

**GLACIER VIEW MEADOWS
ROAD AND RECREATION ASSOCIATION
WATER & SEWER ASSOCIATION
JOINT MEETING MINUTES**

April 20, 2022

Zoom Meeting ID: 882 3117 4659 Passcode: 537091

Note: Computer crashed unable to connect to Zoom

ATTENDANCE:

Water and Sewer (W&S)

Dan Barbour – President

Wayne Schroeder – Vice president

Karen Turner – Treasurer (absent)

Larry Peterson – Secretary

Lynn Johnson – Director

Road and Recreation (R&R)

Don Herman – President

Jim Petrie – Vice president

AJ Shilling – Treasurer

Paul Burek – Secretary

Cavender Andrews – Director

STAFF:

Mary Keller – Community Relations/Office Assistant

ESTABLISH A QUORUM:

All are present except Karen Turner and a quorum was established.

CALL TO ORDER:

Don Herman, President, Road & Recreation Association, called the meeting to order at 3:03 p.m.

REVIEW AGENDA: Delete Item 6, Treasure's report (not available).

REVIEW MEETING MINUTES DATED: March 16, 2022.

Wayne Schroeder, Water & Sewer, moved to accept March 16, 2022, minutes as submitted. Paul Burek, Road & Recreation 2nd. Unanimous motion passed.

MANAGER'S REPORT: Don Herman, Road & Recreation, President as acting manager, presented the manager's report. (inserted)

Water & Sewer Association

1. 4th well house – Blending ratio of current and new wells yielded uranium test results way below the state requirements – continued monitoring required. Still waiting on two new well flow meters (per state requirements) and 1000 gal. contact tank (to replace cracked one). Investigating new booster pump to replace obsolete pumps (~\$5k or more).
2. The recent water issues update: Persistent water outages due to low well output. Investigated possible leak last weekend, but none found. Manually controlling storage tank filling. Investigating program changes allowing better filling at night and an additional storage tank (50k gal for ~\$60k). (Does not include installation)

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3. Backup wastewater jet mixing pump received, still need a new aeration transfer pump (~\$10k).

Don went on to explain what the staff is doing in the short term to keep community system members in water i.e., hauling water and manually isolating sections of the system. Frank is also working with a contractor to fix programming that will help the tank fill during the night. Also looking into other long-term solutions i.e., installing additional meters and replacing faulty meters. Presently the water table is low, and we can't get the wells to produce enough water to meet demand.

Road & Recreation Association

1. Installed replacement blades and replaced brake and oil cooler lines on the grader.
2. Ride control fixed on the big loader, new U-joint to be fixed later this week.
3. Accelerator cable replaced on the backhoe.
4. Replacement Pressure Washer purchased (for cleaning equipment).
5. Investigating a service plan for grader, loader & backhoe (e.g., engine and hydraulic oil/filter changes)
6. Graded Gates 1 (5x), 3 (2x), 6 (3x), 8, 10 (2x), 14, 14-16, Montcalm (3x), Mt Massive, Horse Mtn & Meadow Mtn (2x), Haley Peak Ct., Cleaned up entrances at Gates 2, 4, 5, 8, 10, 12

Joint Items

1. The new Yardi program transition is ongoing. Dealing with reporting differences and accounts receivable issues with 002 & 003 accounts.
2. Switched to ADP for payroll. Couldn't do direct deposit for first pay period R&R checks, since ADP couldn't confirm that R&R was a business. That should be fixed for the next pay period.
3. Additional parking created around the office (thanks Jim P.)

COMMITTEE REPORTS:

- A. Water & Sewer Association Budget Proposal 2022-2023 fiscal year. Dan Barbour, President, Water & Sewer, presented the budget report for the committee. Committee members: Ron Ames, Chair, Stan Sayler, Jerry Tucker, and Board ex officio, Karen Turner. Also present to assist in the review was GVM, Accountant, Deanna Snell. Report inserted Below:

Summary of Budget Committee Recommendations

The Budget Committee met on March 31, 2022, to review the study reports for all three Water & Sewer Association accounts: Management Account (001), Community Water and Sewer System Account (002), and Community Water and Sewer System Account (003).

