

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
JANUARY 14, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Treasurer John Mower and Director Dave Crom. Also present: Jenna Hutt, District Manager, Tyler Whitt, District Water/Wastewater Operator and District Accountant Fred Owen. Vice President Beverly Lawrence and Director Ray Schmutde were out of town.
- II. The Board discussed officers for 2015. Dave made a motion to maintain positions as is. John seconded the motion. Motion carried.
- III. The Board discussed Resolution 2015-01, setting a time and place for Regular District Meetings on the third Wednesday of each month at the District Mail House at 7 PM. Dave made a motion to adopt Resolution 2015-01. John seconded the motion. Motion carried.
- IV. Minutes
The minutes of the November 19, 2014 Regular Meeting were presented for approval. Dave made a motion to accept the minutes as presented. John seconded the motion. Motion carried.
- III. Administration
 - A. Financials
 1. Jenna presented the accounts receivable list.
 2. Accounts payable were presented for approval. Board Action: Dave made a motion to the pay current bills as presented. John seconded the motion. Motion carried.
 3. Financial statements ending December 31, 2014 were presented.
 4. The Board reviewed Resolution 2015-02 amending 2015 budget. Dave made a motion to adopt resolution 2015-02 amending 2015 budget. John seconded the motion. Motion carried.
 5. The current accounting contract goes through 2015, so there was not a new contract to review.
 - B. Water & Wastewater Operations
 1. Tyler presented the year-end water report. Water production did well during November and December. If there was a water meter for the fire hydrants, the amount of water used to flush lines could be accounted for. John made a motion to get a hydrant meter. Dave seconded the motion. Motion carried. The SCADA project is waiting on the company coming to install the transmitter. The application for the water system grant was denied. The Board would like to see another bid for the water tank repairs.
 2. Tyler presented the year end wastewater plant report. The plant is running well.

3. Tyler provided public education for lead and copper in drinking water. The final samples for 2014 were taken, and Tyler will submit a request to reduce the number of times the samples need to be taken to once a year.
4. The Board reviewed the Crystal Clear Water contract for 2015. Dave made a motion to accept the contract. John seconded the motion. Motion carried.

C. Roads

1. Snow removal feedback: There were not many complaints.

D. Business

1. Ward updated the Board on the Lake Durango Water Authority. There was a 4 hour presentation of the plan for the intake structure from Lake Nighthorse. The engineering work is still being done.
2. No other correspondence was presented.
3. Newsletter items: snow removal policy; curb stops, manholes, hydrants, no cars parked on street, no motorized greenbelt use or snowmobiles on streets.

IV. Adjournment

The meeting was adjourned at 7:40 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
FEBRUARY 18, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Vice President Beverly Lawrence, Treasurer John Mower and Directors Dave Crom and Ray Schmudde. Also present: Jenna Hutt, District Manager, Tyler Whitt, District Water/Wastewater Operator and District Accountant Fred Owen and one resident.
- II. Minutes
The minutes of the January 14, 2015 Regular Meeting were presented for approval. Dave made a motion to accept the minutes as presented. John seconded the motion. Motion carried.
- III. Administration
- A. Financials
1. Jenna presented the accounts receivable list. Shut off notices have been sent, and one of the accounts has paid.
 2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Beverly seconded the motion. Motion carried.
 3. Financial statements ending January 31, 2015 were presented.
- B. Water & Wastewater Operations
1. Tyler presented the January water report. Well 6 was on for January and has stayed on for February. The tank project – Tyler has found another company from Denver to provide a bid for the repairs on the water tanks. The two safety harnesses for the water tanks can be purchased with the insurance company grant funds.
 2. Tyler presented the January wastewater plant report. The wastewater plant projects have started and the third cell is beginning to dewater so the sludge can be removed and the liner replaced.
 3. The Board discussed the proposed IGA with DW1 regarding the wastewater plant. Jenna will contact Bud for more information.
 4. Tyler provided public education for lead and copper in drinking water. The final samples for 2014 were below the required limit, and Tyler will submit a request to reduce the number of times the samples need to be taken to once a year.
- C. Roads
1. Snow removal feedback: There were not many complaints. The stop sign has been ordered as well as some street signs that were faded.
- D. Business
1. The Board discussed the Willow Drive landscaping that was done in the fall. The District will put a large rock in the corner when other landscaping work is being done.
 2. The Board reviewed the Oak Drive water usage and charges. The charges will remain until the leak has been fixed.

