



Saint Mary's Metro District

Minutes
February 14, 2011
St. Mary's Fire Authority Building

Meeting was brought to order @ 6:40pm

Board Members in attendance: Karmin Mackley, John Wood, Julie Whisenand

December Minutes- approved

January Budget & Financials- approved

Old Business:

Bookkeeper position

Redefinition of position, role that bookkeeper plays at Metro District meeting.

Pay for position (suggestion \$415 per month)

Conflict and communication issues between Bookkeeper and Road Manager

New Business:

1. Special Meeting

Have special meeting (Executive Session) to discuss bookkeeper and road manager job descriptions. Date for meeting, Feb 28th @ 6:30 pm at the metro building.

2. Road Concerns

Julie brought up road crew availability due to some issues during the snow we had in January. John W. was concerned about the roads being plowed in a timely manner allowing emergency equipment being able to get where they are needed

- Randy has hired another driver so that roads are taken care of when he or other employees are unavailable.

3. Schoolhouse

Kevin Zegan advised the board of the condition he found the Schoolhouse in prior to January's meeting. The thermostat had been knocked off the wall so the heat was not working. A toilet in one of the bathroom is cracked due to water freezing.

- John W will contact Art Boscamp and Paul Johnson to coordinate the repairs
- Karmin in will find out about insurance (what deductible is, who insurance co. is)
- Kevin Z said we are able to use the Fire Authority building until such repairs are made to the schoolhouse. Marc Abrahamson (Deputy Chief) is contact person for this.



Saint Mary's Metro District

Minutes

March 14, 2011

St. Mary's Fire Authority Building

Meeting started at 6:30pm

Board Members in attendance:

John Pacetta, John Wood, Karmin Mackley, Julie Whisenand

February minutes were approved

Bills for payment

- Nancy Wongbull (who was not in attendance) did not have bills completed. She said she would send them to Karmin in a couple of days.

Operations Report

- Randy Tindle said all equipment is in good shape and ready to go.

Old Business

Schoolhouse

- John W. will be taking bids for the repair at Schoolhouse.
- Charles Nelson said he would do some of the work pro-bono, but wanted to know how extensive the repairs would be.
- John W. will coordinate this effort. Once we know what repairs will cost we will decide if we should turn it into insurance.

Bookkeeper

- A job description for bookkeeper was reviewed and will be edited to add some requirements the Board agreed upon.
- Nancy will be given this description; she may then accept or decline the offer.
- If Nancy accepts and she has any infractions (late reports, accounts payable not done, etc.) she will be dismissed from the position.

New Business

Employee Files

- Board agreed to purchase bank safety deposit box (\$45 per year) to retain important documents and employee files.
- Two people on Board will have keys and at least three Board members will be signers on box.

St Mary's Metro District Board Minutes continued

Bank Accounts

- Karmin advised Board that the Wells Fargo Account that no current Board Member is a signer on that account.
- This account costs at least \$30 a month to wire transfer funds into the working account at Mutual of Omaha.
- Board agreed to close Wells Fargo Account and put money from that account into a money-market account at Mutual of Omaha. Account transfers are free when they are internal.
- Board will decide at next meeting who they want to be signers.

Chip/Seal of County roads in St. Mary's

- Julie advised board that the County will be Chip/Seal asphaltting Alice Rd (to Harris) and Silver Creek Rd (to Elk Rd.)
- Resident Charlie Graham had requested that the County or Metro chip/seal the 250 feet of Silver Creek Rd. that goes beyond Elk Rd.
- Julie got a bid for the work from the County. The cost would be \$8151.00.
- Board did not approve this road improvement due to cost.

Summer Road Improvement

- Randy advised Board that there would be roads that would benefit more than Silver Creek if we want to do some summer improvement.
- John P. asked Randy to work up a proposal to present at the next meeting suggesting which roads should be improved.

County plow trucks up for sale

- County will have 2 plow trucks w/sanders up for sale in the next couple of months.
- Julie advised board that these trucks will cost anywhere from \$15,000 to \$17,000.
- Road crew would like us to consider purchasing one for road maintenance. Randy and crew felt having a plow truck with dump/sander would benefit the District because clearing main roads would be faster and easier, therefore using payroll employee hours.
- Troy Mackley said it would be wise to have a mechanic look at the vehicles before any purchase was made. Doug Opel stated that each one is at least 20 years old.
- John W. knows someone that could check out vehicles for us.
- John P. asked Julie to find out if the County would possibly take a down payment and carry a note for a year.

Road Manager Job Description

- Julie presented the job description for Road Manager.
- At the Executive Meeting it was discussed to have the Manager have a CDL Class B valid license.
- Randy Tindle would not qualify for Class B because of Medical Exam.
- Julie thought that the equipment needed to have such a license due to the weight of the vehicles operated. Doug Opel did not believe that was the case. Julie said she would find out for sure.
- Either way, if a plow truck was purchased it would require a Class B license.
- John W. would check with insurance and see if our rates could be lowered with drivers have a Class B
- John P. requested that we table this discussion until we had further information.