General budget recommendations include

1. Increasing payroll expense for the new ADP system by \$2,000 annually,
2. Increasing the IT budget by \$1,000 to accommodate the new accounting system, and
3. Increasing the employee IRA contributions to 4% of annual salaries.

The Committee did not approve

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1. Decreasing the Viewpoint budget by \$1,000 due to the time needed to obtain significantly more property owner emails. This should be reevaluated next year.
2. Decreasing the Administrative salaries by \$15,000 given salaries of a new manager and bookkeeper are not currently known.

The following recommendations were made for the respective Water and Sewer budgets.

Management Account 001

1. No fee increase recommended for the 2022-2023 fiscal year.
2. A contribution of \$5,000 to the capital reserve account.

Community Water and Sewer Budget Account 002 – 3rd, 4th, 7th, 8th & 9th Filings

1. No fees increase recommended for 2022-2022 fiscal year.
2. A contribution of \$40,000 to the capital reserve account.
3. Purchase a backup pump at an estimated cost of \$10,000 for the Wastewater Treatment Plant.
4. Purchase pump replacements for Transfer Station at Crellin at an approximate cost of \$3,000.
5. Purchase of a second holding tank with a 50,000 gallons capacity. to back up the current 20,000 gallon holding tank at an approximate cost of \$40,000.

Community Water and Sewer Account 003 – 12th filing

1. No fee increases for sewer users or non-users.
2. An annual fee increase of \$300 for water users and an increase of \$150 for non-water users, bringing the annual fees to \$1080 for water users and \$540 for non-water users.
3. A contribution of \$2,000 to the capital reserve account.

<u>Annual Fees</u>	<u>2022 - 2023</u>	<u>Monthly Pmts w/Dues Included</u>
Water Only		
Improved Lots	\$1080	\$109.50
Unimproved Lots	\$540	\$54.75
Sewer Only		
Improved Lots	\$444	\$56.50
Unimproved Lots	\$222	\$28.25

The Water & Sewer Board accepted the proposed budget for presentation at the annual meeting.

- B. Road & Recreation Association Budget Proposal 2022-2023 **fiscal year**. AJ Shilling, Treasurer, Road & Recreation Association, presented the proposal. Report inserted below Committee members Fred Delano, Linda Petrie, Robert Lewis and Board ex-officio, AJ Shilling, met on March 24th, 2022, to review the budget worksheets and the accompanying schedules for capital assets. There will be no increase in the Annual Dues of \$400. There is budgeted to be a \$96,000 cash carry forward to June 30, 2023. There will be no increase in the Trash Fee of \$60 for HOA members and \$200.00 for Special Members.

The Manager will determine what increases will be assessed on the Fee based Dumpster. The following changes in expenditures from the 2021-2022 budget are as follows:
Increase in Legal fees \$5,000 to \$7,000.

Increase of 15% Electric and Propane expense.
Decrease in Viewpoint newsletter of \$1,500.
Increase in Buck-N-Rail fencing of \$500.
Increase in Employee IRA from 2% to 4%.
Increase in fuel & oil expense for Association vehicles of \$4,000.
Decrease in Vehicle Maintenance of \$2,000.
No increase in Capital Reserve Contribution of \$50,000.

These expenditures when coupled with the \$50,000 contribution to be made in 2022-2023 would result in a fund balance of \$245,000 which represents a percentage of asset coverage after trade-in values of approximately 50%.

2021-2022 – Cap increased by 2020 CPI-U 1.4% to \$478.15

2022-2023 – Cap increased by 2021 CPI-U 0.9% to \$482.45

The Road & Recreation Board accepted the proposed budget for presentation at the annual meeting.

The Board accepted the Budget proposal for presentation at the annual meeting.

