

LOMA LINDA METROPOLITAN DISTRICT  
BOARD MEETING  
PAGOSA SPRINGS, CO 81147  
January 13, 2016

***Call to Order***

President John Porco called the meeting to order at 7:08 p.m. Other Board members present were David Parker, Don Haywood, Bill Trimarco and Farrell Trask. Guests in attendance were Don and Barbara Farr. Lisa Jensen, administration contractor, attended and took minutes.

***Minutes***

**Bill Trimarco moved; Farrell Trask seconded a motion to approve the minutes of the regular board meeting held November 11, 2015 as presented. Motion carried unanimously.**

***Treasurer's Report and Payment of Bills***

Don Haywood presented the Treasurer's report for November 30 and December 31, 2015. The December 31, 2015 Balance Sheet shows a total bank balance of \$99,202 with \$4,890 in the Conservation Trust Fund account and \$94,312. Current Assets, Taxes Receivable are \$51,583. Total fixed assets are unchanged at \$18,000 (grader). Total assets \$169,234. Equity Fund Balance is 183,560; Net Income -\$65,909 which is a planned over expenditure.

Haywood explained that over the past two to three years, low snowfall resulted in an accumulation of cash, and last summer's road maintenance expenditures were low as the grader was out of service, so the board budgeted to put funds into road maintenance in 2015.

The Profit & Loss Budget vs. Actual YTD for January through December 2015 shows actual YTD Total Income of \$90,721 compared with \$86,653; Total Income is \$4,068 over budgeted. Road Maintenance Actual YTD is \$129,630 compared with \$66,903 budgeted. Total Expenses are \$156,630 compared with \$110,853 budgeted. Net Ordinary Income actual YTD -\$65,909 compared with budget -\$24,200.

Haywood noted cash disbursements on the November 30 and December 31, 2015 reports. November: \$28.60 for legal notice in *Pagosa Springs Sun*; \$35 and \$70 to United Mini Storage for storage unit rental; \$188.98 to Wilson, Rea, Beckel for accounting services; \$600 monthly retainer plus \$1,144 to Honda Hauls for snow removal; \$375 to Lisa Jensen for administrative services and \$2,031.31 to SDA for 2016 insurance renewal. December: \$370.47 for SDA 2016 membership renewal; \$138.90 to reimburse John Porco for final newsletter mailing expense; \$641.34 to reimburse Bill Trimarco for grader blades; \$277 to Bill Hudson for website development and \$116.77 to Archuleta County Clerk for grader registration.

No bills to be paid were presented.

**Bill Trimarco moved; Farrell Trask seconded a motion to approve the Treasurer's Report as presented. Motion carried unanimously.**

***Old Business***

- ***Winter Road Status and Maintenance***

Bill Trimarco reported that the cold weather is doing just what we had hoped; roads are frozen and maintenance is holding up well. John Porco also noted he has received positive comments about the quality of the roads.

- ***Road Maintenance Contract***

Bill Trimarco reported that Todd Miller of Honda Hauls does not want to continue the road maintenance contract with LLMD. He will finish out the winter but at this point a written contract is not applicable. Trimarco reported that no other contractors will want to take on the winter maintenance contract right now. Contractors who own a grader would want to use their own, which would incur an estimated 20 percent increase in expenses for travel time to haul the grader to Loma Linda. Strohecker Asphalt and Paving may consider a similar management contract for next winter and is not interested in purchasing LLMD's grader.

Strohecker Asphalt and Paving will likely be able to carry out the summer road maintenance as they have been providing material and the water truck in past years, with Honda Hauls providing an operator. Strohecker could likely provide the operator as well, so the main concern is to find a winter road maintenance contractor.

The LLMD would really prefer contracting road maintenance work to hiring employees. Lisa Jensen will share the previous contract the LLMD had with Sutherland with board members as a starting point to soliciting bids. John Porco will research road maintenance contracts that other Metropolitan Districts in Archuleta County and across Colorado may have.

