

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
October 21, 2020

I. Call to Order

President Wayne Schrader called the meeting to order at 6:00 p.m. Other Board Members present were Directors Carly Thomson and Wendell Qualls. Also present: Jane Looney, District Manager; Fred Owen, District Accountant and Dave Marsa, Water and Wastewater Operator. Director Beverly Lawrence was excused. David Cramer was not present, an unexcused absence. This meeting was conducted via phone conference call due to COVID-19.

II. The minutes of the September 16, 2020 Regular Meeting were presented for approval. Carly made a motion to approve the minutes. Wendell seconded the motion. Motion passed. The minutes of the September 30, 2020 Special Budget Meeting were presented for approval. Wendell made a motion to approve the minutes. Carly seconded. Motion passed.

III. Administration

A. Financials

1. Jane presented the accounts receivable list for September 2020.
2. Accounts payable were presented for approval. Board Action: Carly motioned to approve. Wendell seconded the motion. Motion carried. Jane proposed that the transfer fee be increased to \$300-350. Wendell made a motion to raise the fee from \$100 to \$350 per transfer effective immediately with any new inquiries. Carly seconded the motion. The motion passed.
3. Financials – Financial statements ending September 30, 2020 were presented.
4. 2021 Budget Hearing – No residents attended the public hearing. A \$3200 placeholder is in 2021 budget in Conservation Trust Fund. The Board will decide on the disc golf proposal later. Fred proposed increasing his fees by one hour a month and that he has not increased his rates since started. The Board consensus was to accept Fred's proposal and the fees are locked in for three years at same rate. The Board suggested increasing the legal expenses in General Fund to \$6000. The Board is maintaining the current rates including \$32 for wastewater fund. Wayne will respond to DW1's questions about the WW budget. He did not think it was unreasonable to allocate 35% of administrative costs for 2021 but said the Board would reexamine the allocation at it next budget cycle. The Board was fine with the 5% increase to Dave's contract. The 2021 Budget will be approved at the next meeting.
5. 2020 Budget – Dave will not be using the Sewer Fund capital outlay of \$3000 for mapping this year. He may use the \$1000 for sewer repair if CDOT doesn't fix the exposed pipe on other side Highway 160. The Board approved transferring \$3000 legal from General to Sewer fund as they said many of the legal issues this year should be split between water, general and sewer. Jane and Fred will work on revising the 2020 budget legal line items.

B. Water & Wastewater Operations

1. Water Operations Report – mag meters will help with monitoring water which should assist in combatting water shrinkage. They are budgeted for next year. Dave said that Browns Hill Engineering could do the install early next year as its all indoor work. Well production is dry. The Board asked if all wells were working well. Dave said yes.
2. Wastewater Operations Report – purchasing a computer has been delayed since Dave’s guy who was going to build it did not come through. We need to change the environment in the room at the WWTP rather than procure a heavy-duty computer to deal with overheating. Options discussed were AC or venting the room or putting in a smaller enclosure with circulating fan. Still waiting to install the diodes on the water tank as need the tank to be full for the diver. Sewer inspection found a few sags in sewer pipe; but no major infiltration or holes. Sewer pipe to the WWTP is exposed. Dave has called Kevin at CDOT to see if they will fix the problem as it is in their right of way. We need to stabilize the erosion and cover the pipe before snowmelt.

C. Roads and Open Space

1. Open Space/Trails – Jane presented the pond spillway proposal/estimate from Horizon Environmental Services and proposed that \$3200 of the cost come from Conservation Trust Fund (CTF). Wayne said he was okay with approving the proposal with \$3200 coming from CTF. Wendell made a motion to approve the estimate to demolish the spillway and install a culvert at highwater line and rip rap for \$3833. Carly seconded. The motion passed.
2. Mailroom Parcel Lockers – vandalism occurred at the parcel lockers. The USPS will not be using the Parcel Lockers 1-16 which leaves us short. Jane presented a proposal with various options including installing new parcel lockers which would cost up to \$10,000 depending on how many we put in this year. The Board approved all four units to replace the 16 old lockers. They discussed installing surveillance cameras. One board member warned to steer clear of dummy cameras. There was no action on cameras as this time. A resident inquired about the district covering the cost of new lock for her mailbox. The Board agreed it was the resident’s responsibility. One board member said “we own the box and they own the locks.”
3. Road and Street Sweeping Update – see proposals below. We are moving the street sweeping schedule back until more leaves are off the trees hanging over the streets. Jane will update residents.

IV. Business

1. Approve Wildfire Mitigation Contract 2021 – Jane said the 2021 proposed projects will complete the district’s greenbelt mitigation. We will then be on a maintenance schedule. Carly made a motion to

approve the Fire Smart mitigation plan for 2021 with a total cost of \$18,480 for four priority areas. Wendell seconded. Motion passed.

2. Review/Approve 2020 Dirt and Drainage Projects – Jane presented the proposal for dirt and drainage projects and how they could be funded this year. The Board reviewed and approved the projects at a cost of \$15,430 which also includes doing the concrete work if it can be done this year.
4. Review/Approve Road Coring Sampling Proposal – the Board is in favor of doing what SGM says is the minimum to do the job properly. They were not sure about funding the whole 33 locations versus the 28 locations. Jane will follow-up with Matt about what exactly the benefit would be for the added cost and if worth the additional \$1800.
3. Other District Correspondence: house color paint; composting allowed; high water uses – one due to gophers eating lawn; Bob's John still on Fir Drive; several requests for help with finding outdoor water shut offs; complaint re: commercial venture out of a resident's home and what to do; utility easements.
4. Newsletter items: Budget

IV. Adjournment

The meeting was adjourned at 8:30 p.m.

Jane Looney, District Manager / Secretary