

SLPPOA Board of Directors Meeting  
June 10, 2025

| <b>Board Members present:</b> | <b>Board Members Absent:</b> | <b>SLPPOA Members Present</b> |
|-------------------------------|------------------------------|-------------------------------|
|                               | Keith Rigney                 | Nadia Mojica                  |
|                               | Ashley D'Anna                | Michael Garcia                |
| Scott Gould                   | Scott DeWitt                 | Tom Messing                   |
| Angela Mielke                 |                              |                               |
| Donna Smith                   |                              |                               |
| Elizabeth Swicegood           |                              |                               |
| Daniel Wirth                  |                              |                               |
| Tim Umscheid                  |                              |                               |
|                               |                              |                               |

Meeting called to order at 1832 by Tim Umscheid

**Agenda Approval**

Smith proposed the following changes to the published agenda:

- Move Gravel Aspen Road to Roads discussion
- Add Consumer Confidence Report to Water discussion
- Add Blewer project on Cerro Pelado to Roads discussion
- Add Thinning Grant update to Firewise

Smith motioned to approve the agenda, as amended, Gould seconded; motion passed 5-0

Minutes needing approval – May 13, 2025

Umscheid motioned and Gould seconded to approve May minutes; motion passed 5-0

**PRESIDENT-** Scott DeWitt

No report

**VICE PRESIDENT-** Tim Umscheid

No report – all topics addressed in other sections

**SECRETARY-** Donna Smith

Smith reviewed the projects on the FEMA list for post Cerro Pelado fire flooding. The invoices submitted for reimbursement are in process and the FEMA Disaster Specialist is finalizing the documentation to send in for full FEMA review. This may take several months to complete.

**FEMA Incident Number DR-4952**

**Invoices submitted for reimbursement**

| FEMA Proj # | Contractor | Repair                          | Cost                   | Total Cost  |
|-------------|------------|---------------------------------|------------------------|-------------|
| 951898      | Leeder     | Intersection of Aspen Grove     | \$26,950+\$1,919 (tax) | \$28,869.00 |
| 951898      | Raue       | Booster Station line & Gabbions | \$5700+\$349.13 (tax)  | \$6,049.13  |
| 951998      | Raue       | Calypso Lane Water line         | \$10,700 + \$655.38    | \$11,355.38 |

|        |      |                               |                  |             |
|--------|------|-------------------------------|------------------|-------------|
| 951991 | Raue | Calypso Lane Road base course | \$8,000 +_ \$490 | \$8,490.00  |
|        |      |                               |                  |             |
|        |      |                               |                  | \$54,763.51 |

**Work to be completed**

| Contractor          | Repair   |                   | Total Cost  |
|---------------------|--|-------------------|-------------|
|                     | Calypso Lane/Aspen Grove culvert and road repair | Needs engineering |             |
| Escape Property Mgt | Aspen Grove Road Base replacement                |                   | \$17,977.38 |
|                     | Booster Line / Gabbions                          | Needs assessment  |             |

The Calypso Ditch hardening project funded by the National Resource Conservation Service is awaiting a Purchase Order from Sandoval County to the contractor. Sandoval County is the fiscal agent for the NRCS projects. Smith sent the minutes to Dan Heerding, Sandoval County Emergency Services, documenting the project approval by the Board at the May meeting.

The section of Aspen Grove Road from 537 Aspen Grove to Calypso is ready for a gravel top. FEMA recommended doing that project and immediately submitting it for reimbursement. The Aspen Grove/Calypso Intersection will take more time due to engineering and construction. Detailed discussion of the project moved to the Roads discussion.

The SLPPOA Annual Meeting will be held on Sept 13, 2025. Ballots need to be mailed no later than August 29, 2025. Smith would like to have them out by August 22. Need to have bios and information for ballots by August 12, 2025 Board meeting.

Summer Newsletter – out by July 1, with call for Board members. Holly Gould will produce the newsletter.

**TREASURER- Elizabeth Swicegood**

Budget - \$ 206,364  
 Op acct- \$ 277,008.10  
 Res acct - \$ 89,246.78  
 Special Assessment - \$ 43,888.62  
 Total Cash - \$ 410,143.50

Assessments Accounts Receivable \$ 39,979.23  
 Collectible - \$18,767.63 (20 members including Special Assessment)  
 Long-Term Unpaid - \$ 21,211.60 (2 properties – liens filed, 1 property pending)

Water Shutoff Notices - 23 were mailed on May 14, 2025

Swicegood noted that HOMACO prepared a Executive Summary of the financial position and reviewed its contents:

**HOAMCO Executive Summary – May 31, 2025  
 Sierra Los Pinos Property Owners Association  
 Financial Position**

- The Association remains in a **strong financial position** with **\$471,717.05** in total assets.
  - **Operating Cash:** \$277,008.10

- **Reserve Cash:** \$133,135.40
- **Year-to-date net income** is positive at **\$14,226.72** — comprised of \$8,351.43 from operating and \$5,875.29 from reserves.

