

MINUTES OF THE NOVEMBER 16, 2016
REGULAR MEETING
and
FINAL 2017 BUDGET HEARING
OF THE PUEBLO CONSERVANCY DISTRICT

Directors Present: Bill Alt, Barb Bernard, Matt Cordova, Corinne Koehler, Dennis Maroney, Bud O'Hara, Donna Phillips, Ron Serna, Paul Willumstad

Also Present: Administrator Rick Kidd, Attorney Don Banner

Guests: Kim Kock, NorthStar Engineering

The regular meeting of the Pueblo Conservancy District was called to order by President Willumstad at 10:05 am. A quorum was present.

2017 BUDGET HEARING

Kidd provided a brief review of the proposed budget. He reported that the hearings had been advertised in the Pueblo Chieftain but there had not been any requests for reviewing it. The proposed budget provides \$250,000 to be spent on Phase 4 of the Levee reconstruction and certification project, leaving approximately \$256,000 for a cushion. Bernard moved to approve the 2017 budget. The motion was seconded by Cordova. Motion passed.

The budget hearing adjourned at 10:16 am and the regular meeting resumed.

Minutes:

The minutes of the October 26, 2016 regular meeting were reviewed. Alt moved to approve the minutes and Maroney seconded. Motion passed.

Banner called on the Board to approve a resolution certifying the maintenance fund assessments to the County Treasurer. The resolution reads as follows:

RESOLUTION

The officers of the Pueblo Conservancy District are hereby authorized to certify to the Treasurer of Pueblo County that by virtue and under the authority of the conservancy law of Colorado, the Board of Directors of the Pueblo Conservancy District has levied a Maintenance Fund Assessment for the year 2016 payable with real property taxes for 2016 due in 2017 as shown on the maintenance fund assessment record which is provided to you by the Pueblo County Assessor's office or by our agent, NorthStar Engineering. The officers are further authorized to certify that all of the properties in Pueblo County excluding exempt properties, as shown in Tiers 1, 2 and 3 and including State Assessed Properties, are to be assessed. Properties in Tier 1 and State Assessed Properties whose location cannot be determined with accuracy shall be assessed at the Tier 1 (Pueblo County, outside of the City and outside of the flood plain) rate of .00006806 per \$100,000.00 of actual value. Properties in Tier 2 shall be assessed at the rate of .00009874 per \$100,000.00 of actual value. Properties in Tier 3 shall be assessed at the rate of .00105820 per \$100,000.00 of actual value.

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The officers are further authorized to certify that the amounts of said levies upon the several parcels of land upon which the same are imposed are set forth in the maintenance fund assessment record.

And finally, the officers are further authorized to certify that the said assessments set forth in the maintenance fund record shall be collectible and payable the present year in the sums therein specified at the time that the state and county taxes are due and collectible, and you are directed and ordered to demand and collect such assessments at the time that the state and county taxes are due on the same land, and the maintenance fund assessment record to which this certificate is appended shall be your authority to make such collection.

These matters which the officers are authorized to certify are adopted by the Board on behalf of the Pueblo Conservancy District.

Adopted by the Board this 16th day of November, 2016 nunc pro tunc to October 26, 2016.

Bernard moved to approve the resolution as stated and Cordova seconded. Motion passed.

Public Forum:

None

Presentation of 2015 Audit – Sam DeNardo said that he finished the audit report and provided it to Kidd near the end of September. He asked if he needed to come present the report and Kidd told him that he did not believe it was necessary. Kidd asked him to come to this meeting because the Board had some questions and concerns. Willumstad asked DeNardo what needed to be done so that he would have the information needed to provide the audit earlier. The Board did not have an opportunity to really review the 2015 Audit because it had to be approved during the meeting at which it was presented. DeNardo responded that the State statutes require audits to be prepared and filed by July 31, but that the State will approve a 60 day extension. DeNardo said that he had met with Daveline, Kidd, and Kock the end of April or early May to discuss what would be needed for this year. He then followed up with a letter stating what information was needed. Kidd said that the new coding should help significantly and that he now has a better understanding of how the records need to be presented. Kidd said that he should have the records ready for DeNardo right after the first of the year. It was decided that the audit preparation meeting next year should include Bernard as a direct liaison and approved account signatory. DeNardo said that he would have the 2016 audit completed before the August Board meeting and would plan to attend the August meeting and present the report to the Board. It will take him about 30 minutes on the agenda. There needs to be electronic access to the various banking accounts for both the District's accountant and the auditor. Kidd said that Daveline had had trouble getting information from Bank of The San Juans (formerly Canon National Bank) last year. They have to wait for all checks to clear for the final year end close-out. It will also help if construction and consultant contracts are billed at the end of the year.

Alt moved that the Board enter into Executive Session. Seconded by Serna the motion passed. Kock was permitted to stay. Executive session was entered at 10:47 and adjourned at 11:12.

