

EAGLE BEND METROPOLITAN DISTRICT NO. 2

**<http://www.eaglebendmetro.com>
The Inverness Hotel and Conference Center
200 Inverness Drive West
Denver, CO 80112
(800) 832-9053
Date: September 26, 2011**

Eagle Bend Metro District #2 Board of Directors Planning Meeting

Minutes

I. Call To Order

The meeting was called to order at 9:00 am by Director Coker. In attendance were Directors: Coker, Arellano, Rexroat, Meyer, Geiger and Board Recording Secretary Audrey Davie.

II. Declaration of Quorum/Director Qualifications/Disclosure of Conflicts

It is the responsibility of each Director to disclose any matter of conflict of interest with the District to the Board prior to each meeting, and any such potential conflicts must also be filed with the Secretary of State. The practice of filing each month has been amended to filing on an annual basis for all meetings, absent new conflicts that arise during the year.

III. Approval of Consent Items

A. Agenda for September 26, 2011

Director Geiger made a motion to approve the September 26, 2011 agenda and ratification of check number #1687. Director Arellano seconded the motion. The motion was unanimously approved.

IV. Review of William Oncken's Management Concept

The purpose of the William Oncken's Management Concept review as first presented in January, was for the Board to understand the value of operating effectively within a system. Clearly defined roles, responsibilities and operating procedures can only aid the Board in attaining their short and long term strategic goals. Director Coker reviewed the three major components: **1.)** Boss (President), **2.)** Systems Imposed Time (Consultants) and **3.)** Innovative Time (New ideas, processes, communication) explaining that each component is necessary in order to produce any desired product. The Oncken system requires the "Boss" be kept appraised by the lead member of each component/assigned task which is key to the overall process. Director Coker stressed that trust is essential to achieving the Board's goals.

The Program Evaluation Review Technique (PERT) System was briefly mentioned by Director Coker. The PERT System was designed to solve problems using the following components: **1.)** define problems/opportunities, **2.)** develop objectives and **3.)** Political function to reward.

Director Rexroat proposed that each Director construct a written record of their project(s) to include a variety of categories but not limited to: project components, cost, budgeted amount, yearly maintenance etc. The Board agreed that each Director will be responsible for completing a project template at the end of the year. Director Coker and Audrey Davie will create and present the template to the Board at the November meeting. See Director Rexroat's example on Page 2. Director Geiger suggested President Coker might develop a "Presidency Report" containing: **1.)** Here's what I learned and **2.)** Here's what I would have done different.

Director Rexroat's Project Plan - Example	
PROJECTS	OVERALL BUDGET
1. Installed wi-fi network well/system	\$ _____
a. Operations Manual	\$ _____
2. Control auto off	\$ _____
3.. Install float	\$ _____
3. Install gauge in the well house	\$ _____
4. Define cut off HOA & Metro	\$ _____
5. Defined in writing who is responsible for what	\$ _____
6. At start up reported usage per well/how much level changes	\$ _____
7.	
DIAGRAM	
Location of wells and pump house. What is installed at each site and how each part functions is also represented.	
COST SAVINGS & PAY BACK	
*Paid back in 9 months of operation	\$ _____
HOA during hot day requires 1.2 million gallons per day 600,000	
MAINTENANCE PROJECTION	
2011-2012	2011-2012 \$ _____
a.	
b.	2012-2013 \$ _____
2012-2013	
2013-2014	2013-2014 \$ _____

V. Review Long Range Strategic Plan

The purpose for the Board to review the Long Range Strategic Plan was to evaluate the current 2009-2015 Strategic Plan and make any necessary changes. All Goal Areas, Givens and stated Actions/Outcomes were reviewed and discussed in detail. Additions were made to the Goal areas of Partnerships and Water, one addition to Homeowner Satisfaction and minor changes were made to Actions/Outcomes. See document for specific changes.

VI. Budget Process and Planning

Director Geiger reviewed the Board's three funds: General Fund, Water Enterprise and Debt Service Fund highlighting the Actual 2010 Budget, Adopted 2011 Budget, and Actual Budget to Date (6/30/2011- 8/31/2011) for each. Revenues and expenditures in each of the three reporting entities were discussed on a historic and prospective basis and the original 2012 budget document proposal was adjusted as necessary. The proposed beginning cash balance for 2012 is approximately \$1,374,085.

It was noted that Xcel Energy is projected to post a 5% increase for 2012. Director Geiger stated the residential assessed valuation dollars are projected to drop to approximately \$57,600+ which is approximately 6% less than 2 years ago. Directors Geiger, Arellano and Coker will meet to discuss and establish the Metro District's 2012 water rate. Director Geiger thanked the Directors for their time regarding input into establishing the 2012 budget.

VII. Unfinished and/or New Business

Director Coker posed the following as new ideas to think about: **1.)** purchase additional water rights and **2.)** purchase part of East Cherry Creek Valley (ECCV) pipeline. More discussion will be held.

Director Meyer asked the Board for input regarding posting ads in the newsletter. The Board stated they prefer the newsletter to remain free of ads.

VIII, Adjournment

The meeting ended at 3:21 pm.

The next meeting will be held October 27, 2011.