**Income & Expenses**

- **May income** was \$17,900.34, slightly above budget due to additional interest and collection fees.
- **May expenses** totaled \$19,414.56, driven by:
  - Water system repairs (\$14,149.95)
  - Tree removal (\$1,800.00)
  - Utility payments and regular operating costs
- Despite a monthly deficit of \$1,514.22, the Association maintains a year-to-date surplus and continues to operate within the annual budget.

**Reserve Fund**

- Monthly transfers of \$1,152.00 are on track with the annual plan.
- No reserve expenses have occurred YTD.
- Reserve fund balance: \$135,798.94, growing steadily through transfers and interest.

**Other Items**

- **Prepaid Assessments** total \$2,455.66
- **All payables are current** with no outstanding vendor balances

**Conclusion**

The Association remains financially stable, with healthy cash balances, reserves in growth mode, and overall budget adherence. Delinquency continues to be the main area of concern and is being addressed through collection efforts.

Approvals:

- May Financial Statement  
Smith motioned to approve the May financials and Mielke seconded; motion carried 6-0.

**STANDING COMMITTEE REPORTS**

**WATER – Keith Rigney**

System Readings –

System 1 576895gallons produced, 279,075 gallons leak ( NA)  
Water transferred to System 2 due to FR10 well issues  
System 2 178570 gallons produced, -15,782 gallons GAIN  
May testing Results--

Well Levels were reported to the State

Leaks: 12 total Leaks

- 0 New
- 12 Existing (carried over from April)
- 0 Fixed
- Excess Water Usage (>8,000 gals): 13 Users (5 w/Leak Flag)
  - 9 New
  - 4 Existing
    - **highest user = 22,007 gals** (Leak)
  - 3 Fixed

There is a significant leak on System 1 and we believe it is on Ashley Lane. This was identified during the leak testing in 2022 and Umscheid noted that after sitting unused for a few days, his water line contained some sediment. This is the major water line replacement scheduled for this fall.

System 1 Additional Storage Tank – Smith met with Jemery Golston, USFS District Ranger. One item was the possibility of an additional System 1 Water Storage Tank. A Special Use Permit allows activities on USFS land and can be granted for a water storage tank. We would have to apply and the application would specify location, disturbances during construction and use, view shed impacts. etc. We need an Engineering design for the NM Drinking Water Bureau, so the information also would be available for the USFS Special Use Permit application. At this point, we do not know how feasible or useful this project would be, so there is significant assessment work to do.

**Water System Projects**

Rigney and Smith reviewed the water system projects/works list and updated several items to include findings from the NM Drinking Water Bureau Sanitary System Survey, Frank Naranjo, our Water Operator, and the previously identified projects. No specific actions were needed from the Board at this time.

Smith reported that the well meters need to be calibrated every 3 years, according to the Office of the State Engineer. The project was moved to 2026, as the last calibration was in July 2023.

Umscheid reported that the electrician previously contacted about rewiring the booster station has declined to do the work. There are many older pieces of equipment with varying specifications, and he was not comfortable doing the project. Smith will contact HGS to about other electricians and options.

Rigney obtained a quote for purchasing the Surge Suppressors for well controllers: \$1,135 for 5 suppressors. Harold Corn provided written notes to the board on several items, including his recommendation that we only need 2 or 3 of these on hand, as we typically use 1 or 2 per year.

Umscheid motioned and Gould seconded to purchase 3 suppressors; motion carried 6-0.

HGS has completed the capping and abandoning of the original FR10 well. They also installed the wellhead vents required by the Drinking Water Bureau.

**Sanitary Survey Report and Corrective Action Plan (CAP)**

Smith briefly reviewed the Sanitary Water System inspection report from the NM Drinking Water Bureau. There were several items of Significant Deficiency that require submission of a Correction Action Plan (CAP) to the State.

| Description   | Choose one (1) and fill in date: |                             |       |
|---|----------------------------------|-----------------------------|-------|
|   | Date deficiency was addressed    | Expected date of completion | Notes |
| The Forest Well (#007) lacks a well casing vent and has loose sanitary seal bolts.  |                                  | June 10, 2025               | 1     |
| The Aspen Well (#003) lacks a proper sanitary vent.   |                                  | June 10, 2025               | 2     |
| Failure to provide an ERP for review.   |                                  | Sept 1, 2025                | 3     |
| Failure to provide an O&M plan for review.  |                                  | Sept 1, 2025                | 4     |
| Failure to properly construct the access hatch to prevent the entry of contaminants. This deficiency applies to storage tanks #1 (#010), Storage Tank #2 (#012), Storage Tank #3 (#013), Storage Tank #4 (#014), Storage Tank #5 (#015) |                                  | Sept 1, 2025                | 5     |