3. Ward updated the Board on the Lake Durango Water Authority. All of the easements are not in place, but negotiations with land owners are taking place.
4. No other correspondence was presented.
5. Newsletter items: slow down.

*Additions to the agenda:

1. Bear Smart Durango had a neighborhood connection program that loans out bear proof trash cans to residents that have had a bear get into their trash. There is a resident in DW2 that expressed interest in being the ambassador. Ray made a motion to approve the Bear Smart Neighborhood Connection Program. Beverly seconded the motion. Motion carried.

V. Adjournment

The meeting was adjourned at 8:05 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
MARCH 18, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Treasurer John Mower and Director Ray Schmutde. Also present: Jenna Hutt, District Manager, District Attorney Bud Smith, District Accountant Fred Owen and two residents. Vice President Beverly Lawrence and Director Dave Crom were absent.

- II. Minutes
The minutes of the February 18, 2015 Regular Meeting were presented for approval. John made a motion to accept the minutes as presented. Ray seconded the motion. Motion carried.

- III. Administration
 - A. Financials
 1. Jenna presented the accounts receivable list.
 2. Accounts payable were presented for approval. Board Action: John made a motion to pay current bills as presented. Ray seconded the motion. Motion carried.
 3. Financial statements ending February 28, 2015 were presented. The Brooks Well Service bills for 2014 were paid this month, so the water fund will need to be adjusted.
 - B. Water & Wastewater Operations
 5. Jenna presented the February water report in Tyler's absence. The wells are doing fine. The plastic lids that cover the cisterns at the water treatment plant are being replaced. The plastic welding should last longer and keep sulfur gas from leaking into our electronics from around the manhole covers.
 6. Jenna presented the February wastewater plant report in Tyler's absence. The plant is continuing to run well. The third cell is being dewatered for sludge removal. One 8" valve needed to be replaced to allow the water to bypass the third cell. By next week, cell 3 will begin to be pumped into cell 4.
 7. The Board discussed the proposed IGA with DW1 regarding the wastewater plant. Bud will work on updating the IGA.
 8. The Board discussed the Spectrum Ranch water tap. Require an engineered service line and putting the meter at the road. To avoid breakage or leakage, the Board requires design of water service line by a qualified engineer.
 9. The Board discussed the wastewater grant and projects.
 10. The Board discussed the March 2nd water main break.
 11. There was no public education for lead and copper in drinking water in Tyler's absence.
 - C. Roads

1. The Board discussed the asphalt edging that was washed out after the water main break and the stolen stop signs. Jenna will work on getting the asphalt repaired as soon as possible. The stop sign will be replaced with a tamper proof sign.

D. Business

1. The Board reviewed the Oak Drive water charges. This item is tabled until next month.
2. Ward updated the Board on the Lake Durango Water Authority. The engineering work for the pipeline from Lake Nighthorse is still being completed.
3. Correspondence: Willow Drive trail.
4. Newsletter items: No watering for the year.

VI. Adjournment

The meeting was adjourned at 8:10 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
APRIL 15, 2015

I. Call to Order

President Ward Holmes called the meeting to order at 7:01 pm. Other Board Members present were Directors Dave Crom and Ray Schmutde. Also present: Jenna Hutt, District Manager, District Accountant Fred Owen and one resident. Vice President Beverly Lawrence and Treasurer John Mower were absent.

II. Minutes

The minutes of the March 18, 2015 Regular Meeting were presented for approval. Ray made a motion to accept the minutes as presented. Dave seconded the motion. Motion carried.