Accountant Services – Larry Daveline said that the financial system requirements have become more complicated than in the past. The District has more financial activity now and the budget threshold now requires that the accounting be audited. Daveline's firm prepares the financial statements and then gives them to the auditor. The \$6500 that they invoiced was for preparing for the audit and is the amount stated in their engagement letter with the District. The \$3100 was for additional accounting and consulting services provided during the course of the year. Banner said that Daveline was very helpful in revising the budget message statements that had to be submitted to DOLA. Willumstad asked Daveline what the District could do better to help them. Daveline responded that the line items and contract completion are important. Depreciation is applied to the completed work. Daveline will be providing engagement letters for 2017.

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Treasurer's Report:

Serna moved to receive and file the accountant's compilation report. Seconded by O'Hara. Motion passed.

Bills – Bernard said that she had reviewed the invoices from Kidd, NorthStar, ASI, and Lytle. She said that they were within the contract provisions. Kidd reported that the bills include the Canon National Bank load payment of \$700,000 and ASI's pay application in the amount of \$946,530. Bernard moved to pay the bills and O'Hara seconded. Motion passed.

The following bills were posted for review and approval:

Vectra:

\$ 600.00	Black Hills Energy, Lake Runyon Electricity
\$ 400.00	MBD&G, Monthly Accountant fees
\$ 500.00	Banner and Bower, Attorney fees
\$ 1,700.00	Kidd Engineering, Administrator/Engineer fees
\$ 200.00	Alt, Director's Fee
\$ 200.00	Bernard, Director's Fee
\$ 200.00	Cordova, Director's Fee
\$ 200.00	Koehler, Director's Fee
\$ 200.00	Maroney, Director's Fee
\$ 167.40	Maroney, Fountain Creek Committee meetings mileage
\$ 200.00	O'Hara, Director's Fee
\$ 200.00	Phillips, Director's Fee
\$ 200.00	Serna, Director's Fee
\$ 200.00	Willumstad, Director's Fee
\$ 49.50	The Pueblo Chieftain, 2017 Budget Advertisement

CNB Reserve Account:

\$700,000.00 Construction Loan Payment

CNB Draw Account:

\$ 420.00	Kidd Engineering, Levee Phases 2&3 CA/CO, Planning meetings
\$10,197.50	NorthStar Engineering, Arkansas Tasks F.3, F.4, and F.5 Construction staking, observation, and testing
\$ 148.00	NorthStar Engineering, Arkansas reimburseables
\$ 7,272.50	NorthStar Engineering, Wildhorse Task D – Construction support services
\$ 16.00	NorthStar Engineering, Wildhorse reimburseables
\$ 1,980.00	NorthStar Engineering, Maintenance Fund Assessment Support, Appraisal Phase III Services, Property Acquisitions, Artwork and Recreational Opportunities meetings
\$ 18.50	NorthStar Engineering, MFA & etc. reimburseables
\$946,530.00	ASI Construction, Inc., Arkansas Levee Phase 3
\$ 5,759.56	Altman, Keilbach, Lytle et.al., Wildhorse Creek Area Eminent Domain and Land Acquisitions 10-31-16 invoice

Property Acquisitions:

No Report.

President's Report –

None provided due to time constraints.

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Administrator's Report –

Kidd reported that he contacted C&O Window and Door concerning a shield for the Runyon lights. They said that Kevlar would provide protection for up to a .45 caliber bullet. It would cost approximately \$350 per light for the Kevlar but someone would have to design and fabricate a shroud that would be approved by Black Hills. It was decided to put this discussion on hold until Kidd found out if the City would be interested in taking Runyon into the City Parks system.

Fountain Creek Committees Reports –

Maroney reported that the Monument Creek watershed study had been completed. It looks at flood control alternatives. He said that CDOT has a preliminary plan to protect the Highway 47 bridge. It is similar to what was done at the Highway 50 bridge, using jetties. The time table for the work is not known.

Arkansas and Wildhorse Levee Construction –

Kock reported that Swerdfeger is placing the footers for the concrete wall in the 15th to 16th Street area. ASI is moving very fast to mobilize and start demolition. They should be fully engaged within a couple of weeks. ASI is getting information and pricing for applying an anti-graffiti treatment on the concrete wall at 18th Street.

Old Business:

Recreation Sub-Committee – Koehler had to leave earlier, but Kidd reported that the City has received a commitment for a grant from CDOT. Other grant applications are looking good. The City will be starting to prepare an RFP for planning services.

New Business:

HARP Authority Representative – Cordova said that they meet on the 2nd Wednesday of the month at 3:30. Maroney and Alt both expressed an interest. It was decided that Maroney will replace Cordova as the District's representative to the HARP Authority.

Mural Sub-Committee – Koehler had asked someone else to take this on because she no longer had time for it. Alt agreed to chair the Mural Sub-Committee.

Other Business:

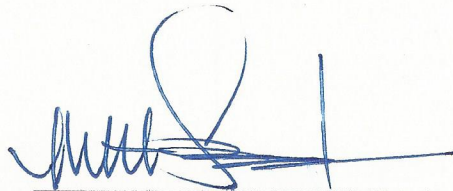
None.

There being no other business to come before the Board the meeting was adjourned at 12:00 pm. The next regular meeting date will be December 21, 2016, at 10:30 am.

APPROVED:



Paul Willumstad, President



Matt Cordova, Secretary