



**Big Elk Meadows Association
Saturday, September 18th, 2021 9:00 AM
Board of Directors Meeting Agenda**

Meeting ID meet.google.com/knk-tfqe-mdv Phone Number (US)+1 909-929-1321 PIN: 621 217 757#

09:00 Call to Order by President

- Delegation by Scott Johnstone to Paul Cyphers to preside over the meeting.
- Quorum verification – (Board members attending):
- Board members not in attendance: Scott Johnstone
- In Attendance:
- Staff in Attendance:
- Request for Executive Session made by _____ for the purpose of _____.
- Approval of this Agenda – First motion by _____, and second motion by _____, all in favor. Restricting discussion to Five Minutes. Recording of meeting and minutes.
- Approval of July 19th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.
- Approval of August 21st, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.
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09:10 Member Communication

- Member Letter of Intent for Director Positions – 8 intents submitted.

Christa Isenhart
Paul McDaniel
Glenn Christensen
Cathy Sees
Ken Battaglini
Roy McCutchen
Linda Adler
Jennifer Taylor

09:30 Board Elections - Decide on date and process for community vote. Need for Special Meeting

09:40 Master Calendar – Proposed moving to Google Calendar

09:50 Long Term Planning Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status Update	Comments, Q & A		C. Loomis



10:10 Communications Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Sommers
Website	Status		R. Sommers
Google Drives	Access - Completed	08/01/21	S. Johnstone
Document Retention Process	Inventory Underway/Tied to Drive Structure Volunteers Identified and starting	08/15/21	R, Sommers/P. Cyphers

10:20 Social Activities Club

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		
Calendar of Events	Need Six Month View		
Member Appreciation Picnic	Results		
Budget	Yearly Budget - \$4500		

10:30 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Leonard
Staff Performance Evaluations	Completed 7/16, Next steps	07/31/21	Johnstone/Cyphers
Work Priority List	Develop List based on Work Orders - discussion on the upgraded work order system on prioritizing projects and scheduling for completion.	08/21/21	R. Leonard
Operations Responsibilities	Define Scope and Set Expectations to Employees, Board and Community	07/19/21	P. Cyphers
Update Job Descriptions of Staff	Dependent on Responsibilities above	08/21/21	Committee



Maintenance Budget/Capital Projects	Review Last Years and Upcoming Budget , Plan Capital Improvements	08/21/21	P. Cyphers/R. Leonard
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Spending, White Plow Truck Repairs	08/01/21	G. Christensen/P. Cyphers/R. Leonard
PM Schedule	Need for Budgeting	08/15/21	R Leonard/Selina Davis
Work Order program.	Working with Operations to create an electronic system for submitting and processing work orders.		R.Sommers/S. Johnstone
Volunteer Program	Activity Tracking, Requests, Completions		R Leonard
Service Contracts	Copy of BEMA contract with Larimer County, Weed Management (approval of Invoices)	08/21	Operations
Transfer of Reconstruction Items	Dam Management (weeds, gate valves, releases) Dam Inspection Report – 07/26	Completed	

Water Intake Project	Underway - Status		P. Flangan
Concrete Water Tank Liner	Status		
Repair Underground Steel Water Tank	Quotes		P. Flanagan
Upper Tank Water Repair	Priority		
Turbidity Meter	Quote for Review		P. Flanagan

11:00 Finance/HR/Legal Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – August 17		P. Cyphers
Cleanup of 2020 FY Accounting	Numerous items – Currently maintenance expenses		P. Cyphers
Work on VFD utility bills	*PAID thru June – Discussion being held on setting up utility directly for VFD based on Lease Agreement	08/15/21	



Treasurer Report	Over 90 days Past \$5500		P. Cyphers
Insurance Review	Renewed as is, Need to work on Kaiser review	11/30/21	P. Cyphers
FY2021 Capital Expense Plan	Need further quotes and prioritization		Committee
Finalize capital ass		09/30/21	P Cyphers/S Davis
Have QB's ready for audit	Meeting with Atlas Accounting on a weekly basis	10/31/21	P. Cyphers
Legal Updates	Doing Legal Heat Map, refresh previous by Jeff Weber, setting schedules for board executive session with lawyer	08/31	P. Cyphers
HR Updates	Employee Handbook, Organization Documents, Compensation Review	11/31/21	

11:15 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A		D. Saylor
Discussion Items	Governance Responsibilities, Discussion Items		D. Saylor
Location\Version Control of Governing Documents	Inventory and Location of Documents, as part of the Document Retention Program		P. Cyphers
Violation Program	Approval to Send Violations Report Letters		R. Sommers
Policy and documentation of Incident /Covenant Violation Form	Director Clevenger motioned an ad hoc committee be formed to establish rules violations, guidelines on enforcement and penalties or fines to be levied. – Rules Committee		AD Hoc Committee
Create incident log	Proposal on incident reports		
ARC Committee	Questions. Volunteers needed		K Broome



11:30 Lake Health & Fish Habitat Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status Update	Comments, Q & A		G. Christensen/P. McDaniel
Application of BioLynceus Treatments	Two recent applications totaling \$10,000		Operations
Aeration Budget and Expenditures	Two fish stocking		P. McDaniel

11:45 Water Rights Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		K. Davis
Water Releases			

12:00 Old Business

12:00 New Business

Management Company Proposals

Accounting Proposals

Legal Budget

12:15 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, October 17th, 2021 at 9:00 a.m. location TBD.

5 Minute Break

12:20 Executive Session