III. Administration

A. Financials

1. Jenna presented the accounts receivable list.
2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Ray seconded the motion. Motion carried.
3. Financial statements ending March 31, 2015 were presented.

B. Water & Wastewater Operations

1. Jenna presented the March water report in Tyler's absence. The SCADA project will have conduit run up the side of the storage tank next week. Lake Durango is still on at 12 gallons/minutes, and the tanks are full so wells 8 & 10 are being pumped into the pond. The third bid for the water storage tank came in at \$210,000 - \$230,000, but the company did not look at the tanks.
2. Jenna presented the March wastewater plant report in Tyler's absence. The plant is continuing to run well.
3. The Board discussed the proposed IGA with DW1 regarding the wastewater plant. The Board still has some concerns about the wording of the document.
4. The Board discussed the wastewater grant and projects. The grant agreement has been submitted, and requests for bids can go out after the State executes the document.
5. There was no public education for lead and copper in drinking water in Tyler's absence.

C. Roads

1. The Board will review the 2015 road work at the next meeting.

D. Business

1. The Board discussed the unassigned taps. Susan will assign the taps to the lots on the south side of the highway.
2. Jenna updated the Board on the bear proof trashcan loaner program.

3. The Board discussed conservation trust fund projects.
Conservation Trust Fund Monies can be spent on the DW2 trails.
4. Ward updated the Board on the Lake Durango Water Authority.
The engineering work for the pipeline from Lake Nighthorse is still being completed.
5. Correspondence:
6. Newsletter items: No watering for the year.

VII. Adjournment

The meeting was adjourned at 7:50 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE SPECIAL MEETING
APRIL 30, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 10:00 am. Other Board Members present were Directors Dave Crom and Ray Schmutde. Also present: Bud Smith, Attorney for the District; and Jenna Hutt, District Manager. Vice President Beverly Lawrence and Treasurer John Mower were absent.
- II. Business
The Board reviewed the wastewater plant IGA with their staff and attorney. Per C.R.S 24-6-402(4) Dave made a motion that the Board enter into Executive Session to (b) consult an attorney on specific legal strategies. Ray seconded. Motion carried.
- After properly voting to come out of Executive Session, the Board directed Bud to make the discussed changes to the IGA.
- III. Adjourn
The meeting was adjourned at 10:47 a.m.

Jenna Hutt
Secretary / District Manager

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
MAY 20, 2015

I. Call to Order

President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Directors Dave Crom and Ray Schmutte. Also present: Jenna Hutt, District Manager, District Attorney Bud Smith, Tyler Whitt, District Water/Wastewater Operator and District Accountant Fred Owen and four residents. Vice President Beverly Lawrence and Treasurer John Mower were absent.

II. Minutes

The minutes of the April 15, 2015 Regular Meeting were presented for approval. Dave made a motion to accept the minutes with one correction. Ray seconded the motion. Motion carried.

III. Administration

A. Financials

1. Jenna presented the accounts receivable list.
2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Ray seconded the motion. Motion carried.
3. Financial statements ending April 30, 2015 were presented.

B. Water & Wastewater Operations

1. Tyler presented the April water report. The wells have been producing a lot of water the last two months and excess water has been able to be put into the pond. Dave made a motion to approve up to \$1200 to spend on the submarine tank inspections. Ray seconded the motion. Motion carried. SCADA hasn't been completed due to weather.
2. Tyler presented the April wastewater plant report. The plant is continuing to run well.
3. The Board discussed the wastewater grant. Jenna updated the Board on the questions for Ken Charles.
4. The Board discussed the proposed IGA with DW1 regarding the wastewater plant. Dave made a motion to accept the agreement. Ray seconded the motion. Ray made a motion to approve to approve bargain and sale deed. Dave seconded the motion.
5. The Board discussed the 2015 watering restrictions.
6. Tyler presented the public education for lead and copper in drinking water.