Saint Mary's Metro District
Minutes
May 9, 2011
St. Mary's Fire Authority Building

Meeting started at 6:30pm

Board Members in attendance:

John Pacetta, John Wood, Karmin Mackley, Jan Wood, Julie Whisenand

April minutes were approved

Financial Report

- Karmin indicated that financials were not ready yet from Nancy Wongbull
- Nancy Wongbull is resigning her position as bookkeeper

Operations Report

- Troy Mackley has put Steve Denbow as operator #1 (first on scene), John Wheatly is operator #2, Troy will be third in line.
- Troy attached several reports including inventory, operator activity hours, zones for primary and secondary roads, maps of current metro roads, proposal for work that needs to be done on roads and equipment and snowfall in St. Mary's area for the past few years.
- Board asked for more specific estimates on equipment repair. Troy said he would get estimates from mechanic that Board could review.
- Budget for road maintenance will need to be reviewed to see if accommodations for labor hours and vehicle maintenance can be provided.
- Resident Tom Shanamen indicated that his property was plowed in by Road Crew during the last snowstorm, Troy (during that storm) has trained Steve that blades cannot be down on any County roads (which Tom's house resides on). Issue should be resolved moving forward.
- Motion for basic Road Maintenance Proposal May 13-June 15, seconded, and approved (pulling ditches, grading)

Old Business

Bank Accounts

- Karmin has all signature cards and misc. paperwork for new accounts with Mutual of Omaha.
- John P., Karmin M., John W. all are signers on new accounts.
- Nancy Wongbull's name is to be removed from all bank accounts (including, but not limited to Mutual of Omaha, Wells Fargo). She will meet with Karmin this week to accomplish this task.

Schoolhouse

- Paul Johnson replaced all broken pipes, toilets and water heater, etc. caused by frozen pipes.
- Paul informed Board that the Main is still frozen.
- Motion to close Schoolhouse during winter months (Nov to Mar) seconded and approved.
- Residents wanting to use Schoolhouse during winter months will need to make arrangements with Board member prior to event. There is a \$50.00 fee for use of schoolhouse.

New Business

- Motion to offer Bookkeeper position to Debbie Lamberti, seconded and approved.
- Nancy Wongbull's services are to be retained during transition period to new bookkeeper.
- Motion to offer Randy Tindle and Curtis Bowman two (2) week severance pay, seconded and approved.
- Old bookkeeping files and continuing storage will be put upstairs of the Metro building.
- A notice to residents will be posted on bulletin board and website for bids on old equipment at Metro building. Highest bid will be awarded at June meeting.

Meeting Adjourned @8:05



Saint Mary's Metro District
Minutes
June 6, 2011
St. Mary's Fire Authority Building

Meeting started at 6:30pm

Board Members in attendance:

John Pacetta, John Wood, Karmin Mackley, Jan Wood, Julie Whisenand, Fred Huff (advising attorney counsel)

May minutes were amended and approved

Financial Report

- Debbie Lamberti emailed reports to board on Fri. Jan 3 to board members
- After review Board asked for revisions in reporting. Debbie advised Board that she could do that.
- Debbie and Karmin have coordinated the transition of bookkeeper's information and there is still some work to do to reflect latest figures.
- Bills for payment were approved.

Operations Report

- Budget line items such as fuel, equipment repair will need to be reviewed.
- Fred Huff suggested we continue to evaluate and review the budget and then once audit is done we can amend it if necessary.
- Road work for June 15 to July 15 was motioned, seconded and approved.
- Troy indicated that the hydraulic box on the Grader needs to be fixed.
- Honnen Equipment Repair would come and evaluate the equipment for \$700.
- John Wood will contact "Bill" (Bill repairs heavy equipment) to see if he would be willing to do the work on the Grader and what he would charge. Troy will coordinate with Bill to accomplish this task.
- New chains need to be purchased for the Loader. John Wheatley researched prices. D&B Wire (Grand Junction) price is \$2982.94 + \$338 for shipping + tax.
- Motion to purchase chains, seconded and approved. Troy will look into any other way to get these chains without paying shipping.
- Troy presented proposed repairs to Metro building. Board motioned, seconded and approved
- Tool purchase was motioned, seconded and approved.

Old Business

Bank Accounts

- Karmin has a few loose ends to finish with regard to Mutual of Omaha bank transition (archiving old files).
- Jan Wood is to be added as a signer on operating accounts.
- Employees of St. Mary's have requested Direct Deposit for their paychecks. Karmin has paperwork for all employees that want to be set up
- On-line banking has been set up. Fred Huff is able to view accounts.

