# **Durango West Metropolitan District No. 1**

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Updated: September, 2020 Attention: Realtors and Prospective Buyers

Colorado State Statutes Disclosure: Pursuant to CRS 38-35.7-101 any Contract for Purchase should have a provision or statement that states in bold face type: "Special taxing districts may be subject to general obligation indebtedness that is paid by revenues produced from annual tax levies on the taxable property within such districts. Property owners in such districts may be placed at risk for increased mill levies and tax to support the servicing of such debt where circumstances arise resulting in the indebtedness without such an increase in mill levies. Buyers should investigate the special taxing districts in which the property is located by contacting the County Treasurer. by reviewing the certificate of taxes due for the property, and by obtaining further information from the Board of County Commissioners, of the County Clerk and Recorder, or the County Assessor."

**DW1 is a Metropolitan Special District of Colorado:** This summary refers to additional documents to provide pertinent information for buyers considering property purchases in Durango West Metropolitan District No. 1 ('DW1', or 'District'). Questions may be addressed to management or board members. The District is available to talk personally with prospective buyers. We strongly believe parties should be informed and knowledgeable when buying any property, but particularly property within a Special District. Special Districts in Colorado are legally structured differently than a Property or Homeowners Association (POA/HOA). Although DW1's POA has not been formally active for some time, residents may reactivate the POA entity at any time. Whether the POA is active or inactive, all properties are subject to Covenants, Rules, and Restrictions (CCRs), attached. In addition, resolutions and policies in place to address certain rules for purposes of safety and property values. DW1 was formed in 1978 for the purpose of becoming a taxing district responsible for general matters dealing with central water, central sewer, the roadways, common areas, and utility easements. The District regularly adopts less formalized (meaning not separately filed with the Clerk & Recorder) resolutions of certain rules and policies relating to current operations, safety, general welfare, and financial matters. Most resolutions are not separately recorded with the Clerk's Office unless they are considered of high financial importance.

**Improvement Location Certificates (ILC):** Within 90 days of a home sale within DW1, an Improvement Location Certificate (ILC) must be provided to the District. An ILC is a scaled map generally used for lenders, fencing, outbuildings or improvements. The ILC is a drawing to identify where the home sits in relation to lot lines. It is not a full survey & therefore is priced much lower (recent quotes \$350). An old dated ILC is acceptable unless the primary structure was changed or replaced. Please first check with the county GIS to verify if a prior ILC is on record. Many homes in DW1 were built by spec builders and it is possible an ILC was a construction loan requirement. This policy was adopted to ensure new owners have accurate boundaries, and they are made aware of existing encroachments if applicable. Several improvements have been improperly built on privacy buffers, utility services, drainage, and snow storage easements. Property rights cannot be acquired regardless of duration of use because District property is owned by the public. The District does not sell, lease, or grant encroachment licenses for permissive use of District property. Most encroachments are minor, and the District is not focused on insisting all existing encroachments are remedied. The purpose of an ILC is for owners to be aware, and not to add further encroachments. Please contact us with any questions.

**PRE-Approval:** Improvements such as Garages/Sheds/Driveways/Fencing/Dirt Work/Gravel/ Parking <u>Additions</u>: Most exterior improvements require pre-approval. Informing the District of proposed plans will prevent future problems of enforcement or resale. District approvals are not an extensive formalized process and can often be obtained within a couple days. The goal is to work with residents to follow some basic rules for utilities; property boundaries, and neighboring properties.

**DW1 is Reliant on other Agencies:** In Colorado, a special district is an entity approved as an extension of a county government, and are largely financially independent. DW1 does receive some state funds. Although these combined amounts are a small portion of our needs, the District receives approximately \$13,000 annually. DW1 and DW2 were initially formed by the same developer based on the total water supply dependent on wells. Many years of quantity and quality problems plagued DW1's water supply. The District is dependent on intergovernmental agreements with both Lake Durango Water Authority (LDWA) and Durango West Metropolitan District No. 2 (DW2). A stable source of water was finally obtained after years of litigation initiated by DW1 to resolve water quantity and quality. The end result was the purchase of Lake Durango Water Company by forming an Authority with the county and other Lake Durango customers. DW1 still maintains wells for supplemental water and irrigation. DW1 and DW2 jointly own a lagoon wastewater treatment facility to treat sewage for both Districts. This joint fund in labeled in our financial statements as WWF. The road system is maintained by the District. La Plata County gave maintenance responsibilities to DW1 per Resolution 1982-152, copy attached.