|  |   |              |   |
|--|---|--------------|---|
| Failure to provide an overflow line to prevent contaminants from entering the tank. This deficiency applies to storage tanks #1 (#010), Storage Tank #2 (#012), Storage Tank #3 (#013), Storage Tank #4 (#014), Storage Tank #5 (#015) | Prior to 2024   |              | 6 |
| Failure to maintain the storage tank #2 (#011) in a manner that is free of corrosion.  |   | July 1, 2026 | 7 |
|  |   |              |   |
| 1  | Loose bolts were tightened on 3/18/2025. Hydrogeologic Services (HGS) installed new sanitary vents on June 10, 2025.  |              |   |
| 2  | Loose bolts were tightened on 3/18/2025. Hydrogeologic Services (HGS) install new sanitary vents on June 10, 2025   |              |   |
| 3  | Draft of the ERP in process and an approved plan expected by 9/1/2025   |              |   |
| 4  | Review of the 2014 O&M in process and an approved plan expected by 9/1/2025   |              |   |
| 5  | Initiated procurement of appropriate seals. They are not available from Baker Utility Supply in Albuquerque, NM, our regular parts supplier. We have contacted Mountain West Tank Resources to procure appropriate gaskets/seals.   |              |   |
| 6  | All storage tanks have appropriately screened overflow vents in place and have been for many years. Photos to document are attached.  |              |   |
| 7  | Tank was inspected in July 2023 by CWW Divers. At that time, they advised recoating in 3-5 years. We had planned to recoat or replace the tank in 2026. Currently seeking a bid on tank replacement, with completion depending on availability of suitable tank and contractor. |              |   |

Smith volunteered to get a draft of the Operations and Maintenance Plan (O&M) and Emergency Response Plan (ERP), but they both will need careful and considered review. Smith will schedule a review of the ERP, as the draft is almost ready. We have versions from 2014 as a starting point, but they need to be updated and streamlined to be a useful reference guide for managing the system. Martha Graham, NM Rural Water Association, Source Water Protection Program is willing to write a Source Water Protection Plan for us. She will work with us to make a plan that is specific to SLPPOA and any hazards and issues we identify. The Source Water Protection Plan is a recommendation in the Sanitary Survey Report and is not on a deadline.

Smith will file the CAP with the Drinking Water Bureau and meet the 30-day submission deadline.

We have received the 2024 Consumer Confidence Report on the drinking water. This is prepared by the Water Operator, and SLPPOA distributes it to the membership and files documentation with the State that the distribution is completed. Smith will do this.

## **ROADS –Angela Mielke**

Smith met with Jeremy Golston, USFS District Ranger to review FR10 General Condition. FR10 is a lease easement from Bob Bootzin and Bob Hotchkiss to the USFS. It is maintained by the USFS to Maintenance Standard Level 3. From the standard, washboards and potholes are expected and require low-speed driving. Jeremy is supposed to send me the specific condition description.

LEVEL 3. Assigned to roads open and maintained for travel by a prudent driver in a standard passenger car. User comfort and convenience are not considered priorities. The Manual on Uniform Traffic Control Devices (MUTCD) is applicable. Warning signs and traffic control devices are provided to alert motorists of situations that may violate expectations.

Roads in this maintenance level are typically low speed with single lanes and turnouts. Appropriate traffic management strategies are either "encourage" or "accept." "Discourage" or "prohibit" strategies may be employed for certain classes of vehicles or users.

Sandoval County does maintenance work on FR10 for access for the Fire Department. USFS and Sandoval County meet once a year to review the roads, needs, etc. That meeting is scheduled for the 1<sup>st</sup> week of June. Sandoval County has not performed any maintenance on FR10 this year. The one grading was by the USFS road crew, which is one crew for all of the Santa Fe and Cibola Forest roads and is not expected again this year.

Golston has road base available for Sandoval County to use on FR10. Another topic for the June meeting.

1. Cattleguard – USFS crew repaired the grating. There is still a significant gap between the grating and the concrete collar/road. Jeremy asked me to send him a picture of the current condition, which I did.
2. Culvert on FR10 front hill – Jeremy asked for a picture of that and will discuss it with traffic engineer and Sandoval County at their road meeting in June.
3. FR10/Los Griegos intersection – Sandoval County may add some material there, but it will likely remain a low-water crossing.
4. Power line exposure on FR10 – Jeremy is going to contact Jemez Electric.
5. Road Maintenance Agreement – SLPPOA can sign a Road Maintenance Agreement with the USFS. It would specify activities that SLPPOA could do for FR10 maintenance and appears to be permissive (allowing work) but not requiring it. Work would be SLPPOA's expense.
6. Ashley Lane Water Line replacement. This will cut across FR10 and require road closure to lay a new water line from the isolation valve under FR10 to Ashley Lane. We should coordinate this with Golston, but he did not identify any specific issues or requirements.

