



Big Elk Meadows Association
Saturday, August 15th, 2020
Meeting Minutes

09:00 Call to Order by President

- Quorum verification – (Board members attending): Johnstone, Forsberg, Davis, Faughnan, Clevenger, Ellis, Sommers, Broome, Saylor. Director Ellis left at 09:42 due to personal emergency.
- Members in Attendance: C. Ray, G. Scoma, S. Smith, G. Christensen, P. McDaniel, P. Cyphers, B. Tolle,
- Staff in Attendance: P. Flanagan and V. Darling-Orth
- Request for Executive Session made by Karl Davis for the purpose of discussing Water Rights.
- Approval of this Agenda – First motion by Director Forsberg, and second motion by Director Faughnan. President Johnstone called for the vote, all in favor.
- Approval of July 18th, 2020 Meeting Minutes – First motion by Director Saylor and second motion by Director Forsberg. Discussion. President Johnstone called for the vote, all in favor.

09:10 Member Communication

- C. Ray – Questioned a member communication regarding hours for ATV use due to sound. S. Smith stated she believes most members ride responsibly. Board discussion on emergency purposes and staff operating UTV's. Board discussion and review of language in the rules pertaining to ATV's and UTV's. Explanation of how the rules were developed and language used, by G. Scoma, Director of the Board from June 2010 to May 2018.
- Fire Chief Isenhart presented the VFD of BE Report. Discussion of transport of patients. Discussion of visits to Johnny Park and experience with uncooperative campers. Due to the reduction of speed limits within the community, Fire Chief Isenhart has instructed all VFD of BE staff to slow down for emergency and non-emergency calls. Brief discussion on cancellation of VFD of BE Garage Sale.

Review and discussion of fire in upper meadows and challenges presented. Fire Chief Isenhart stated there was good response from mutual aid partners, then explained cause of fire was due to a very bad cut on a live tree. Tree leaned back and fell into power lines. Individual attempted to pull tree away from power line by use of a chain causing himself electrical shock. G. Scoma suggested the buddy system for cutting trees. S. Smith stated she was unaware members could cut trees in upper meadows. President Johnstone informed members the Board is working on this matter, several discussions are occurring, and update of rules will be forthcoming. Fire Chief Isenhart also encouraged tightening up guidelines for fire use restrictions and advised sources inside the home or services that have a shut off valve are not under restrictions. In following County guidelines and definitions, restrictions of fire use are much clearer.

09:30 Master Calendar

Board review of Master Calendar

Discussion on Autumn Reminders

Discussion on Member Appreciation Picnic

Discussion on Ribbon Cutting ceremony – Board agreed to reschedule this event to September 19th, 2020 following the Board of Directors meeting. Discussion on social distancing measures to be taken along with mask wearing expectations for those in attendance.

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09:45 Office Committee Report

Director Broome presented the Office Committee report on behalf of the Committee. HVAC installation postponed due to COVID-19, scheduled for Friday, September 21st, 2020. Floors have been sanded and sealed. Paint complete although a bit of trim work needed completion. Final connections on plumbing and electrical. Final inspection will be scheduled once all is complete. Fire Chief Isenhart offered assistance in moving furniture into office. Final inspections and approval will be completed prior to scheduling moving. Appreciation expressed for all volunteers and their work. Completion of the office has taken longer than expected due to a third COVID-19 interruption.

10:02 Operations Committee Report

Operations Administrator P. Flanagan presented the Operations Committee report on behalf of the Committee at the request of Director Forsberg, Committee Chairman. Review of high water usage, due to several water leaks at member properties. As Operations made progress in catching up on reserves due to significant loss from the water leak events, finished water was used to refill fire equipment for Pinewood and BEMA after the upper meadows fire on August 8th. Although the community is currently very low on water, minimal reserves in the upper storage tank are nearly met. Director Clevenger asked if the VFD of BE is using finished water to refill equipment. Operations Administrator P. Flanagan explained well water is generally used however power was off at the time filling occurred and emphasized unfinished water is to be used under best circumstances. Concern with what type of water is utilized for firefighting and replenishing equipment is due to the cost of finished water vs unfinished water. Cost for finished water is .025¢ per gallons vs .000¢ for unfinished water. Wells are very low, Ph in lake is too high for use and not an option.

Discussion of road conditions and causes. Road base has been ordered for new compactor site. Discussion of test on gate valve at Sunset Dam. Operations Committee recommended opening Sunset gate valve for water flow to support lake health, fish habitat and overall eco system within the community. Operations Committee member G. Christensen provided several statements in support of opening Sunset gate valve. Director Faughnan, Reconstruction Committee Chairwoman requested director Davis, Water Rights Committee Chairman to open Sunset gate. Director Davis deferred to executive session for further discussion. Director Forsberg recommended a separate meeting with Operations and Reconstruction for further discussion.

10:22 Reconstruction Committee Report

Director Faughnan presented the Reconstruction Committee Report on behalf of the Committee. Project Manager Johnstone overviewed the status of Sunset Dam. All punch list items have been addressed, leak at the gate valve repaired, and a handful of items to complete prior to final pay-ap close out. Change Orders are completed with the project right on budget. Documentation currently under review. Board discussion on additional funding. Close-out of all grants due by the end of September.

