

**QUARTERLY MEETING OF THE BOARD OF MANAGERS  
OF SPECIAL IMPROVEMENT DISTRICT #4  
OF THE RIO GRANDE WATER CONSERVATION DISTRICT  
September 7, 2021 at 9:00 a.m.  
By Zoom Teleconference**

**Present:** David Frees, President; Jan Waye, Manager; Jeremy Uhlenbrock, Manager; and, Peggy Godfrey, Ex-Officio Member.

**Excused:** Pete Stagner, Vice-President/Secretary/Treasurer.

**Staff and Consultants:** Pete Ampe, Hill and Robbins, P.C.; Chris Ivers, Program Manager; Rose Vanderpool, Program Assistant; Wylie Keller, Water Resource Specialist; April Mondragon, Administrative Assistant; and, Michael Carson, Database Administrator.

**Guests:** Deb Sarason, David Hofmann, and John Gerstle.

**Meeting Called to Order**

President Frees called the meeting to order at 9:10 a.m. A quorum was present.

**Approval of the Minutes Agenda**

President Frees asked for amendments or a motion to approve the following:

- May 12, 2021-Special Meeting Minutes
- June 1, 2021-Quarterly Meeting Minutes
- June 1, 2021-Executive Session Minutes
- July 27, 2021-Special Meeting Minutes
- July 27, 2021-Executive Session Minutes

A motion was made by Jeremy Uhlenbrock to approve the five (5) sets of minutes as presented. The motion was seconded by Jan Waye and unanimously approved.

**Approval of the Agenda**

President Frees asked for amendments or a motion to approve the agenda. A motion was made by Jan Waye to approve the agenda as presented. The motion was seconded by Jeremy Uhlenbrock and unanimously approved.

**Attorney's Report**

President Frees asked for the Attorney's report. Pete Ampe reported they would begin a discussion on potential groundwater allocation rules later in the meeting under new business. He highlighted that that Board would not be taking action on the topic at this time.

**Program Manager's Report**

President Frees asked for the Program Manager's report. Chris Ivers presented the financial report which included the Profit and Loss Statement, checking account balance, and total expenses. He highlighted the total remaining balance due to the Rio Grande Water Conservation District, total accounts receivables, total assets and total expenses.

A motion was made by Jan Waye to approve the financial report as presented. The motion was seconded by Jeremy Uhlenbrock and unanimously approved.

Mr. Ivers reported working with a land owner and legal counsel to draft a letter of intent to start discussions and negotiations on a contract and highlighted sending out Well Injury Payment bonus payments. President Frees highlighted how well the letter Mr. Ivers wrote was written that went with the bonus payments.

**Review Parcels with Unpaid Subdistrict Fees**

President Frees asked for the review parcels with unpaid Subdistrict fees. Chris Ivers presented a list of parcels with unpaid Subdistrict fees. Pete Ampe explained the consequences and legal action the Subdistrict would take due to the breach of contract by not paying the Subdistrict fees. Mr. Ivers reported staff would be sending out another letter to the property owners requesting payment one more time. Mr. Ampe explained how nonpayment of Subdistrict fees differs on the tax rolls. A special meeting was scheduled for November 29, 2021 at 9:00 a.m.

**2022 Budget Discussion**

President Frees asked for the 2022 budget discussion. Chris Ivers presented the draft 2022 budget and highlighted the changes since the last time he presented it. Mr. Ivers provided the expected carry forward administrative fee amount, groundwater withdrawal fee, amount to be collected in administrative fees and groundwater withdrawal fees for 2022. Mr. Ivers highlighted the amount budgeted for sustainability and remedy portfolio expenses, and the amount budgeted for Well Injury Payment Agreements.

A motion was made by Jan Way to approve the 2022 budget as presented. The motion was seconded by Jeremy Uhlenbrock and unanimously approved.

**General Board Discussion**

President Frees asked for the contract fees to be paid upfront upon approval. Pete Ampe reported it would no longer be a burden of the Subdistrict going forward, fees would be on the county tax rolls each year.

**New Business**

President Frees asked for new business. Pete Ampe reported drafting rules and regulations to allow the Board to set allocations of groundwater use if necessary to meet sustainability requirements. Mr. Ampe asked the Board to review the document further and make comments at the next quarterly meeting. He reported the rules would apply to Subdistrict wells and contract wells.

**Next Meeting**

A special meeting was scheduled for November 29, 2021 at 9:00 a.m.

The next quarterly meeting is scheduled for December 7, 2021 at 9:00 a.m.

**Adjournment**

A motion was made by Jeremy Uhlenbrock to adjourn the meeting. The motion was seconded by Jan Waye and unanimously approved.

The meeting was adjourned at 9:55 a.m.

  
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President

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Vice-President/Secretary/Treasurer