**Taxes and Debt Assessments:** The District does not have a tax mill levy at this time. A portion of fees could be shifted to a mill levy with voter approval. Voters within the District can authorize tax debt, which is the main difference between a District and an Association. The board of directors have the authority to enter into certain debts, and to set fees and charges without voter approval. The District is currently obligated to pay debt service to Lake Durango Authority and Durango West 2. The board may consider potential benefits of lowering monthly fees to replace revenues an operational mill levy. Authorizing a mill levy would require voter approval through a legal election process.

**Governing Board:** The District's Board of Directors are usually elected for four-year terms by elections held in even number years. The state is changing to odd number year elections in 2023. The board may appoint a director to fill an open position due to resignation. Directors periodically resign due to selling their home, job change, and/or personal circumstances. This opens up opportunities for any resident to be appointed to the board provided they are an eligible voter. If an appointment is made the appointee must run in the next election to remain as a director. We encourage all owners to consider attending a few meetings to get to know your directors and learn about operations. Public participation and comments are welcomed. Being a small District, monthly meetings are casual and the best way to learn more.

**Monthly Fees**: Please see current rate sheet. Discounts are given for receiving bills electronically and free automatic payment option is available. If you plan to purchase in DW1 for investment purposes, please note the District will not establish a direct billing relationship with tenants. Fees remain with properties as a perpetual lien even if a lease requires renters to pay fees. DW1 can email monthly statements as a courtesy to a tenant, but the deed holder remains as the responsible party. A penalty or assessment issued for tenant actions will be added to the monthly bill. If an account remains delinquent it can become very serious with termination of services, penalties, legal fees, loss of the existing water & sewer tap, and foreclosure. (see Resolution #04-2011)

**Roads:** Roadways are legally public and subject to law enforcement jurisdiction. The District has full authority to set speed limits, parking rules, signage, and penalties, but does not have law enforcement powers. DW1 roads are paved, and platted approximately 60 feet wide. Approximately 24-30 feet width is paved, meaning frontages are District property and an easement. The District must have access to fire hydrants, utilities, and uses this frontage in plowing snow. Residents are responsible for maintenance beyond the pavement, similar to neighborhoods with sidewalks. The District will clear paths to hydrants if residents have not. Please choose appropriate landscaping knowing large amounts of snow will be pushed and stacked along the pavement. No permanent or temporary structures should be within the road easement and vehicles should be parked as far away from the curb as practical. No on-street parking is allowed (see parking section page 6).

**Water:** DW1 provides water services. As noted, DW1 is reliant on water purchased from Lake Durango. As a public water supplier, the District is state regulated under a Public Water Supplier Identification number, called PWSID # CO0134-180. This requires the District to perform independent testing even though the majority of water is purchased as potable water. Annual reports are provided to the public called a Consumer Confidence Report (CCR), See 2018 Water CCR. The District uses supplemental well water from deep wells (600-900 ft), at an approximate 20% mixture. Fluoride is not added to the water supply; however, fluoride may naturally be in soils and some plants. The District must maintain an Operator of Record. DW1 contracts with Water Solutions, Chris Kramer, (970) 749-6945. Chris is extremely experienced with the highest licensed "A" level, and he has over 40 years career experience. We are very fortunate to have this level of knowledge responsible for our water supply. You are welcome to contact Water Solutions, Chris Kramer directly with any questions regarding the water supply.

**Water Usage/Restrictions:** Lake Durango water levels will vary. Lake levels are used to determine restrictions at various stages. Please see <u>www.lakedurango.org</u> for specifics. Since Lake Durango is able to obtain supplemental water from Lake Nighthorse, drought concerns are greatly relieved. Future water restrictions are not anticipated often, but there are a few common-sense rules in place. Leaks should be addressed promptly, lawn watering should take place in mornings and evenings to avoid 10-4 hours during heat of the day, and excessive water should not be running down the street with unattended open hoses. We encourage hand held hose devices, timers, and landscaping designs that conserve water and are appropriate for our geographical location. We do, however, recommend most residents plan for some seasonal outside watering surrounding the home structure as it can help to minimize fire risk.