C. Roads

1. Jenna presented the proposed 2015 roadwork options. Dave made a motion to approve roadwork bids for \$55,000. Ray seconded the motion. Motion carried. Jenna will contact the homeowners about the about the drainage issues after the gas line was installed at their address.

D. Business

1. The Board reviewed the Oak Drive bill request. Dave made a motion to reduce to the previous rate. Ray seconded the motion. Motion carried.
2. Ward updated the Board on the Lake Durango Water Authority. The engineering work for the pipeline from Lake Nighthorse is still being completed. The cost the electric line for pumping the water out of Lake Nighthorse was not included in the initial cost estimate. The first year of pumping may need to be done with a generator. The project will go out to bid this summer.
3. Correspondence:
4. Newsletter items: No watering for the year.

**Additions to the agenda:

Neergaard & Hutchison unassigned taps:

The Board reviewed the Neergaard and Hutchison unassigned taps agreements with their staff and attorney. Per C.R.S 24-6-402(4) Dave made a motion that the Board enter into Executive Session to (b) consult an attorney on specific legal strategies. Ray seconded. Motion carried. After properly voting to come out of Executive Session, the Board directed Bud to inform Mr. Neergaard his taps have been forfeited because they weren't assigned by the agreement expiration date. The Hutchison taps are recognized by the District subject to financial requirements.

VIII. Adjournment

The meeting was adjourned at 8:50 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
JUNE 17, 2015

I. Call to Order

President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Directors Dave Crom and Ray Schmutde. Also present: Jenna Hutt, District Manager, Tyler Whitt, District Water/Wastewater Operator and District Accountant Fred Owen. Vice President Beverly Lawrence and Treasurer John Mower were absent.

II. Minutes

The minutes of the May 20, 2015 Regular Meeting were presented for approval. Dave made a motion to accept the minutes. Ray seconded the motion. Motion carried.

III. Administration

A. Financials

1. Jenna presented the accounts receivable list. Jenna will contact the Spruce Court address about their past due balance.
2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Ray seconded the motion. Motion carried.
3. Financial statements ending May 31, 2015 were presented.
4. The 2014 audit engagement letter was presented and signed.

B. Water & Wastewater Operations

1. Tyler presented the May water report. At the end of May, well #5 stopped producing water due to a corrosion issue. The pitless adapter was fixed and the cable and couplers were replaced. Well 10 is going into the pond. The submarine is scheduled to inspect both tanks next week. The wells are off in the preparation for the inspection.
2. Tyler presented the May wastewater plant report. The E. Coli levels were high for May due to a blockage in the sump pump for chlorine.
3. The Board discussed the wastewater grant. Jenna updated the Board on the questions for Ken Charles. Parker Ag is scheduled to do the sludge removal the last week of July. The liner replacement is scheduled the second week of August.
4. The Board discussed the IGA with DW1 regarding the wastewater plant. The agreement that was signed by the DW2 Board last month has been presented to DW1.
5. Tyler presented the public education for lead and copper in drinking water.

C. Roads

1. Jenna presented the proposed 2015 roadwork options. Dave made a motion to approve roadwork bids for \$55,000. Ray seconded the motion. Motion carried. Jenna will contact the homeowners about the drainage issues after the gas line was installed at their address.

D. Business

1. The Board discussed the Hunter Court drainage issues. Jenna will contact the homeowner.
2. The Board reviewed the Aspen Drive overage charges. Dave made a motion to remove the overage charges. Ray seconded the motion. Motion carried.
3. Ward updated the Board on the Lake Durango Water Authority. The lake is at 647 acre feet and continuing to take water until the beginning of next month. The restrictions will be in stage 1 until July 15th.
4. Correspondence was presented. No action taken.
5. Newsletter items: Stage 1 watering restrictions until July 15th.

