

DURANGO WEST METROPOLITAN DISTRICT #2
MINUTES FOR THE REGULAR MEETING
January 15, 2020

- I. Call to Order
President Beverly Lawrence called the meeting to order at 6:03 p.m. Other Board Members present were Directors Wayne Schrader, Wendell Qualls and Carly Thomson. Also present: Jane Looney, District Manager; Dave Marsa, Wastewater and Water Operator and Fred Owen, District Accountant. No residents attended.
- II. The minutes of the November 20, 2019 Regular Meeting were presented for approval. Beverly made a motion to accept the minutes. Wendell seconded the motion. Motion passed.
- III. Election of officers: Beverly nominated Wayne for President, Wendall seconded the motion. Motion passed. Beverly was voted in as Vice-President and Carly as Treasurer.
- IV. The Board discussed Resolution 2020-01, setting a time and place for Regular District Meetings on the third Wednesday of each month at the District Mail House at 6 p.m. Beverly made a motion to adopt Resolution 2020-01. Wendell seconded the motion. Motion carried. The March Board meeting will be March 11th instead of the 18th because neither Carly nor Jane could attend.
- V. Administration
 - A. Financials
 1. Jane presented the accounts receivable list for November and December. We received a mortgage escrow check for account 802060 which brought that account current. Contacted the other long-time overdue account and that resident said they would drop off a check for full overdue amount.
 2. Accounts payable were presented for approval. Board Action: Beverly motioned to approve. Wendell seconded the motion. Motion carried.
 3. Financials – Financial statements ending December 30, 2019 were presented.
 - B. Water & Wastewater Operations
 1. Water Operations Report: San Juan Basin Health bacteria testing increased by \$5 (30 to \$35) Our system was one of the 850 randomly selected small water systems that is required to sample for the Fourth Unregulated Contaminant Monitoring Rule (UCMR4) by the EPA. This is blue-green algae. DW2 is required to take its own samples March thru September and will receive instructions on how to collect the samples from the EPA contractor. Jane will ask if the state/EPA will reimburse us for Dave's time. Dave is working with Tyler on the transition. Jane is keeping list of items needed for the transition. Dave said a Lake Durango booster pump is out along with two at wells. He got the big one at the wells running. Dave recommended getting two small pumps the same size. He ordered a new fan for the Lake

Durango booster pump which he thinks will fix it. Jane will get Dave estimates and information on well improvement proposals.

2. Meter Upgrade Report: There are still three meters left to be replaced. The new meter came in per Willow Drive resident's request. Now, per his email, he doesn't want to pay for it. Dave will work with this resident and try to send the meter back. The Board approved Dave to ask Bud to send a letter to the resident who has not ever responded and has zero readings. We have 88 water meters. Jane will see if we can return 60 of them.
3. Wastewater Report: lab rates have increased for dissolved and suspended solids \$2 each. Jane contacted SGM to get Dave up to speed with the GIS map and site. Nothing has been added to the GIS by Tyler since 2017. SGM will provide a quote to input all three years of sewer reports. Dave said most other districts alternate between videotaping and just cleaning sewer lines which would save the district money. Lemna met with Dave and dropped off screws for repairs in the spring. Our warranty starts now for another year. Dave will proceed with obtaining SCADA formal proposal for water and wastewater plant so can start installing it in spring.

C. Roads and Open Space

1. Snow Removal Update – besides letter below, received just one resident complaint.
2. Letter from Resident's Attorney – Jane did forward this letter to Bud. He was not concerned. Jane spoke on the phone with the Spruce Drive resident before receiving the letter. After confirming with Leeder that he has been backing up from the resident's driveway and pushing away from it, she communicated this to the resident via phone. He responded saying let's continue the plan. Jane will email the Board's response to the letter: "We reviewed this issue with our snow contractor. We have been doing it this way for the last five years and therefore we will continue."
3. Open Space and Trails Update – Jane proposed an informational meeting with FireSmart and residents to explain our 2020 fire mitigation projects and answer residents' questions. The Board want it to be separate from a regular board meeting and said that 1-2 board members would attend. The Board will wait until next month to revisit the disc golf proposal after it gets Bud's answer to question of prior use of space and reasonable expectation to maintain that.

VI. Business

1. Sign Audit Engagement Letter – the Board signed the three year audit contract with McPherson, Goodrich, Paolucci & Mihelich, PC. Jane did ask if they could commit to getting the audit completed by the June board meeting. They said it would be tight but would do their best. Fred and Jane will send them audit information by next month.
2. Elections Procedure and Resolution 2020-02 to Appoint Elections Officer - Jane informed the Board that Wayne and Carly are up for election in May of 2020. These will be three-year terms as the state is transitioning elections to odd years. There is an open seat that will also be a three-year term. Wendell is up for election in May 2020 for a two-year term. Self-nomination forms will be available between January 26

and February 20. Deadline for filing is February 28. Resolution 2020-02 to officially appoint Jane Looney as the Designated Elections Official was presented. Beverly motioned to adopt. Carly seconded. Motion carried.

3. Approve Final Operator Contract – Bud reviewed and edited the final contract for Water Operator. Beverly motioned to approve the contract. Carly seconded. Motion was approved. The Board president and Dave Marsa signed the contract for 2020.
4. Review New Tap Fees Request – Wayne shared his spreadsheet and proposal to revise the water/sewer tap fee. Per Bud’s suggestion, he adjusted the fee for inflation. Based on the \$6500 fee established in 1985 and based on inflation rates in the St Louis Federal Reserve tables, the fee today would be: \$15,787. Carly proposed to adjust water tap/sewer to \$15,787 which is consistent with the 1985 tap fee adjusted to the inflation rate. Wendell seconded. The motion passed. As there is more likelihood that there may be substantial requests for wastewater tap fees in the future, the district should hire someone to come up with the appropriate revised tap fee.
5. Lake Durango Water update – Wayne contacted Ward regarding providing our board with periodic Lake Durango Water updates and to answer questions. Ward replied that maybe he could attend the February meeting.
6. Other District Correspondence: Ebill issues; resident on Pine Ridge Loop complaining about loud noises from neighbor in morning.
7. Newsletter items: new rate reminder; elections; remind residents of due date and that mailing checks can get here late especially from bank drafts

IV. Adjournment

The meeting was adjourned at 8:28 p.m.

Jane Looney, District Manager / Secretary