- C. Nomination Committee: Jim Petrie, Road & Recreation, presented the report. Jim Petrie and Dan Barbour, Water & Sewer, are the Board ex officio serving on the nominating committee. Jim contacted 7 possible candidates and 4 of those candidates agreed to run. There are two (2) seats up for election on the Road & Recreation Board three (3) openings on the Water & Sewer Board. Cavender Andrews, Road & Recreation, Dan Barbour, Larry Peterson and Karen Turner, Water & Sewer volunteered to run for open seats. As of this writing, Marsha Anderson, Anne McKay, and Diana Reeves, volunteered to help count the mail in ballots.
- D. Architectural Review Committee (ARC): Cavender Andrews, Road & Recreation ex officio, reported for the ARC. The committee held their first in person meeting since the Covid restrictions were lifted. They received three applications for review: 1. Roof mount solar panel (approved pending Larimer County permit). 2. Variance granted for a dog run setback. 3. ARC deposit request was approved. A chair has not been appointed, there is one committee member that may volunteer once he attends a few more meetings.
- E. Ecology Committee: Dan Barbour, Ecology Chair, reported for the committee. The Ecology Committee held their first committee meeting on April 12, 2022. The guest speaker was Warren Jones, Community Wildfire Protection Plan (CWPP). The Glacier View Fire Protection District (GVFPD) and CWPP have partners who are offering guidance for mitigation and grant opportunities to help us be better prepared for living in a wildfire area. The next Ecology meeting will be held on May 10, 2022. Trails: The trails committee is in the process of cutting a connection trail on Mount Moriah. Weeds: Ted Sammond will continue to chair the weed committee. He will reinstitute the weed warrior program and make equipment and spray available to residents that want to take care of their local neighborhoods.

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PUBLIC INPUT: Not counting Board and staff there were 10 members present (could not connect to Zoom).

Glacier Gals: Shirley Delano, Glacier Gals, reported for the group. Pancake breakfasts will resume starting with Memorial Day, May 30th. The next monthly potluck will be held April 30th and Shirley encouraged everyone present to attend.

OLD BUSINESS (Road and Recreation):

- A. **Slash Pile Disposal Grant:** On Behalf of Glacier View Meadows, Don Herman applied for a \$10,000.00 mitigation grant from Larimer County, Office of Emergency Management (OEM) and GVM was awarded \$8,000.00. AJ Shilling moved to accept the Grant of \$8,000.00 to be used towards slash disposal. Unanimous motion passed. Don also stated that he is having a difficult time getting quotes from contractors to dispose of slash. Don received one quote from a large firm and their minimum fee is \$30,000 and will continue to search for other bids. Don will complete the Grant Acceptance Form and submit to Larimer OEM by the April 30, 2022, deadline.

PUBLIC INPUT: A member asked what the plans are for a future slash pile. The member stated that CWPP is recommending we mitigate around our homes, but we have no where to take the slash. Don Herman explained that there are two large slash piles and one small pile standing now. The fear is opening a slash pile now will lead us back to having four piles standing which in themselves are a fire hazard. The goal is to have one slash pile that will be managed each year. Don also stated if weather conditions cooperate there is a chance that at least one more pile will be burned this year.

The board discussed other options for disposing of slash, using curtain burners, chipping, and hauling. A member suggested that the association use the newsletter to publish other slash disposal options i.e., take to the landfill for \$10.00 per truck load. Mary will investigate one other possibility for slash disposal and will report her findings.

OLD BUSINESS (Joint):

- A. **Manager Search:** Paul Burek, Road & Recreation spoke on behalf of the team. Paul stated that starting April 6th the Manager's job description was published in the digital Coloradoan, the Coloradoan newspaper, the Coloradoan Facebook, and Zip recruiter for \$575.00. The ad will continue to be posted Wednesday and Sundays until May 1st. The job description was also published via the GVM Manager's group email and posted on Nextdoor. A board member suggested posting the job on the Colorado Rural Water website. Fox Acres recently hired a manager and Paul is trying to get a list of their candidates not hired for possible interest in the GVM manager position. We've received 8 candidate applications thus far, of which 2 are viable and a possible 3rd. The team is in contact with job candidates and hope to start the interview process in a couple of weeks. Paul will update the board before the ad expires and ask for further guidance.