IX. Adjournment

The meeting was adjourned at 7:50 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
JULY 15, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 7:05 pm. Other Board Members present were Vice President Beverly Lawrence, Directors Dave Crom and Ray Schmudde. Also present: Jenna Hutt, District Manager, Tyler Whitt, District Water/Wastewater Operator and two residents. Treasurer John Mower was absent.
- II. Minutes
The minutes of the June 17, 2015 Regular Meeting were presented for approval. Ray made a motion to accept the minutes. Dave seconded the motion. Motion carried.
- III. Administration
- A. Financials
1. Jenna presented the accounts receivable list.
 2. Accounts payable were presented for approval. Board Action: Beverly made a motion to pay current bills as presented. Dave seconded the motion. Motion carried.
 3. Financial statements ending June 30, 2015 were presented.
 4. The 2014 audit is in process, but it will not be completed by the end of the month, so the extension was presented and signed.
- B. Water & Wastewater Operations
1. Tyler presented the June water report. Well 10 produced over a million gallons in one month. The submarine diver inspection video was presented. Dave made a motion to approve work on the big tank for \$3000. Beverly seconded the motion. Motion carried. Tyler talked with Matt Leeder about making the roads to the tanks permanent roads. The \$5,000 maintenance roadwork will be done this summer.
 2. Tyler presented the June wastewater plant report. Cell 3 is being aggressively dewatered for the sludge removal in a few weeks.
 3. Jenna updated the Board on the DW1 IGA. DW1 signed it, and it has been filed.
 4. The Board discussed the wastewater grant. Jenna will create a meeting with Ward, Tyler, Cap, the DW1 operator, and Bud to discuss the next steps with the grant process.
 5. Tyler presented the public education for lead and copper in drinking water. The new samples have been taken for the current round.
- C. Roads
1. Jenna updated the Board on the 2015 summer road work. The asphalt maintenance is scheduled for the end of the month.
- D. Business
1. Jenna submitted her letter of resignation. The Board discussed the District Manager Position.

2. Ward updated the Board on the Lake Durango Water Authority. The lake is at 810 feet. After tomorrow, the restrictions will be lifted. The Lake Nighthorse conceptual drawings have been completed. Project completion in 2016.
3. Correspondence was presented. No action taken.
4. Newsletter items: Manager job posting, watering, walk against traffic.

X. Adjournment
The meeting was adjourned at 8:00 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
AUGUST 17, 2015

I. Call to Order

President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Vice President Beverly Lawrence, Directors Dave Crom. Also present: Jenna Hutt, District Manager; Fred Owen, District Accountant; Jane Looney, newly hired District Manager, and Tyler Whitt, District Water/Wastewater Operator. Director Ray Schmulde and Treasurer John Mower were absent.

II. Minutes

The minutes of the July 15, 2015 Regular Meeting were presented for approval. Dave made a motion to accept the minutes. Beverly seconded the motion. Motion carried.

III. Administration

A. Financials

1. Jenna presented the accounts receivable list.
2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Beverly seconded the motion. Motion carried.
3. Financial statements ending July 31, 2015 were presented. The auditor is not quite done. Dave asked about plans for conservation fund. Jenna said we have contacted the mower but also may look at trail projects for future.

B. Water & Wastewater Operations

1. Tyler presented the July water report. Wells production is down because usage is low. Tanks are full. By sealing sulfur gas leaks in pump room, the corrosion problem should be permanently taken care of. Tyler has diver dvds to two other companies to get estimates for cleaning the sediment from the floor inside the tanks.
2. Tyler presented the July wastewater plant report. The plant is operating well – no effect experienced by taking out one cell #3.
3. Wastewater project grant – Tyler met with DW1 maintenance person. Tyler will check into options of mowing around the other two cells. Also, need to widen a berm and build a storage shed. Tyler will email district manager another company's price on sludge removal. We have until December 2016 to take care of remaining needs to comply with the grant.
4. Tyler presented the public education for lead and copper in drinking water. The new samples have been taken for the current round.

C. Roads

1. The asphalt maintenance was completed. The painting of road signage is scheduled for September. We have new street signs to replace faded ones.