Old Equipment at Metro Building

- Highest bid for equipment was Tom Schanemen's bid of \$450.
- Tom will be notified that the Board will accept a Cashier's Check (money order) for the purchase.
- Tom must remove equipment himself and it must be removed within 48 hrs of cash transaction for purchase.

New Business

- Motion to list St. Mary's employees as a part-time position, seconded and approved (job description will be modified by Julie)
- Fred Huff advised Board of assessment reductions for the St. Mary's area, which will affect our tax money to provide road service to residents. He has suggested that we and the Water Board need to get a Mill Levy increase on the ballot this year.
- Combining the ballot election for this Mill Levy with the county will save a sizable amount of money.
- Fred indicated that we send this information with the July Water bills to residents.
- Jan Wood suggested that we send postcards to the residents, inviting them to attend the Annual POA Meeting, July 10, 2011, which would provide a public forum for questions and answers from the residents about this important ballot issue.
- Jan will advise the POA Board (at her next meeting on Sunday, June 12th) that the focus of the annual meeting will be about getting this passed by our residents.

Meeting Adjourned @7:40



Saint Mary's Metro District
Minutes
September 12, 2011
St. Mary's School House

Meeting started at 6:07pm

Board Members in attendance:

John Pacetta, John Wood, Karmin Mackley, Jan Wood, Julie Whisenand, Fred Huff (advising attorney counsel)

Approved by the Board this 17th of October, 2011, Julie Whisenand (Signature)

Meeting was called to order at 6:07pm.

August minutes were approved

Financial Report

- Bills for payment were approved
- Request for bookkeeper to change header on budget spreadsheet to say "Balance". The current heading of "Total Spent to Date" is misleading on line items due to the way the formula subtracts the budgeted amount and the amount spent.

Operations Report

- Grader maintenance is still taking place, hydraulic is still leaking
- Troy suggested that Rick Snider (county maintenance employee) might be interested in doing maintenance on our equipment. Rick has extensive experience on heavy equipment.
- Troy advised Board that rocks on Goldhammers road is on property owners land, because property and roads were never completed in area.
- Troy is gearing up for winter operations, he is making sure all equipment is ready to go.

Old Business

Mill Levy Proposal

- Fred Huff gave an explanation and a proposed ballot that would be put on November's ballot.
- Fred also gave the Water Board and Metro Board a draft of the additions that Water & Metro Board suggested during the previous meeting. He reminded meeting members that they would be sent in resident's Oct. water bills and posted on the website.
- Because it is "an off year election" all Ballots must be mail-in. Tuesday, November 1st, 2011 is election day this year.
- Fred advised that there are 217 residents in the sub-division.
- Board members (Water & Metro) decided to have open house for Mill Levy proposal on Saturday, October 15th, at 11:00am.
- Boards decided that together with POA sponsorship to have a "Chili Cook-off".
- Jacquie suggested we send post cards and put of signs for open-house to inform residents of event. She will email everyone a draft and Fred will get her address for mailing. Members will approve via email so that they can be mailed in a timely manner.
- Troy will not be able to attend open-house. Road maintenance updates and concerns can be directed to Metro Board members so that everyone has an understanding of the importance of this proposal and how it can affect road maintenance.

Alice Schoolhouse Maintenance

- Jacquie had Canyon Glass replace windows that were broken in basement, they also replaced a window on the main floor that had been broken for years at no additional cost.
- Volunteers painted the porch and picnic tables.
- Slash has been removed by Troy
- Boxes have been stored in Metro building, Troy took care of that issue.
- Troy is still taking care of other some of the other items that have come up.

New Business

- AAA stated that one of our equipment operators damaged a residential water pipe at the Carroll property with the loader. They received an email from another resident stating that the employee was working on personal property and hit the water pipe.
- Board members Jan Wood, John Wood and John Pacetta approved the use of the equipment to be used to clear out the junk at the Carroll property.
- Jan Wood said pipe was bent before, this residence address has water shut off. Troy used dirt to re-profile the dirt around the pipe, he indicated that he did not hit it with the loader.
- This issue will have to be looked into further.

Meeting adjourned @ 7:00pm



Saint Mary's Metro District
Minutes
October 17, 2011
St. Mary's School House

Meeting started at 6:20pm

Board Members in attendance:

John Pacetta, John Wood, Karmin Mackley, Jan Wood, Julie Whisenand, Fred Huff (advising attorney counsel)

Approved by the Board this 7th of November, 2011. Julie Whisenand (Signature)

Meeting was called to order at 6:20pm.
September minutes were approved

Financial Report

- Bills for payment were approved

Operations Report (Troy Mackley is out of town, report given by Karmin Mackley)

- Employee Steve Denbow gave notice, he has found other employment
- He will help out as needed while Troy is unavailable.
- Winter operations are as follows; Troy will check roads @ 3am and 7pm. Plowing will take place when there is 6 inches or more. There is no plowing service between 8:00pm and 4:00am. Snow removal operations begin in the Winterland area due to heavier snowfall in that area.

