

**MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS**  
**DILLON VALLEY DISTRICT**

October 24<sup>th</sup>, 2024

The Dillon Valley District Board of Directors held a special meeting at 1414 Straight Creek Drive. Board members present at the start of the meeting were Directors Chris Durloo, Cary Pence, Matthew Mulica and Dave VerSchure. District staff members present were Administrator Angelique Justich and operation staff members Jochen Grauer and Adam Gillespie. Also present via zoom was legal counsel member Carolyn Steffl. Chris Durloo left the meeting at 5:40pm.

1. CALL TO ORDER. President Chris Durloo called the meeting to order at 4:07pm after verifying that a quorum was present and notice of the meeting had been properly posted.
2. PUBLIC COMMENTS. No public comments.
3. APPROVAL OF SEPTEMBER 19th, 2024 MEETING MINUTES. The minutes were approved as presented (DV, MM 4-0).
4. LEGAL REPORT. The Board members reviewed the legal report provided by Carolyn.
  - Carolyn discussed that after the SDA conference, Angelique presented questions regarding specifics about the CORA policy. Carolyn informed Angelique to create District-Only email addresses for Board members. Updates suggested were minor changes. Changes being the amount charged for CORA research to be updated to current limits, and to adjust the public comment policy with CORA guidelines of 3minutes per public comment.
  - Carolyn discussed the current status on the Xcel easement agreement. Xcel wanted the District to submit locate requests (4) days prior, earlier than statues. Carolyn wants to keep the emergency clause in per her legal advice. The District wants to be able to put utilities in easement if needed in the future. Carolyn and Chris will schedule a follow up call with Xcel to discuss final negotiations.
  - Carolyn discussed the process for the November meeting where delinquent certification accounts will be approved, the 2025 rate and fees considered and the 2025 Budget and Appropriation process. Carolyn also discussed if any changes will need to be made to the 2024 Budget, no changes needed.
5. UPDATE ON USFS PROGRESS. All signatures have been received from the County; the project is in the next stage. Jochen discussed the manholes he inspected, and stated which ones are in good working condition and ones recommended for replacement. Tetra Tech will review plans shortly after walk with Jochen and Mark Luna.
6. OPERATIONS REPORT. Jochen Grauer presented the following operations report for the Boad to review. After the plowing quotes received were discussed, the Board wanted to move forward with engaging 2 Speed Excavation for the 2024/2025 winter season. 2 Speed Excavation is interested in doing an exchange of services for the ability to store

some items on the property. The Board directed Angelique to update the previous contract the District had with RKR for their storage exchange, and have Carolyn review before sending. The Board wants to ensure the contract will protect the District from any potential damage from the plowing and snow removal process, and that adequate insurance is being held by 2 Speed Excavation with the District listed as a certificate holder.

- Lead and Copper Sampling has been completed. Results have been received, all results were below the action levels and posted at sampled homes.
- We currently have 1 motor on the air compressors down, a new one was ordered and will be arriving at the end of the month.
- Repairs to manhole 15 have still not been completed as too much water flow was stated to fill leaks successfully. As we probably won't go lower, we've reached out for them to finish the job or if it can't be done, we will need a different method.
- Fire hydrant maintenance is completed, we will begin working on valves this week and will continue until finished.
- Aerzen blower maintenance was completed, and staff feel confident to begin maintenance on our own.
- Raw water steel replacement is planned to begin when Hensel Phelps gets parts. This will not be after Thanksgiving.
- RKR is needing to move a skid steer and a couple other items to be completely off the property.
- Two plowing quotes have been received. We are working on getting at least one more.
- JSA and I&I reports are attached.

#### 7. FINANCIAL AND ADMINISTRATION REPORT.

- Reviewed financial reports for AP, AR and Profit and Loss statements.
- Also discussed was the process for certifying past due accounts for Collection by the County. Angelique reviewed the current notice of collection template with the Board, and was approved to carry on the process with the past due accounts. Notices will be sent notifying the homeowners of the collection process, and also list the date of November 21<sup>st</sup> as the final date of payment before the Board approves certifying of the accounts for collections. The notice would also inform homeowners that they have the option of attending the November board meeting to discuss their bills at a public hearing when the Board would consider the resolution to certify the accounts for tax collection.

#### 8. NEW BUSINESS. No new business was discussed.

The meeting was adjourned at 5:55pm

Respectfully submitted by: Angelique Justich, District Administrator