated he could manually turn on the pumps to run the Chlorine thru the tanks. There is a sanitary survey Wednesday the 9th of December. All tanks will be surveyed. The state has been pushing to get Standard Operating Procedures in place. Bob was given by the Colorado Rural Water Association a pdf file, which Bob converted to a word document, which is a fill in the blank S.O.P. Discussion followed. It was noted that other Districts have a paid person to maintain their water lines.

OLD BUSINESS:

Vice President: John brought it to the attention that since Jerry Withington resigned from the board, the board does not have a Vice President. RC moved to appoint Rick Kinder as Vice President, Bob seconded. Motion passed.

Signature Card: It was decided to add Rick Kinder to the signature card. Lynn will handle the paperwork.

NEW BUSINESS:

Election: Nancy moved and Bob seconded to appoint Lynn D. McCreight as 2016 Election Official. It was confirmed that the Metro will have to have an election in 2016. Since the bridge now belongs to the Metro and it has been determined by the P.O.A. that bonds will be needed to fund the actual construction of the bridge. By law the qualified voters of the Metro need to

approve, by a majority vote, the issuance of the bonds in the Santa Fe Trail Ranch Metropolitan's name. Rick made a motion for the Santa Fe Trail Ranch Metropolitan District to have a "Mail Ballot" in 2016. Nancy seconded. Motion passed. Lynn brought it to the board's attention that the Wilson & Company contract time line dates for bond issuance are incorrect. It states Jan thru Mar. The election is Tuesday, May 3, 2016. Also on the ballot will be three seats: Bob and Nancy's seat are up for election (their seat's term ends 2016) and Rick Kinder' seat will be on the ballot because he was appointed (his seat's term ends 2018).

Other New Business: A few small items were discussed.

The Metro monitoring what type of meter pit insulators are used

Relocating the repeater

A leak off of tank two

Nancy moved to adjourn the meeting. Rick seconded. Meeting Adjourned at 10:00 am.