<u>Meter Readings</u>: The District uses a drive around laptop system to read meters weekly; bills are calculated on monthly use. Notices are posted on front doors if a leak is detected along with a courtesy email for landlords or property managers. The most common causes of leaks are running toilets followed by dripping hose bibs, then faucets. The metering equipment is extremely accurate and weekly readings have greatly reduced undetected leaks and surprise water bills. You may request a meter reading at any time and you may access your water meter to read the number. Due to the electronics involved, any tampering or self-adjustments are strictly prohibited. Please contact staff if you wish to regularly read your own meter so we can provide you with an easy proper for opening the pit lid. It is critical to tighten the lids carefully to avoid winter freezing. Meter tampering is taken very seriously as water is very expensive and District has a sizeable investment in metering equipment. Law enforcement may be contacted for any meter tampering. The District provides courtesy shut offs for repairs or long vacations, and we can provide detailed water usage reports for any period within the past 90 days on request

## **IMPORTANT WATER SERVICE LINES AND METER LOCATION NOTICE:**

Prospective homeowners who are purchasing homes that were built prior to 1992 are to note the exact location of older water meters may be unknown. The District was formed in 1977 but did not begin metering water usage until approximately 1982. There are very few records for individual meter installations prior to 1992. We do know DW1 was extremely burdened financially, and we assume a lack of funds prevented meters installed in outside pits. From 1982-1992 meters were installed in crawl spaces, garages, and basements. It is unknown if homeowners, contractors, or district staff originally installed meters. In homes built prior to 1992, the District may not be able to provide the location where each meter was installed. Most of the older meters have been visually obvious under homes. After 1992 written maintenance schedules were implemented for maintenance and to install meter pits outside. As an ongoing project dependent on available funds, each year more meters were installed in outside pits. The District employs licensed water treatment and distribution personnel, but not licensed residential plumbers. It was therefore determined the best practice was to abandon most of the older meters when new meters were installed rather than trying to remove and repair the connections for the old meters. Notices were given to each owner as a meter pit requires digging and a temporary interruption of water service. Some owners chose to remove abandoned meters at the time, and some meters were removed during future plumbing repairs. The District recommends prospective buyers obtain a home inspection, and the possibility of an abandoned meter should be noted to the inspector for homes built prior to 1992. There is one case the District was made of relating to a basement bathroom remodel where a meter inside a wall had been tiled over. This would be unusual and it is the only covered meter that has been reported to the District. It should be noted that homes built prior to 1992 without crawl spaces may have an abandoned meter installed in a basement or garage.

**CURB STOPS/REPAIRS/SERVICE LINE LIABILITY:** There are also six (6) homes within the District that do not have an outside meter pit installed because the District has not been able to locate the curb stop (original tap in valve). When the District was platted, water and sewer service lines were run to the edge of each property prior to the lot being developed. A water service line valve is commonly called a curb or corp stop. A working main water shut off valve should be installed in every home. The District is disclosing we have not been able to find the curb stop for 6 remaining properties and therefore the ability for the District to quickly terminate water in case of a leak will be compromised if the meter under the home fails or will not terminate water service. Shutting water off to the home without a working meter valve or main shut off valve requires turning off street valves that will feed multiple properties. Normally people only need water turned off to repair or replace a main water shut off valve, so this could be problematic. The District is still attempting to find these last few service lines and does intend to install outside meters at its expense. Numerous attempts to locate the 6 curb stop valves indicate they may have been paved over with driveway or walkway.

**Liabilities**: The District's policy is that homeowners are responsible for repair of individual water or sewer lines that service only one property. In the 6 cases, knowing the location of the original tap-in should be the District's responsibility. In the event a service line starts leaking, the District will work with each owner on an individual basis to install an outside meter and to provide a new curb stop at the District's expense. Owners will still be responsible for service lines to each home, but the District would share costs in order to install a new curb stop for the owner to install a new service line to the home. Owners should remember to protect plumbing in all crawl spaces from freezing. Meters can freeze and break if inadequate skirting and/or insulation protection is not in place. The District is responsible for water and sewer main lines. Owners are responsible for water or sewer lines that service only their home. If there is any question or dispute, either the paved curb, or the main water delivery or sewer collection line, whichever is closest to the owner's property, shall be used as the dividing line between the District will take responsibility for this portion of the repair. The District is aware all repairs are a burden, but digging up and repairing pavement is more burden, and the road integrity needs to be repaired to District standards. The District has made good progress in maintaining and repairing infrastructure over the years and breaks have not been a frequent problem.

