

ASPEN SPRINGS METROPOLITAN DISTRICT
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A regularly scheduled meeting of the Board of Directors, Aspen Springs Metropolitan District was convened on February 9, 2016 at 6:00 p.m. at the Aspen Springs Metropolitan District building located on Metro Drive in Unit 5 Aspen Springs Subdivision. Elected board members Dick Warring, Kelly Evans, and Sara Anderson and appointed board members, Pam Wallis and George Lyle were in attendance. District employees Carey Brown and Roy Stevens were in attendance, as were three property owners.

CALL TO ORDER

The meeting was called to order by elected Chairperson, Dick Warring.

MINUTES

Kelly made a motion to approve the January minutes as read; seconded by George; all in favor.

PUBLIC WORKS

Carey: Worked on vehicles; got grader going. Interviewed four individuals for the position. Kelly stated that the debit card was approved and should have been received by this meeting.

TREASURER'S REPORT

Kelly: The District had \$250,055 in cash assets, and \$1,602,320 in total assets and property as of the end of the month of January. Total income for the month of January was \$8,199 (mostly HUTF) with year to date income of \$8,199. The total income YTD is 2% of budget for 2016. Total property tax income YTD is \$64 which is approximately .04% of budget for 2016 of \$173,009. Total income YTD for the water depot is \$456 (not including an outstanding deposit of \$903) which is 1.98% of total budgeted of \$23,000. Total expenses for January are \$28,849 and YTD of \$28,849 which is 8% of budget. Primary expenses for January were \$2,423.80 to CHP Insurance and \$4,126.40 to Wagner Equipment. Pam made a motion to accept the treasurer's report as read; seconded by George; all in favor.

OLD BUSINESS

- Discussion on the new credit card for Carey. Receipts to be turned in to the accountant; to be paid off monthly.
- Kelly called Century Link about the change of plan and the current bill is very similar to the previous bills.

NEW BUSINESS

- Dick: Kelly will be the Designated Election Officer for the election (May 3rd). We need to have a resolution to have an election (2016-02). Discussion on the mil levy: should we put

this in for the May election or in with June Madrid's election in November? November seems more probable due to some more issues that need to be brought up; Dick wants to do more "homework" on the situation. George made a motion to approve the resolution; seconded by Pam. George made a motion to approve the resolution 2016-02A which names Kelly as the DEO for the election; seconded by Pam; all in favor.

- Newsletter: Small, short, simple. Can't do the Newsletter until we have the candidates in place.

- Kelly: Wilson, Rea, Beckel needs their contract renewed; no changes.

- New employee applications - Carey: There were six applicants; we will need to go into executive session because there could be information on individuals discussed.

- Employee Handbook - Discussion of whether it can be discussed outside of Exe Session was made. It CAN be discussed in the general meeting as long as a specific employee or applicant is not mentioned. Detailed discussion of various items was reviewed and established. Some topics were brought up to include, but not necessarily limited to:

 - Whether or not the Manager is an "exempt" employee.

 - The probationary period to be or not to be exempt for accumulation towards vacation time, overtime, etc.

 - Retirement pay as a "year-end bonus" vs paid directly to a retirement plan, thus saving the district of being subject to further taxes.

 - Jury duty leave compensation.

 - The length of time before an employee is eligible for retirement, vacation, etc.

- After lengthy debate, Pam made a motion to approve and adopt the employee handbook as read, corrected and agreed upon; seconded by George; all in favor.

PROPERTY OWNER CONCERNS

- One property owner, Mike, made a compliment to Carey.

- Ronnie brought up the drainage issue that came before the board last year.

George made a motion to go into executive session (24-6-4024CR5) for personnel purposes; seconded by Kelly; all in favor.

- Sara notified Roy that if he cannot recover his CDL by February 29th, he will be terminated. If Carey needs Roy for a certain job, he CAN be hired back on a part-time/temporary basis.

- Determination of Carey's employment status (exempt or not) will be determined at the following meeting.

At 8:33 Dick adjourned the meeting.