

# Triview Metropolitan District Board of Directors

Triview Metropolitan District – Board Room  
16055 Old Forest Point, Suite 300  
Monument, CO 80132

## Meeting Minutes

### Board of Director's Regular Meeting – November 11, 2014

1. **Call to Order:** President Robert Fisher called the meeting to order at 5:08 p.m. Board members present were Director Reid Bolander, and Director Steve Martinez. Director Pete Van Dyke unexcused absence. Staff and contractors present were Valerie Remington, District Manager and Gary Shupp, General Counsel, and Chris Cummins, Water Counsel.
2. **Declaration of a Quorum, Notice & Posting:** President Fisher declared a quorum present and that the public notice of this Board meeting has been duly posted.
3. **Approval of Agenda:** Agenda approved.
4. **Approval of Consent Agenda:** Motion to approve consent agenda was made by Director Martinez and seconded by Director Bolander. Motion approved.
5. **Public Comment:** None.
6. **Hearing to Amend 2014 Budget of Triview Metropolitan District:** President Fisher opened the hearing. Director Bolander had a few questions regarding the budget. The first question was regarding legal fees. He wanted to know why some legal fees were in the General Fund and some were in the Enterprise Fund. Fees are allocated to the different funds depending on what the actual work was. Legal work regarding water is allocated to the Enterprise Fund and general legal work is allocated to the General Fund. The second question was regarding Parks, Landscape, and Open Space. The contract services line was changed from \$40,000 to \$20,000. Volt is reflected in the contract services line item. Greener Image is reflected under the maintenance line item. Greener Image does weed and fertilizing for the District. The third question related to salaries. Why did the salary line increase by \$20,000? V. Remington said that this was the first year the contracted services were used. The reason for this was to see if labor costs could be reduced for summer projects. A combination of seasonal hires and contracted services was used. The contracted services expenses were not as high as projected a year ago. That line item was reduced by \$20,000 and the allocated amount was moved to salaries. Director Fisher asked for an executive summary of the proposed budget for the next meeting. This proposed amended budget was presented to the Board two months ago. It was decided then that the official amendment would be

made in November at the same time the proposed budget would be presented so only one hearing would have to be held. Motion to adopt the amended 2014 budget was made by Director Bolander and seconded by Director Martinez. Motion approved. Hearing closed.

- 7. Hearing for Proposed 2015 Budget of Triview Metropolitan District:** President Fisher opened the hearing. Director Fisher asked for the three year cash projection from CRS. Director Bolander asked about the increase in the tax revenue and why it is only a slight increase. It was explained that it is based on the assessed value that the county provides. Road maintenance was included in the budget as requested by the Board in the Capital Fund. Director Fisher stated that the Board has not had any discussion on staffing models so will not approve increases in staffing for the District in 2015. Director Bolander wanted the notation for staffing to show changes, not total staffing included in the number. Manger Remington stated that the numbers for staffing were not being deceptive. She included the total number of staff projected for 2015. Director Fisher said that was not what he wanted. He wanted information on what the increases were year over year. Manager Remington said that she could give them most of the explanations now. Director Fisher stated that he did not want them now. When questioned when he wanted them, the answer was he wanted them in an executive memo. Director Fisher stated that the Enterprise budget was not in line. The question was posed to him as to what he wanted removed from the budget. The answer was it just needs to be fixed. He said that he was not going to go over the budget line by line and come up with a solution. Director Bolander said that it is beyond what we will discuss tonight. Manager Remington asked for suggestions from the Board as to what they would like. She pointed out that it is their budget and she would be more than willing to make changes for them. She wanted to know what they wanted. Director Fisher said reduce costs, not FTEs, and rate changes. When asked what specific costs, Director Fisher stated he wanted to scrub the list. Asked again for suggestions on what areas the Board would like to remove or not focus on in the coming year, the answer given by the Board was I know it is going to be hard. Director Martinez asked to reduce the legal fees for the Enterprise Fund water attorney now that most of the major lifting has been done. The budget for Felt, Monson, & Culichia will be reduced as discussed. Director Martinez stated that the costs for contract labor could be reduced if we brought on another FTE. Director Bolander asked why the effluent paid will be increased so much. It was explained that the new lease with AGUA is expected to result in an increase in revenue. Water use decreased from the previous year due to conservation and increase in rates. Numbers for water and sewer revenue will be reviewed again as the year closes and more exact numbers can be obtained. The transfer from the District Fund to the Enterprise Fund should be maximized. Director Fisher stated that the Board will be correcting a bad practice that has been going on as long as he has been doing budgets and that it may take several years to overcome. Asked if rate increases should be put into the budget, the Board responded that they wanted increases included. Director Bolander stated that he wants to see rate predictions over several years. Manager Remington reminded that the rate study that was done proposed rate increases for the next five years. Director Fisher pointed out that in previous years, the