Final payment for Riparian project received. Closeout documentation has been submitted and is in process.

Board discussion on dam maintenance as required by the State. Board discussion on products used for maintenance having an impact on lake and fish health. Both Director Forsberg and Office Administrator Darling-Orth spoke with R. Ross of Running R. LLC (referred to BEMA by the State Dam Inspector, J. Batka) who advised products used are water approved and historically have not had a negative impact on lake health. Director Forsberg recommended work being performed in the spring during run off

G. Christensen received a response communication from Congressman Neguse and will continue to pursue efforts on CR47. The response from Congressman Neguse was shared and discussed with the Board.

Final CDBG loan amount to be determined. Director Clevenger along with the Finance Committee are doing everything they can to expedite documentation for financials. Board discussion of water lines and closeouts pertaining to financials. PW16 in process. Final documentation to be submitted to FEMA with 10% outstanding for final closeouts.

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10:37 Finance Committee Report

General liability coverage completed, cost increase due to additional expenses and challenges of covering mountain areas. Meeting held with Clausen and Associates. Trial Balance from old accounting system to QuickBooks in preparation for upcoming audits. Committee review of asset inventory for audit. Will look to Operations support for an accurate reporting. Committee continuing reconciliation, asset inventory and prep for audit and tax filing. This is a sequential, complicated and laborious process. Everyone involved must complete their piece for the next step in the process to be taken.

Board Review of the Treasurers Report.

Review and discussion of trash and recycle compactor. Due to change in costs of compactors, the pad will be poured for both compactors. Operations recommended only placing the trash compactor this fiscal year with placement of recycle compactor next fiscal year.

Friends of Big Elk Committee requested funds from donations be used as seed money for future projects. Board agreed to this request and encouraged the Committee to move forward with research on projects.

10:56 Governance w/ Communications Committee Report

Director Forsberg motioned Jess Ellis to the Governance Committee, Director Faughnan seconded the motion. President Johnstone called for the vote, all in favor.

Director Sommers is working on digitizing the Incident/Violation process, similar to the work order process. Director Saylor adamant that all incident/violation reports be sent to the Board for review and processing; stated this is a legal issue that could negatively impact the community if not properly managed. Board discussion of anonymity. Director Clevenger stated the Board must be cognitive of privacy. Individual disputes could be considered a private matter. If an incident or violation affects the community, the matter should be brought to the Board. Director Clevenger recommended working with Operations to come up with categories for incidents. Board discussion on signature and validity of report. Director Saylor asked how are incidents documented when reported verbally and actions taken verbally. Director Clevenger stated follow-up concluded in either committee reports or the Minutes. Director Sommers provided options for documentation and close-out of issues.

Board discussion of Action Items and closeouts of Action Items.

11:18 Lake Health & Fish Habitat Committee Report

Director Forsberg presented the Lake Health & Fish Habitat Committee report on behalf of the Committee. The Committee is experiencing a devastating loss of fish with recent figures of 300 dead fish collected from Willow Lake and under 100 collected from Mirror Lake. Recent DO measurements taken show levels had dropped to 0. With water being transitioned from Rainbow Lake down to Mirror Lake, the Committee found movement of water has improved lake conditions, increased DO levels and allowed aerators to kick back in. The Committee is unsure if there is a complete loss of fish in the lakes affected and continue to take readings. Due to the recent loss of fish and affect of the eco system within the lakes, the Committee is looking into support from the fish stocking hatchery who also specializes in lake health.

11:23 Lot Maintenance Committee Report

Director Davis presented the Lot Maintenance Committee Report on behalf of the Committee. Concerns at 1027 Aspen Dr. continue. Director Davis recommended removal of the sand/soil placed near the water and changes made to the lot without Architectural Review Committee approval. Director Clevenger recommended a hearing with the owners due to changes without approval and bringing in foreign materials without environmental studies and reports being provided. Director Broome advised there have been member complaints regarding the beach, questions on weather this change was approved and why was it being permitted.

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G. Christensen asked if an ARC was submitted and approved for the asphalt paved driveway at 642 Hickory Drive. Director Broome stated no ARC was submitted. Board discussion on the use of asphalt in regard to lake health. Lake Health & Fish Habitat Committee will look into effects of asphalt on water.

Board discussion of violations, letters and fines. Discussion on how ARC violations have been handled in the past. Director Broome stated in general, offending members have been following ARC guidelines but not completing the application and receiving approval prior to commencing a project. He will put a list of ARC offenders together and submit to the Office Administrator.

Second garden club meeting held with additional members joining.

11:39 Old Business – Review of Action Item List

President Johnstone advised Directors action items haven't been updated by Committee Chairs. The Office Administrator has not updated as Chairs have been advised to update. Board discussion on updating and completing action items.

Board discussion on bank of mailboxes being placed within the Meadows. Office Administrator will check with the Lyons Postmaster.

11:45 New Business - None

11:45 Adjourn Meeting: First motion by Director Sayler, second motion by Director Faughnan, all in favor.

Next Board meeting is on Saturday, August 15th, 2020 at 9:00 a.m. location Guthrie Station in Big Elk Meadows.

5 Minute Break

11:50 Executive Session