D. Business

1. The Board discussed the District Manager transition.
2. Ward updated the Board on the Lake Durango Water Authority. The lake is at 850 acre feet. The Lake Nighthorse project is still in the engineering phase.
3. Correspondence was presented. No action taken.
4. Newsletter items: board of director opening; welcome new district manager.

XI. Adjournment

The meeting was adjourned at 8:03 p.m.

Jenna Hutt, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
SEPTEMBER 16, 2015

I. Call to Order

President Ward Holmes called the meeting to order at 7:04 pm. Other Board Members present were Vice President Beverly Lawrence, Directors Dave Crom and Ray Schmudde. Also present: Fred Owen, District Accountant; Jane Looney, District Manager. Tyler Whitt, District Water/Wastewater Operator was absent.

II. Minutes

The minutes of the August 17, 2015 Regular Meeting were presented for approval. Dave made a motion to accept the minutes. Beverly seconded the motion. Motion carried.

III. Administration

A. Financials

1. Jane presented the accounts receivable list. While account 10590 has recently paid, the amount due is substantial. Discussed various options. Jane will follow-up and work on two accounts over 3 months unpaid.
2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Ray seconded the motion. Motion carried.
3. Financial statements ending August 31, 2015 were presented. Spending is behind but Fred expects more coming in from Tyler soon. The auditor requested a joint meeting with DW1 and DW2 discuss the accounting and financial reporting issues over recently approved IGA and service contract for the wastewater treatment facility that is presently reported in the DW2 financial statements. Fred will propose a teleconference call with auditor and Ward and two folks from DW1. Jane will send a copy of IGA to Fred.

B. Water & Wastewater Operations

1. Tyler was not present. Submitted a written report.
2. Update on Wastewater project grant – Jane will meet with Cap Allen, possibly have him come to next Board meeting.

C. Roads

1. The painting of road signage is scheduled for September. Jane will check with Jenna if new street signs were completed.

D. Business

1. The Board discussed a water bill request from 40 Oak View Circle – presented by Board member Beverly Lawrence. Postponed to next month to get request in writing and overage charges involved.
2. Ward updated the Board on the Lake Durango Water Authority. The lake is at 826 acre feet. Tribes have signed off on easements.
3. Correspondence was presented. No action taken.
4. Newsletter items: bears, coyotes; slow down

E. Other

1. Discussion of potential Board member. Dave will talk with interested resident and ask him to come to next board meeting. Would serve out John Mower's term which ends May 2016.

IV. Adjournment

The meeting was adjourned at 7:55 p.m.

Jane Looney, District Manager / Secretary

DURANGO WEST METROPOLITAN DISTRICT II
MINUTES FOR THE SPECIAL BUDGET MEETING
OCTOBER 1, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 8:05 a.m. Other Board Members present were Vice President Beverly Lawrence, Directors Ray Schmudde and Dave Crom. Also present were Fred Owen, Accountant, Tyler Whitt, Water/Wastewater Operator and Jane Looney, Manager.

- II. Business
 - 1. District management presented the proposed 2016 Budget. Revenues and Expenditures for next year were discussed. The Budget hearing will take place at the Regular meeting on October 21, 2015.

- III. Adjourn
The meeting was adjourned at 9:45 a.m.