Board has had meetings to discuss capital improvements exclusively. The Board asked G. Sharp for an ROI on the vacuum truck. A mutual aid agreement with the Town of Monument was suggested. Director Fisher will be following up on that agreement with the mayor. Director Fisher wants everything removed from the Capital Fund except for a purchase of a truck and road improvements. Summer hires should be broken out in a separate line item in the budget. Repeat in 2015 what the district did in 2014 for summer hires. Items that do not have final numbers for 2015 include property insurance, workman's comp, D4 well carry over, and the 404 permit work. The budget will be approved at the December meeting. Hearing closed.

**8. Review of September 2014 Financials:**

**a. Disbursements over \$5000:** Check to Felt, Monson & Culichia, LLC for legal counsel in the amount of \$6,481.35. Check to Pikes Peak Regional Water Authority for transit loss and membership in the amount of \$9,833.00. Check to Energy Management Corporation for harmonic conditioning at the B Plant in the amount of \$40,902.00. Check to Hydro Resources for D4 well construction in the amount of \$43,894.00. Check to JDS Hydro Consultants, Inc., for D4 well in the amount for \$7,558.20. Motion to approve the checks over \$5000 was made by Director Bolander and seconded by Director Martinez. Motion approved.

**September 2014 Financials:** Financials presented by V. Remington. Director Bolander will be capturing and defining the Board policy of approving checks over \$5000 and making recommendations to the Board. Motion to approve the September 2014 financials as presented was made by Director Martinez and seconded by Director Bolander. Motion approved.

**b. Preliminary 2015 Budget:** Preliminary budget for 2015 was presented to the Board and discussed in the hearing section.

**9. Gate Policy Considerations:** President Fisher presented concerns regarding gates in the exterior fencing around the District. Ideas and suggestions were reviewed regarding a gate policy for the District. President Fisher will continue to work on a fence and gate policy for the District.

**10. Employee Certification Policy:** An employee certification policy for the water operators was presented by G. Sharp. The implementation of the policy is designed to ensure competent water operators as well as standardizing certifications. The policy was approved by the Board.

**11. Operation Report:** G. Sharp presented information updates in the Operations report. Sprinkler lines have been winterized. Hydrant flushing is almost done. A progress report on the D4 well was presented. The high service pump is still not working. Diagnosis continues on the pump. The Sanitary Survey was completed with no significant deficiencies or violations.

The vacuum excavator discussion will be tabled until a later date.  
President Fisher will be pursuing a mutual aid agreement with the Town Mayor.

**12. Manager Report:**

Refinance with Northstar Bank is complete.

Purchase of Northgate water is complete. C. Cummins presented the details of the purchase to the Board.

Emergency response items are being updated. Rain for Rent will be used for emergency purposes should the need arise.

On-call plowing assistance is being set up with Sprinklers, Inc. This winter they will be used as extra assistance is needed.

Open enrollment and benefits information was given to the Board. Proposals for insurance were requested from Aetna, Anthem, CIGNA, United Healthcare, Rocky Mount Health Plans and Kaiser Permanente. Most chose not to respond, one quoted 22% increase. Kaiser quoted a 15% increase with current plan options or a low plan with a 5.11% increase and a new plan with a 7.93% increase. All declines to quote, increases to current plans and plan options are the result of the Health Care Reform Act. The Kaiser plan was the best option for the group. Should the Health Care Reform Act remain the same, next year the IGA will have to disband. Each entity will be on their own for health insurance.

A lock box proposal was presented to the board as an option for billing.

The District will be going paperless in 2016 for Board meetings. The Board will receive ipads at the December meeting. January information will be distributed both paper and electronic. Moving forward from there all Board packets will be electronic.

**13. Executive Session:** The meeting was recessed to executive session at 7:01 p.m. by President Fisher pursuant to C.R.S.24-6-402(4) (b) for conference with attorney for advice on specific legal questions.

**14. Adjournment:** The meeting was adjourned at 7:27 p.m.