

**ASPEN SPRINGS METROPOLITAN DISTRICT**  
**PO Box 488**  
**Pagosa Springs, CO 81147**  
**970-731-5656**

A regular meeting of the Board of Directors, Aspen Springs Metropolitan District was convened on January 09<sup>th</sup>, 2024 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 Kenneth Barber, Pam Wallis, Kelly Evans, Eric Davidson, & appointee Chris DeVries were in attendance. Two employees attended. No property owners attended.

**Call to Order**

Meeting was called to order at 18:03 by Kenneth Barber

**Approval of previous Minutes**

- December’s minutes were approved. – **Motion**: Pam, 2nd: Kelly, Passed unanimous

**Public Works**

- Carey: Finished plowing first major storm today, all equipment good and new steam cleaner working as it should.
- Received some complaints for not removing snow with ~2” of coverage
  - **Eric** to amend Metro website Snow Removal Guidelines to state “around 4 inches of snow accumulation” (Done, 01/10/24)
- Concern of seeing a dozer accessing & creating a driveway to Indian Land Road from a property on Carey Ct (?) with no culvert, no permit into an area with an easement and no right-of-way.
  - **Pam & Carey to notify County Dispatch**
- Burned RV in right-of-way on Jackrabbit finally moved by County.
- End of Oak & Bluejay Place have encroachment concerns
  - **Eric** to contact Yari Arceneaux, Engineering Technician for Archuleta County for follow-up
- Pam – Presented a report on 2023 water production at Buttercup Water Station (nearly 3 million gallons used by the surrounding populace!)

**Treasurer's Report**

- Kelly presented last month’s financial data:

<b>December</b>	<b>2023</b>		
Total Cash Assets: \$384,008		Total Assets: \$2,100,450	
	MTD (\$)	YTD (\$)	% of Budget
Total Income	17,722	494,137	107
Property tax income		278,963	100.02
Water Depot Income		23,338	93.35
HUTF income		157,709	108.76
Total Expenses	68,507	479,591	113

Primary/Major monthly expenses:	CO SD Ins	\$21,360.00	Liability
	Am. Pwrwsh	\$7,835.50	Powr Washr
	Bishop Liftg	\$1,912.20	Tire Chains

- **Motion** to approve December's Treasurer's Report: Eric, 2<sup>nd</sup>: Pam, Passed unanimous

### **Discussion with Teresa Williams, Attorney (via Conference Call)**

- Draft letters from Attorney to Desert Mountain (DM) and Chubb Insurance were shared with Board prior to meeting
- Board agreed to put letters into final format as presented
  - **Eric to:**
    - Get return check for \$5k written to Chubb
    - Send final letter & check to Chubb as well as informational letter to DM via Certified Mail, Return Receipt Requested
    - Completed: 12 Jan, 24
- Eric presented information on the search for a new Accounting firm – 11 businesses contacted, one actively searching for new business: Community Resource Services of Colorado, LLC (CRS). Their informational brochure was shared and specific questions from Kelly had been answered so far ...
  - **Eric to:**
    - Get standardized contract from Sue at CRS and forward to Teresa for review
    - Pass Kelly's contact information on to CRS
  - **Kelly to:**
    - Set up a time to discuss specific requests, timeline for transition, and general trust-building
  - **Pam to:**
    - Contact Mr. Doyle at DM and ask him to contact Mr. Yeagle for further information.

### **Review SDA calendar**

- A special thanks to the State of Colorado for royally screwing up budget timing for the rest of us. You guys are a disgrace to the taxpaying public.

### **Park**

- Nothing new to report

### **Old Business**

- We received a signed Road Maintenance Agreement with the County
  - **Eric to**
    - post agreement on Metro website
    - forward Metro road list to Carey for review
  - **Pam and Carey to**
    - Road width information (Indian Land listed as only 8' wide)

- Document any bridge decking square footage
- Submit additional information to County for 2025 HUTF funds
- Plexiglass at Buttercup public notice board not replaced yet
- We need a “Transparency Statement for 2024” to post on Metro website

### **Lot Consolidations**

- Lot Consolidation Requests this month.
  - None received
  - Notice of Property at Tax Lien Sale received & filed

### **Budget / Election**

- **Resolution #12-12-23A**
  - Amended 2023 budget submitted for approval, read into the record by Kenneth. Passed unanimous
- **Resolution #01-01-24**
  - Ordinance to set Mill Levies, read into the record by Kenneth. Passed unanimous
- **Resolution #01-02-24**
  - Appropriate sums of money, read into the record by Kenneth. Passed unanimous
- **Resolution #01-03-24**
  - Adopt the 2024 Budget, read into the record by Kenneth. Passed unanimous
- **Resolution #01-04-24**
  - Kelly & Eric directed to secure a new Accounting firm via contract before the next Metro meeting. Motion: Kenneth, 2<sup>nd</sup> Pam, Passed Unanimous

### **Property Owners’ Concerns**

- None received

Regular board meeting temporarily adjourned at 19:01

### **Executive Session to discuss payroll and employment issues**

Session called to order at 19:02 by Kenneth Barber

Session was adjourned at 19:15 by Kenneth Barber

Regular board meeting resumed at 19:16

### **New Business**

- **Motion** to hire Ryan Kiefer as a full time employee @ 40 hours/wk, based on the standard hourly rate. Ryan to provide insurance for himself and family. If insurance becomes an issue, Ryan may re-visit the issue with the board at that time. 2<sup>nd</sup>: Pam, Passed unanimous
- Kelly needs another signer for Colorado Trust funds – **Chris**
- Need a new representative to take Jame’s place in the County Health Pool – **Pam**

- Kelly: Accounts get low this time of year due to lower cash flow, and we may need to transfer funds to keep the checking account afloat until larger funds arrive (Mar/Apr)
- Property Owner request to improve visibility at Cactus/Jackrabbit split
  - **Pam and Carey** to investigate tree removal & yield sign
- Carey received request to install street sign (for frontage of Hwy 160 by Baptist Church and Barefoot Doors (?)) County called. Requested to pound sand.

Meeting adjourned at 19:30 by Kenneth Barber