Jane Looney, District Manager

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
OCTOBER 21, 2015

- I. Call to Order
President Ward Holmes called the meeting to order at 7:04 pm. Other Board Members present were Vice President Beverly Lawrence, Directors Dave Crom and Ray Schmutde. Also present: Jane Looney, District Manager; Tyler Whitt, District Water/Wastewater Operator; Cap Allen, Engineer for Wastewater Grant; Paul Stahlecker, prospective Boardmember; and DW2 resident Dennis Brown. Fred Owen, District Accountant was absent.
- II. Minutes
The minutes of the September 19, 2015 Regular Meeting were presented for approval. Ray motioned to accept the minutes. Beverly seconded. Motion carried. The minutes of the October 1, 2015 Special Meeting were presented for approval. Dave made a motion to accept the minutes. Beverly seconded the motion. Motion carried.
- III. Administration
- A. Financials
1. Jane presented the accounts receivable list. Five accounts have been paid off. There is a plan to pay down at 228 Aspen Drive (\$250 each month). There may an issue at 40 Oak Court regarding large March water bill. Jane will follow-up with Jenna and resolve with resident.
 2. Accounts payable were presented for approval. Board Action: Dave made a motion to pay current bills as presented. Beverly seconded the motion. Motion carried.
 3. Financial statements ending September 30, 2015 were presented. The Board decided to defer discussion of the audit until next month when Fred Owen is present.
 4. Budget Hearing: the Board questioned why allocation is lower in 2016 than in 2015 for sewer treatment; need to clarify with Fred. If needed next spring, will amend budget for road improvements.
 5. Rate Increase – water fund continues to be underfunded; need to look at increasing fees by \$10. Board directed Jane to put on agenda of future board meeting for consideration with appropriate public notice.
- B. Water & Wastewater Operations
1. Tyler presented Water Report: had a complaint last month about algae taste and smell. Discoloration out of greenish brown slimy algae out of the hydrant. Lake Durango was only water on. Probably something coming from over there. Have not received any other complaints.
 2. Tyler presented Wastewater Report. Sewer cleaning almost completed. Ammonia level down. One tree may have to be cut next to sewer. Cedar drive resident will need to be notified if we have to take down the tree which is on our easement.
 3. Update on Wastewater project grant – Cap Allen provided packet and presentation: By January 2017, DW2 has to meet ammonia level and should with what we are doing. DW2 applied in March 2015 for modified discharge permit and it was received.

Grant update: Cap will not get insurance – even under the other engineering firm. He doesn't want to do keeping up with requirements of grant. He would keep his total fees under \$23,000. The main thing we're doing is sludge removal and pond liners Cell 3 had most sludge in it. Spent \$77,000 (expected \$40,000). No reason to do cell 1 or 2 last year; hoping might not have next year. Liners should be done by fall 2016. **Notice of compliance** schedule: Cap said that he will make sure compliance issue is satisfied. This includes communicating with CDPHE in writing and completing a full status report by end of year.

4. CDPHE decreased DW2 monitoring for lead and copper by half.

C. Roads

1. Snowplowing Contract from Matt Leeder Construction for 2015/2016. Dave motioned to approve. Beverly seconded. Motion carried.
2. Street-sweeping still on for this fall. Jane will get second bid for spring.

D. Business

1. Defer discussion of Fred's contract until next month's meeting.
2. Ward updated the Board on the Lake Durango Water Authority. Back on stage 1. Indications are they will raise rates 5%. Jane will inform Fred. Next year is the year for the rate study.
3. Presented Tyler's 2016 Water/Wastewater Operator contract for approval. Beverly motioned to approve. Ray seconded. Motion carried.
4. Correspondence was presented: Board approved reducing water charges to base rate for 40 Oak View Circle.
5. Discussed the request from Community Supported Agriculture (CSA) to be drop off site. Board denied due to parking and other issues.
6. Resident request: Dennis Brown lives on corner of Spruce Court and Drive - says the light floods whole window and wants a shade like in DW1. Board discussed request and issues surrounding it. Jane will contact LPEA as they maintain light poles.
7. Request from residents Donaldson and Fuqua on Willow Drive: letter from Board to Planning Commission regarding boundary adjustment. As it does not affect DW2 easement or actual property line, and is fine with both property owners, the Board has no objection to it. The Board directed Jane to draft the letter.
8. Newsletter items: Fee Increase and meeting time/date; snowplowing; Post office issue with residents getting packages from boxes.

E. Other

1. Ray moved to appoint Paul Stahlecker to fill board vacancy and serve out John Mower's term which ends May 2016. Dave seconded. Motion carried.

V. Adjournment

The meeting was adjourned at 8:52 p.m.