- ***Bank Signature Cards***

Farrell Trask has the new signature card in hand and will return it to Bank of San Juans tomorrow, after which all other board members will have to go in and sign the new card.

### ***New Business***

- ***Set regular time and place for 2016 board meetings***

**Bill Trimarco moved; Don Haywood seconded a motion to pass Resolution 2016-1, Resolution to Adopt Time and Place of Meetings. Resolution carried unanimously.** LLMD board meetings will continue to be held the second Wednesday of every odd-numbered month at 7:00 p.m., at 555 Loma Vista Court, Pagosa Springs, Colorado.

- ***Termination of Lisa Jensen's services***

This is Lisa Jensen's last meeting; she had first informed John Porco in November 2015 that she would not continue as Administration Contractor and agreed to stay on through the January 2016 board meeting and help transition to a new administration contractor. Jensen will file the Transparency Notice and submit contact information to government bodies by the January 15 deadline.

One suggestion for finding a replacement was Patti Vyzralek, who held this contractor position before Lisa Jensen. John Porco asked that board members forward other suggestions to him and will also post a notice on the website and subdivision bulletin board, so he can contract a replacement as quickly as possible.

- ***Appoint Designated Election Official***

In the past, the Administration Contractor has been appointed as the Designated Election Official (DEO) but Lisa Jensen is leaving the position and election deadlines are imminent. In discussion, it was noted that the DEO is responsible for ensuring all election requirements and deadlines are met so if the DEO is a board member, that person could delegate the actual work to someone else, such as a newly hired administration contractor.

Four of five board members' terms expire this year. Don Haywood was elected to a four-year term in 2012 and is eligible to run for a second term. John Porco was appointed to a two-year term in 2014 and eligible to run for election. David Parker and Farrell Trask were appointed in 2015 and are eligible to run for election. Bill Trimarco was elected to a four-year term in 2014 and would be eligible to run for a second term in 2018.

**Don Haywood moved; Farrell Trask seconded a motion to appoint Bill Trimarco as the Designated Election Official. Motion carried unanimously.**

- ***Elections Schedule***

- Call for Nominations: January 24 – February 18, 2016
- Self-nomination Deadline: February 26, 2016
- Write-in Deadline: February 29, 2016
- DOLA Webinars, DEO 101 beginning January 12

Lisa Jensen noted that both DOLA and the SDA have very helpful training webinars, information and forms on their websites, and are always helpful by telephone or email.

- ***Notice of filings with state and local governments***

The following is provided for information; everything has been completed or in process:

- 2016 Certification of Tax Levies to Archuleta County submitted 11/24 and 12/15/2015
- 2016 Budget Transmittal to State: due 1/31/2016, submitted and accepted 12/11/2015
- 2016 SDA Membership Renewal: submitted 11/24/2015, paid and current
- 2016 Insurance Renewal: submitted 11/16/2015, paid and current
- 2016 Conservation Trust Funds Certification: Wilson, Rea, Beckel submitting Dec/2015
- LLMD Contact Information to DOLA, County and municipal governments: Lisa Jensen will submit by 1/15/2016
- 2016 Transparency Notice: Lisa Jensen will submit by 1/15/2016 deadline

- ***Application for Exemption from Audit: March 31, 2016***

Don Haywood will contact Mike Branch to apply for exemption from audit.

***Correspondence***

Don Haywood circulated correspondence: a Christmas card from Strohecker Asphalt and Paving.

***Open Discussion***

John Porco asked board members to send him any updates or information to post on the website. He will post notice about seeking an Administration Contractor. Lisa Jensen will post the November 2015 meeting minutes. Election information and forms will also be posted on the website.

***Adjournment***

**John Porco adjourned the meeting at 8:10 p.m.**

The Loma Linda Metropolitan District Board meets the second Wednesday of every odd-numbered month at 7:00 p.m. The current meeting place is 555 Loma Vista Court.

**2016 Meeting Dates**

√ **January 13**

**March 16**

**May 11**

**July 13**

**September 14**

**November 9**