Mielke received an update from Golston on the FR10 maintenance USFS meeting with Sandoval County.

1. Blading for FSR 10 from Hwy. 4 to above the fire station will occur by the County (under an USFS Agreement) during the second week of July and again in September.
2. The County will perform maintenance work working around the bridge in the meadow – however, please note – due to the design of the bridge we will not add any additional surface material to the decking of this bridge. It will be cleaned-out as the decking includes drainage features. The County will be their best to clean up the ingress on both sides of the bridge.
3. Unknown type of utility line (potentially an abandoned phone line) surfacing on FSR 10 – the County will complete the location service process (811) before they blade the road.
4. If there are continued concerns from residents, please continue to have them reach-out via the Roads Committee Chair to me – as opposed to using the Sandoval County request form. All maintenance

activities performed by the County on Forest Service roads needs to be approved by our Transportation Manager.

5. Longer term - we are exploring a treatment option for the hill (heading down from Hwy 4) which would seal the gravel in place to prevent the challenges we are experiencing.
6. Continued exposed culvert issues – we are trying to keep up with fixes and when the County blades in the July they will add 18 inches of material on roadway above the culverts.

Umscheid noted that the culvert at the Fire Station has a hole in it and will contact Lee Taylor about requesting County support to replace/repair that.

### **Roads Projects**

There are four approved roads projects for 2025.

Project 1 – Aspen Grove/Calpyso Intersection – Rescinded in favor of a FEMA project

Project 2 – Culverts at Shannon’s Way

Project 3 – Widening Cerro Pelado at Aspen Grove and Los Griegos intersection

Project 4 – Aspen Grove/Scouts Lane Culvert

Project 5 – Upper Los Greigos improvements

Two new projects are proposed:

Aspen Grove Resurfacing – add gravel top to restore road from post Cerro Pelado flooding – FEMA Reimbursable project

Cerro Pelado - Widen middle section, install culvert and raise grade.

Discussion of the proposed projects addressed financial concerns about spending. The Roads budget for 2025 is \$40,000 and the four approved projects with the addition of the new Cerro Pelado project will be \$73,885 or \$33,885 over budget. Smith noted that these projects plus the approved storage facility will be \$51,885 over budget and there is approximately \$159,695 in operating cash not allocated to budgeted items. Swicegood has not had an opportunity to review these numbers. The sense of the Board is comfortable with the additional investment in road improvements is necessary.

The Aspen Grove resurfacing and Aspen Grove/Calpyso Lane intersection can be pursued as projects and reimbursed by FEMA under the post Cerro Pelado Fire flood damage claims. These two projects may be well in excess of \$50,000. FEMA advised moving ahead with the Aspen Grove resurfacing and submitting for reimbursement as soon as possible. Gould noted that the Calpyso Ditch stabilization and Aspen Grove/Calpyso Lane intersection rebuild will require movement of a number of large and heavy vehicles and we might be better served doing the resurface after the other activities.

After the discussions the following actions were taken:

Motion to approve pursuing a FEMA project for the Aspen Grove/Calpyso Lane intersection by getting a cost estimate of the Hydrology and Hydraulics report requested by FEMA.

Umscheid motioned, Meilke seconded; motion carried 6-0

Motion to approve Project 6 – Cerro Pelado widening with culvert and grade improvements  
Mielke motioned, Gould seconded; motion carried 6-0

Umscheid will contact Catherine Coulter and Bob Bootzin, as the Cerro Pelado projects will affect some of their properties along the road.

Umscheid reported that materials delivery for the approved roads project is expected July 1-3 to be staged by the LCVFD Station #2.

**ARCHITECTURAL**— Scott Gould

Blighted Property – Smith has asked Sandoval County if there is a deadline to complete the work. The property has improved with the removal of an outbuilding and some decks and porches.

Approvals – No requests.

Plans for the water storage tank at the LCVFD Station 52 have changed and the color of the new tanks needs approval. The discussion of various options included green, yellow, purple, and polka-dotted. Mielke motioned to approve Green, Swicegood seconded; motion carried 5-1.

**LEGAL –**

**EMERGENCY PREP & SAFETY** - Scott DeWitt and Angela Mielke

Cuba Water and Soil Conservation District sent a newsletter update. We will forward this to the membership. When they are ready to inspect our park properties, we will need to make sure the property boundaries are marked.

**PARKS-** Daniel Wirth

No report

**LONG RANGE PLANNING –** Ashley D’Anna

No report

**OLD BUSINESS**

**NEW BUSINESS**

**MEMBERS**

**ADJOURNMENT**

Meeting adjourned at approximately 2005.

**NEXT REGULAR BOARD MEETING**

July 8, 2025 6:30 pm