Jane Looney, District Manager/Secretary

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
NOVEMBER 18, 2015

- III. Call to Order
President Ward Holmes called the meeting to order at 7:00 pm. Other Board Members present were Directors Dave Crom, Ray Schmutde and newly appointed Director Paul Stahlecker. Also present: Jane Looney, District Manager; Tyler Whitt, District Water/Wastewater Operator; Fred Owen, District Accountant. Vice President Beverly Lawrence was absent.
- IV. Oath of Office Administered to Director Paul Stahlecker by President Ward Holmes. Stahlecker was appointed by Board to replace John Mower.
- V. Minutes
The minutes of the October 21, 2015 Regular Meeting were presented for approval. The minutes need to be corrected by changing the resident's address to Willow Drive instead of Willow Court. As amended, Dave motioned to approve minutes. Ray seconded. Motion carried.
- VI. Administration
- F. Financials
4. Jane presented Accounts Receivable list.
 5. Accounts Payable was presented for approval. Board Action: Dave made a motion to pay current bills as presented. Ray seconded the motion. Motion carried.
 6. Financial statements ending October 31, 2015 were presented. Fred said that ½ income and ½ expenses belongs DW1 since end of May of this year. Our financial statements need to start showing this. Fred proposed to set up a separate bank account for DW1 wastewater fund at the Bank of the San Juans. Board asked if this will address the issue with the auditor. Fred said yes, our auditor is good with the plan. Fred will send copy of income/expense report to Janet at DW1 every month. The Board accepted the proposal and directed Fred to open the new Wastewater Fund account.
 7. Audit Review: Fred reported the audit was fine. He explained that since we operate on a cash basis, not accrual; the auditor needs to include that standard clause in the management letter.
 8. 2016 Budget Approval: Fred presented budget including shortcomings and options. Revenue from the Specific Ownership Tax isn't coming since we don't have a mill levy anymore. There are therefore no extra monies funding the waste/sewer fund. We are billing \$21/month of which \$20 goes to the wastewater fund. Fred said we need to increase revenue to offset shortfalls in all funds and presented several options. Dave said that DW2 should realign our rates so that all funds are at a break even and address deficits. He motioned to approve the 2016 budget as presented by Fred and have the fee increase on the January meeting agenda. Ray seconded. Motion passed.

G. Water & Wastewater Operations

3. Tyler presented Water Report: average monthly water gain/loss is over 10% so he is starting to look at where we are losing water. Matt Leeder should complete gravel road project near the water tanks this week. Tyler will be able to do the structural repairs to the tank now.
4. Tyler presented Wastewater Report. Sewer cleaning completed. Effluent levels have gone up Ray asked why. Tyler responded it could be a number of things and that there are several variables. Ammonia level is under 1 which is good.
5. Update on Wastewater project grant: Liner replacement is next up. Tyler and Cap decided on Simbeck from Mancos to do it. Tyler indicated it will be good to have one building for both chlorination and de-chlorination as well having processes like adding de-chlorination liquid and chemical pump be automatic. Cap Allen submitted Notice of Compliance schedule and reports to the state:

H. Roads

1. Snowplowing communication from resident. Issue of plowing and ice and sand. \$200 worth of sand – another \$200 to spread it. Matt indicated it could get very expensive as would need to keep doing it due to constant thaw and refreezing.
2. Street-sweeping done for this fall. Jane will get second bid for spring.

I. Business

1. Review and approve contract for Fred Owen, CPA through 2018. Dave moved to approve contract; Ray seconded. Approved.
2. Ward updated the Board on the Lake Durango Water Authority. Will pass their budget this week raising rates 5%. There is funding to do rate study in 2016. DW2 pays the highest rates right now.
3. Update on LPEA Resident request: DW2 rents light poles and can request shading which Jane did. Resident is happy with result.
4. Newsletter items: Fee Increase; snowplowing information.

VII. Adjournment

The meeting was adjourned at 8:45 p.m.

Jane Looney, District Manager/Secretary

There was no December 2015 Durango West Metro District 2 Board Meeting