**Fire Protection:** Durango Fire & Rescue serves La Plata County with 16 stations. A volunteer fire station is located within the District boundaries at 50 Lazy Pine Drive. Seventeen (17) fire hydrants are located throughout the District. Infrastructure lines are mostly 6" with one 8" main looped line. Water is pumped from Lake Durango and/or wells in an open feed line system to a 350,000-gallon storage tank. DW1 is located in an area labeled high fire risk. Due to housing density, heavy forested pines, oak brush and ground fuels residents should be aware there is always a possibility of fire. Individual fire mitigation is strongly recommended along with an in-home evacuation list and family plan in place.

The District has an official Certified Wildfire Protection Plan and participates in the county's Wildfire Adaptive Partnership group. An evacuation registry list is part of this plan. An emergency evacuation form is sent to new owners after closing for information about pets, number of people in the home, special needs, and alternative contact numbers for family/friends. This form is separated from standard billing info, and is kept confidential. We urge you to return the form, but we sincerely hope it is never needed.

Open burning and fireworks are not allowed within the subdivision or surrounding private lands. BBQs and outside grills must be safe and monitored at all times when in use. Natural gas is used for most heating systems. DW1 does not prohibit indoor wood fireplaces or stoves. Drought conditions are common in the four corners area. The District or Sheriff may impose fines or penalties for fire risk violations.

**District Insurance:** While the District's legal structure includes governmental immunities limiting liability in certain circumstances, DW1 maintains comprehensive insurance. The District's plan is administered through the Colorado Special Districts Property and Liability Pool, Policy #

29C48038-197. The District is an active member of the Colorado Special Districts Association which provides guidance, training and education as well as political support to thousands of members. The insurance pool provides expanded coverage specific to a District than is available on the private market. Employees are covered by Pinnacol Workman's Comp.

**Population/Lots:** Approximate population = 700. Platted lots = 264. Single family users = 253. DW1 is platted as a single-family neighborhood. Apartments, duplexes, condos, multi-family, etc., are not allowed. There may be some homes with unofficial separate units. Owners should be extremely cautious with any property illegally used since multiple family designation could cause big permitting problems and the legal problems with Lake Durango and the Wastewater fund saying they are owed additional tap fees. The District does not have rules on numbers of occupants; however, an appropriate number of paved parking spaces must be available. There is no on-street parking allowed. No multiple-unit properties are allowed within the District, and every home within DW1 is considered to be constructed on a single-family lot.

**Signs & Home Businesses:** Signs are not allowed on District property or at the entrance (garage sale 24 hours temporary exception). Commercial activities and signs are not allowed. Temporary political lawn signs are allowed only on private property. Permission for low-impact home businesses may be granted by the District on a case by case basis, and must be in writing. Commercial vehicles are not allowed with the exception of a standard sized work truck/van. Law enforcement vehicles are exempt provided adequate paved parking is available. E q u i p ment, vehicles, and trailers exceeding 10,000 pounds are not allowed. A licensed day care business may be allowed with written permission. There is no obligation of the District to grant permissions as DW1 land use is platted as single-family residential.

**Pets:** Covenants allow two pets per household. Dogs must be fenced or leashed. No raising or breeding of animals is allowed either commercially, or as a hobby. Excessive noise from inside or outside, nuisance barking, harassment of animals through fences, animal damages, animal abuses, or pet odor will likely bring complaints. DW1 lots are tightly platted. Nuisances and excessive barking are prohibited. Animal Control and La Plata County have jurisdiction within the District.

**Future Growth:** Undeveloped property by the water tank area is located within DW1 boundaries, owned by a private developer. District residents should anticipate growth at some future time as Westridge Phase 1 is the first of 3 earlier proposed phases. The District would have a strong voice in any development as far as ultimate design and size of lots. Lands adjacent to the south and east of the District boundaries could also be developed, but unlike Westridge, the District has not seen any records of subdividing intentions. DW1 boundaries end at the water tanks to the west, Lazy Pine to the east, and Woodcrest Drive to the south. No expansion plans have been proposed at this time. Land east of the fire station is privately owned, and is currently accessed through DW1 roads.