- B. The Association Merger Process:** Wayne Schroeder, Water & Sewer, led the discussion for the merger team. Wayne emailed board members a combined version of the bylaws, prepared by the Merger team. Wayne presented a summary of the process. Almost 50 years ago the two Associations were set up under a nonprofit act that was and is still in effect now. GVM has been operating under CCIOA since 2006, and under the voting section of CCIOA, bylaws and other documents may be changed by two thirds vote of the membership who show up in person or by proxy. Wayne explained that if there is a merger of the two corporations the dues' structure will remain the same. Funds will be kept separate i.e., Road and Recreation funds will be used for Road & Recreation. Water & Sewer funds will be used for Water & Sewer. Community systems funds will be used for Community systems. In other words, merging the two corporations into one corporation will not change how the two businesses function now. The lawyer will be instructed to leave intact every function of the two corporations. For the merger to happen certain steps must take place. 1. The membership will have to approve a merger during the annual meeting. 2. The membership will have to approve the combined bylaws. 3. Hire a lawyer to complete the process of a merger. If the membership approves the combining of Road & Recreation and Water & Sewer Associations into a single nonprofit corporation, we will ask the lawyer to merge the two nonprofit corporations. The attorney fees should be between \$3,500-\$5,000. The proposed bylaws should be sent electronically and posted on the GVM website. Also provide a link to the GVM website in the Viewpoint. To make sure members have access to the proposed bylaws, invite them to provide an email address or pick up a hard copy at the GVM office. Per a request from a member in attendance, the Merger team will prepare a statement explaining why a consolidation, cost savings, cost of consolidation, and accounting facts, to be posted in the Viewpoint.
- Dan Barbour, Water & Sewer moved that the team put together the documents needed to move forward with the proposal i.e., merger proposal, pros, and cons summery, and the bylaw proposal. The team will prepare the above documents and email board members for review on or before April 29, 2022, then forward the final documents to staff for posting where needed. Paul Burek, Road & Recreation, 2nd. Unanimous motion passed.

- C. Mail-in voting for the Annual meeting.** During the April 16th board meeting, the board motioned to continue mail in voting. This topic is being revisited because the Glacier Gals requested that the board consider bringing back in person voting to encourage more community involvement. Don asked other board members for input and the after discussion the board agreed by consensus to let the motion stand as is.

NEW BUSINESS (Water & Sewer):

- A. Water & Sewer Search Team:** Jim Petrie, Road & Recreation, reported for the team. Jim stated that he was approached by Frank Stanek about the possibility of putting a search team together to help improve the Community Water System, so it is functional. The team is investigating and working towards not only improving the system but finding funds to help finance what needs to be done. There are two people

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on the team that are grant writers who are advising the team as to what will be needed to move forward. The search team will continue to gather information report back board with their findings.

NEW BUSINESS (Road & Recreation)

- A. New Trail Access:** Jim Petrie, Road & Recreation, spoke for the Trail committee. The committee is in the process putting in a new connection trail. Jim asked the board to approve the cutting of the new connection trail on Mount Moriah. The trail will be on Greenbelt and will not cross private property. Don Herman, Road & Recreation, moved to approve the connection trail on Mount Moriah. Unanimous motion passed.

NEW BUSINESS (Joint)

- A. Volunteer Accident Insurance** Don Herman, Road & Recreation, stated that it has come to his attention that GVM volunteers are not covered under any existing insurance policy. If a volunteer is injured while working on fences, trails, or highway cleanup they are not covered. There is volunteer liability insurance available that will cover up to 100 volunteers at a cost of \$300.00 per year. Don Herman moved to acquire volunteer accident insurance not to exceed \$500.00/year. Lynn Johnson, Water & Sewer 2nd. Unanimous motion passed.

ADJOURN: Don Herman, called the joint meeting at 5:05 pm.

Respectfully submitted, Mary Keller