Old Business

- AAA stated that one of our equipment operators damaged a residential water pipe at the Carroll property with the loader. This issue was discussed during Water Board Meeting; their decision is to not repair it at this time.

New Business

- Resident Craig Stender at 835 Brook Dr. (303-870-7963) indicated that last year snow removal operations were pushing the snow onto his property instead of pushing it to empty lot. He brought pictures showing that all of his driveway rock (because of the snow plow) was getting pushed off his drive. Karmin said she would give Troy the pictures and map and advise him of the situation. Troy can look at the site and find an alternate push site.
- Resident Sharon Mitchell at 691 Brook Dr. indicated that last year the snow removal operations knocked down some large rocks that ended up knocking over some locate markers. It is unclear as to whether these markers are curb-stop indicators, manhole markers etc. Jan will call AAA to see if that is indeed a curb-stop on the easement. Once again Troy will be advised of this upon his return.

General Session Adjourned @ 6:45 pm

Executive Meeting

Regular Meeting reconvened @6:55pm

- Motion to appeal Randy Tindle's unemployment compensation claim if costs for Attorney are reasonable. Motion was seconded and approved by board.

Meeting adjourned @ 7:00pm



Saint Mary's Metro District
Minutes
November 7, 2011
St. Mary's Fire Station #7

Meeting started at 5:47pm

Board Members in attendance:

John Pacetta, John Wood, Karmin Mackley, Julie Whisenand, Fred Huff (advising attorney counsel)

Approved by the Board this 12th of December, 2011, Julie Whisenand (Signature)

Meeting was called to order at 5:47pm.

October minutes were approved

Financial Report

- Bills for payment were approved

Operations Report (Troy Mackley-Road Manager)

- Hired new employee Robert Brown.
- Ad is in Courant for additional part-time employees
- Troy indicated that he would like to purchase rubber blades, instead of the current metal blades that we are using on the equipment. The cost is \$270 per side (2 needed), his feeling is that they will better protect our road base and the cost of damaged blades from exposed man-hole covers.
- Troy said the grader is in need of tires, he will price them out and also check with the County to see if there is anyway that we can order tires through them to receive the discounted prices.
- Motion to approve \$3000 for blades and tires was seconded and approved.

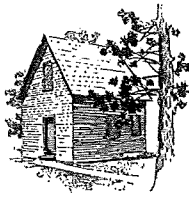
Old Business

- Resident Craig Stender at 835 Brook Dr and Sharon Mitchell at 691 Brook Dr road concerns have been addressed by Troy.
- The mill-levy ballot issue was held on Nov. 1, 2011 and all votes have been tallied. Both questions affecting the Metro District passed.

New Business

- The Budget Hearing has been continued to the December, 2011 meeting.

Meeting adjourned @ 6:15pm



Saint Mary's Metro District
Minutes
December 12, 2011
Alice School House

Meeting started at 6:11 pm

Board Members in attendance:

John Pacetta, John Wood, Jan Wood, Julie Whisenand, Fred Huff (advising attorney counsel)

Approved by the Board this 9th of January, 2012, Julie Whisenand (Signature)

Meeting was called to order at 6:11 pm.

November minutes were approved

Financial Report

- Bills for payment were approved

Operations Report (Troy Mackley-Road Manager)

- Gary Vaughn was offered full-time position as operator/mechanic
- Gary's start date is 12/17/2011
- Fred Huff indicated he needs what the salaried position consists of.
- Troy will email Fred summary of offer to Gary, including but not limited to; bi-weekly salary w/o benefits, any holidays, sick time, vacation or overtime. 24/7 availability in winter/snow season.
- Tires purchased for Grader (\$2414.61), Gary and Troy will install hopefully by the end of month or beginning of January.
- Rubber blades purchased (\$627.10)
- Troy advised Board that Bi-annual service is due on both machines. Supplies to accomplish this task will be approximately \$1100
- Annual service on the grader and the loader will begin in January.

Old Business

- Mill Levy – Board approved the current Mill Levy
- Budget – Metro budget meeting will take place on Saturday, December 17, 2011 10:00am at the Alice Schoolhouse.
 - Fred will have the 2010 Audited Budget and the projected amounts for 2012.
- Unemployment Appeal- The Board will not file any additional appeals in the Randy Tindle case.

New Business

- The POA and St. Mary's Historical Society is hosting the Christmas/Hay-ride Party, Saturday, December 17, 2011 at the Alice Schoolhouse
- The Metro Board will winterize the Schoolhouse after that event. It will remain closed until May.

Meeting adjourned @ 6:42pm