**Parking:** On street parking is strictly prohibited. Excepting temporary visitors (hours, not days), residents are not allowed to regularly park on the street. Each owner is responsible for having perpendicular paved parking for every vehicle. Numerous gravel parking spaces and numerous parallel spaces haven been added without permissions and are not approved. New owners should be aware many of these unapproved parking areas impede snow plowing, and restrict access to utilities. If an owner cannot provide written permission showing a gravel or parallel parking spot was approved, then it is likely not. The District is able to help residents accommodate parking for longer term company and visitors. We do not want to issue parking warnings or fines and can usually make arrangements to provide temporary permissions. Maintaining the roads, safe passage, visibility, and curb appeal are limiting factors with available parking. Unfortunately, the streets were not platted to accommodate parking. If visitors are called in to the office, it will avoid receiving a warning notice or fine, and we can almost always help with alternative parking. Some locations accommodate temporary on street parking better than others. Our concern is safety, visibility, and access. We agree company and visitors should be welcomed, and most properties can easily accommodate an extra vehicle. If you need parking help, please ask.

**Winter Conditions:** During active plowing on-street can result in a fine rather than a first warning. It is impossible to plow around vehicles properly and it would become very dangerous without enforcement. Owners must clear parking spots and keep up with shoveling to survive some winters in Durango West. There are a few extreme storms resulting in tunnels rather than streets. Adequate vehicles, tires, and a hearty willingness to deal with snow and ice are all necessary. Some winters can be really hard on people; please ask for help and we'll do our best. It's best to keep perspective and to appreciate the economic value of winter storms. The area needs the water and the economic boost of winter activities.

**Common Areas:** The District has 3 small recreation areas. A playground for younger children is located at the entrance and a smaller swing set corner is located in Choke Cherry Circle. Full size basketball and tennis courts were built a few years ago. The tennis courts and other portions of the plot unfortunately experienced a very large soils failure due to a deep soils shift, which caused a portion of the courts to sink into a deep ravine. Per geotechnical professionals, there are several layers of soils very deep in the ground along a natural fault line. Due to unusual drought conditions combined with unusually wet spring seasons, it caused the expansive soil common in DW1 to fail along some specific locations. Great Outdoors Colorado (GOCO) is a state agency that provides recreational funding with lottery proceeds. DW1 built the court area with partial funding help, and we are eligible for further grants and public funding sources. COCO has recently assessed the damages to the tennis courts and they have indicated we may receive some help with repairs. We are currently in process of new engineering tests to determine the most efficient way to save the courts. This recreational area is the largest open space owned by the District and we look forward to continuing to improve the area once the court failure is resolved. It is a gorgeous area with stunning views. We anticipate work will be started in 2020 or just as soon as a solid plan is in hand and funds are secured. A shade pavilion, BBQ grills, and larger swing set section is also in the original plan for this area.

**Legal Actions:** As of this date there are no pending legal actions against the District.

<u>Good Standing</u>: Some recent rumors and public comments about Durango West 1 being dissolved have been misrepresented. Incomplete information caused some misunderstandings and inaccuracies to spread. A letter was sent to the District from the Division of Local Government

(DLG) stating DW1 did not appear to be active and therefore should be dissolved. The DLG does not have the authority to dissolve districts, but to clean up entities no longer operating, they can request the state attorney general to file an action with the district court to remove the entity from regulation. No actions were taken or were intended by the attorney general because the District has been active since 1977. Over the last several years the state transitioned into using a central filing portal to be used for public transparency. This portal is designed to provide access to legal documents such as budgets, election results, and audits, among other items. The District has been behind on annual audits, which caused most of the administrative issues. DW1 did not properly post budgets and election results to this portal, which resulted in the Division of Local Government not being sure if the District was active. After communicating with the DLG the District was indeed active, they were very helpful with pulling together the proper portions missing from earlier filings. The District's documents were then reviewed by state lawyers to ensure the District's actions were in compliance for prior years in question. The District received a letter of good standing dated August 14, 2019. La Plata County was also made aware of the administrative problems with DLG and did not consider it a public crisis. The District has provided consistent and reliable water and sewer services for 42 years despite many of those years being extremely challenging. DW1 has had its share of a colorful history due to developer defaults, droughts, and a continually threatened water supply. The District has resolved water and financial adversity, and has remained committed to a long future. Hopefully this clears up any concerns about the District's abilities to provide continuing services.

