

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE WOODMEN HILLS METROPOLITAN DISTRICT
March 25, 2021**

Attendance:

Board Members present: President Troy Stinson, Secretary Neil Erickson, Treasurer Stacey Popovich, Vice President Sherry Ringen, and Director Jonathan Martin;

District personnel present: General Manager Jerry Jacobson, Park & Rec Director Jedd Sims, Director of Administration Rachel Hawkins, and Legal Counsel Ted Bendelow

Guests present:

1. Call to order

Convene: President Stinson called the meeting to order at 5:31pm

2. Roll Call

Roll call: Troy Stinson, Sherry Ringen, Jon Martin, Stacey Popovich, and Neil Erickson present;

3. President's Welcome and Remarks and Rules of Conduct

President Stinson welcomed everyone and thanked people for being here. Pledge was recited

4. Approval of Agenda

Motion: motion to approve the agenda as written

Moved: President Stinson moved

Second: Vice President Ringen second

Discussion: N/A

Vote: Carried by unanimous vote

5. Approval/Disapproval of Board Minutes

Motion: Move to approve the minutes for the meeting minutes as written

Moved: Vice President Ringen moved

Second: Secretary Erickson second

Discussion: N/A

Vote: Carried by unanimous vote

6. Attorney's Report

- All of his comments relate to item 10
- Meeting with Paint Brush

- Waiting on written comments
- Vendor Termination
 - Handled calmly and quietly
- IGA's
 - Waiting
- Soft Cost Agreement
 - Signed
- Nothing else new or requiring decisions

7. Approval/Disapproval of Financials

Motion: To approve financials

Moved: Vice President Ringen moved

Second: Treasurer Popovich second

Discussion: Treasurer Popovich ask about Payroll Expense (QBW) it is the cost for QuickBooks charges for processing our payroll. This charge will be showing up under Employee Cost. Treasurer Popovich also questioned if locating was a flat fee. Jerry explained it was but they did not start right away in 2021

Vote: carried by unanimous vote

8. Parks and Recreation Report

- Maintenance finished installing pool lights and benches for outdoor basketball court
- Class continue to grow
 - Looking to add classes and leagues
- Balcon bathroom
 - Met with 2 architects
 - PPRBD guided us in that directions
 - Just waiting
- Sponsorships
 - Advertising for our golf tournament
 - Stratus IQ had 6 people sign up who received gift cards so we made money from that
- Upcoming activities
 - Camps
 - Disc golf league
 - Golf tournament
 - Military appreciation day
 - Summer concerts
 - Spring soccer league- 105 participants
- Spring break camp
 - Had 10 participants
- Rentals
 - Second kayaking group
 - Girl scout group

- Party rentals
- Land
 - Fire Chief is asking board and will get back to us
- Winter weather
 - Pool leaks
 - Getting quotes for new roofs
 - Going to get it temporarily fixed with the discussion of replacing
- RCE Addition
 - Groundbreaking tomorrow @11am
 - Received our permits
 - In honor or memory bricks for a wall of fame
 - Will be doing dirt work
 - Did locates on gas line which will be moved
 - Hammer's is asking for a no cost extension for 30 day calendar delay
 - i. There is no timeframe mentioned for response
 - ii. We need to review the contract, Jerry read the contract and saw Section E is where this is discussed
 - iii. Ted will review in the morning
 - Fire Suppression System
 - i. Fire Chief said we do not need it
 - ii. PPRBD said we do not need it
 - iii. Insurance said we do not need it
 - iv. Will cost \$35,000-\$40,000
 - v. Engineers said our fire flow is adequate at our hydrants without fire suppression system

Motion: To leave fire suppression system in

Moved: President Stinson moved

Second: Vice President Ringen second

Discussion: N/A

Carried: carried by unanimous vote

- FOB System update
 - Under same restrictions
 - April 4 we may revisit this

9. Water and Wastewater Report

- Cleaning and videoing mains is weather dependent
- Lift stations operating as it should
- Falcon Meadows Campground
 - We are providing sewer service to them
 - Will be hooked up within the month
 - Working on this for 3 years
 - We will be billing on flow
- Wastewater is in compliance

- WET test passed
- Foam on the basins which is being physically removed with the VAC truck
- We have a mixer in for repairs
- Generator was serviced and load bank tested
- Water is operating normally
 - Bacteria samples came back within regulation
- Theriot Transfer Station
 - Building a new facility for treatment
 - Finding utilities for the new build
- Had a PRV bypass pipe had leaks
 - Had to pump vault before we can make entry
- Construction
 - Bent grass is ongoing, they are anxious to move forward
- Snow storm
 - Staff were still able to get things taken care of, although some could not make it

10. Board Follow-up

- Guthrie Line
 - Ongoing, we are working with Meridian on this
 - Jerry and Ted will discuss this issue
- Financials
 - Jerry answered the question

11. Board Follow-Up on Older Items

- IT and email issues
 - All new computers installed
 - They are working on resolving our issues, however we are on a schedule
 - Fee for scanning in documents and cost
- HR addition
 - Updating handbooks, new time tracking system, employees can now get pay stubs electronically, and transition has been smooth
- Water Tank Update
 - Still ongoing and investigating

12. Public Comment Regarding Current Board Business Not on the Agenda

- No public comment

13. Other Business

- Stacey had 2 questions
 - ACH
 - paying bills this way, we do pay MVEA and some sanitation bills this way
 - we can revisit, we have to be in compliance with our auditors
 - Bonds additional payment
 - Already initiated

- Ted would encourage all staff wear masks

14. Adjournment

Motion: Motion for adjournment at 7:02pm

Moved: Treasurer Popovich moved

Second: Secretary Erickson second

Discussion: N/A

Carried: carried by unanimous vote

The next regular meeting will be held at 5:30pm on Thursday April 22, 2021 at Woodmen Hills Community Center, 11720 Woodmen Hills Drive, Falcon, CO 80831

Board Secretary