**Finances:** The overall financial position of the District is stable. DW1 is steadily gaining a positive net position; however, it is noted the District showing losses in the water fund due to rates charged by Lake Durango Authority. It should also be noted the road system will need work in the near future. It is unlikely the District will ever save enough reserve funds to pay up front for overlaying asphalt roads, perform repairs to concrete sections, and to address some drainage infrastructure failings where curbs have sunk and culverts are needed. The District anticipates a tax mill levy may be the most efficient way to fund road repairs. Major road rehabilitation was last done in 2006, paid for with 10-year tax bonds, which were paid off in 2016. Crack sealing and seal coats have been performed regularly since 2006, but no overlays or rebuilds. Given freeze and thaw cycles, 3 trash companies with weekly service, traffic of being fully developed, and the large increase we see from UPS and Fed Ex e-commerce, either a tax mill levy or a special roads assessment is probable within the next 3-5 years. On the other side of the rainbow, however, is the fact that the debt service for Lake Durango Authority has been escalated, appearing it will pay off within the next 2-3 years, which should relieve the debt service fee of \$15.00 (see 2019 rates). Audited and interim unaudited financial statements are attached.

**Audits:** Special districts are required to submit an independent audit of financial statements each year by July 31. DW1 has been audited by three different CPA firms over the past six years. The District has been behind on audits for several years and is now close to being current. An eligible auditor is a specialized practice as the CPA must be a Certified Governmental Accounting Professional in Colorado. After our local firm discontinued offering audits, we found why many districts contract with non-local firms. DW1 solicited bids twice before securing a new auditor offering a realistic price and the experience needed to catch us up as quickly as possible. The District submitted the audit for 2017 earlier this year and is under engagement for 2018 to bring us current before the end of this year. The audit for 2019 is scheduled to be submitted on time.

Several years ago, the District began purchasing lots with mobile homes that had reached or exceeded life expectancy with the intentions of removing the mobiles and building affordable homes. The lending market changed with the economic downturn in 2008-2009. Many mobile homes no longer qualified for prime first-time buyer mortgages. This caused owner to renter margins to shift. The best way to turn this around was to replace run down mobiles with homes that would qualify for good financing. Given the prices of land and building costs, we are well aware why affordable housing is difficult to find in the Durango area.

The District was able to construct quality homes by sharing part of general contracting and labor expenses to reduce overhead expenses for a builder. Profit margins were not high, but investment risk was able to be eliminated because staff and board members performed many items in-house. The development projects have made a very positive impact. Because of materials and labor allocations, this placed a bigger burden on the auditors. Because the District anticipated some additional auditing expense, a local CPA was contracted to assist with tracking and verification of construction and to prepare audit lead schedules for applicable time periods. The decisions to originally purchase lots for development and to continue building homes was weighed with auditing impacts. The board determined neighborhood improvements were highly beneficial. The projects also allowed supplemental funds for the operating budget and capital improvements. There were gains in long term property values as well as making it viable for other investors to replace and build. Realtors who have maintained familiarity with DW1 for the past 10 years agree there have been continued and noticeable improvements resulting in enhanced neighborhood desirability and quick home sales.

Fund and governmental accounting can be confusing. We have an accountant happy to talk with you if desired.

If you have read this far, you are to be commended as you are now probably more educated about Durango West 1 than many residents. For several buyers, going through the contract process may be a first-time experience. We've tried to answer as many questions as possible, plus a few you may not have known to ask. It is not possible to be too thorough or too careful when purchasing real estate. There are pros and cons to every decision, and we wish you the best regardless of your final decisions. If we can help, please feel free to use our contact list.

### **Board Members:**

Melissa Schneider, President, (719) 580-3663 Pete Merkel, Vice President, (970) 259-1805 Matt Nesbitt, Secretary/Treasurer (970) 259-4267 \*(message for return call) Jeanne Matthews, Member (970) 259-4267 \*(message for return call) Tom Phelps, Member (970) 259-4267 \*(message for return call As noted above, one board of director position is open for appointment

### <u>Staff</u>:

Janet Anderson, District Manager, (970) 259-4267 office, (970) 946-2310 cell Kathy Phelps, Billing Manager, (970) 259-4267 office, (970) 749-3188 cell Brian Davies, Public Works, (970) 259-4267 office, (970) 560-0007 cell Water Solutions, Chris Kramer, Operator of Record (water/wastewater), (970) 749-6945 The District also employs seasonal and supplemental maintenance personnel as needed.

### Office Hours and Emergencies: 119 Holly Hock Trail (first left on Forest, 2nd right on Moss)

Office hours vary with limited staff and frequent work duties out in the field and other facilities. There is normally someone at the office, or very close by daily.

Any employee may be called for urgent matters; business cards are posted on the office door. The District Manager is available by appointment weekdays 9am-7pm, and weekends by request. Appointments may also be made to visit with board members by request.