

# **November 5, 2025 - Record of Proceedings**

## **Durango West Metropolitan District No. 1 Board of Directors**

### **1. Call to Order**

At 6pm, Karin Romero called the meeting to order. Administrative items were handled to ensure board members can simultaneously and independently access Dwl email and MS365 apps. This continues one of the District's goals to modernize 10-year dated office infrastructure and software. Janet reported the last 3 months have been extremely frustrating to navigate and wished for an IT staff combined with losing the District's long term internet provider, access to the server Brian has heavily relied on, and replacing all the email addresses. Updating to MS365 Gov gives the District a high levels of security, allows board members to contribute and collaborate, and opens more channels for residents to get information and participate.

**Karin Romero** formally begin calling agenda items at **6:19 p.m.**

**Board Members Present:** Karin Romero, Tucker Smith, Brian Pisani, Chris Downing, Alan Dickens.

**Staff Present:** Janet Anderson, Brian Davies, Mike Roussin.

### **2. Public Comment**

No visitors were present.

### **3. Approval of Minutes**

**Motion:** Karin Romero motioned to approve October 22, 2025, meeting minutes

**Second:** Chris Downing.

**Result:** Approved unanimously.

### **4. Water Operator & Field Work Report**

**Brian** presented the majority of his time since the last meeting was spent on the playground project, but had the opportunity to meet with **Janet** and **Crystal Fenwick, PhD Hydrologist and grant writer**, recently hired by the District for professional services.

- **Brian** reported the most recent quote to recoat both interior and exterior resealing is approximately \$300,000.
- Per last meeting, Janet presented terms of engagement for **Crystal Fenwick** for researching and writing grant applications. The District will require a master plan for eligibility for many grants, which Crystal is qualified to provide for most applications. Some grants require a P.E. stamp if they are capital improvements requiring health department approvals. The proposal is for Phase I, not to exceed \$3,500.00.
- The expense will be recorded under "legal and professional services" category for budgetary purposes.
- **Tucker** recommended placing a cap on the grant writer's compensation, which was confirmed the engagement includes a "not to exceed" clause. Janet recommended the board should meet with her no later than January, 2026, and noted a P.E. is not required for tank epoxy and repainting work. Materials of course need to be appropriate for use in drinking water systems, and a professional, experienced company used for any work.

**Motion:** Brian Pisani motioned to approve engaging the grant writer.

**Second:** Alan Dickens.

**Result:** Motion approved unanimously.

## **5. Roads Rehabilitation and Repairs**

**Alan Dickens** provided a professional overview of the District's road conditions and long-term repair planning. He spent substantial time assessing current road conditions and reviewing prior work from the last two major road rehabilitation projects.

- The goal is to establish a **comprehensive road repair plan** designed to last approximately **25 years**.
- Alan shared a detailed **mapping of the District's road system**, including notations on the history of the extent of improvements. The last major repairs noted above were completed in **1995** and **2006** with specifics and measurements noted on the maps.
- There is **currently no budget** allocated for major road improvements. The board may want to contemplate adding this for 2026, but realistically, major expenses will be dependent on a road bond, which would not fund until 2027. If prep work or partial work is to be contemplated in summer or fall of 2026, additional loan revenues should be added to the 2026 budget, or an amended budget can be adopted in 2026.
- Without intervention, several roads—including **Holly Hock Trail** and **Lower Forest Ridge Road**—are projected to develop potholes and failed areas within the next year.

The Board discussed options for **repair vs. replacement**, identifying **funding** as the key limiting factor. The only funding methods available will be **property tax and revenue bonds**.

To stay on schedule, the Board aims to **present funding options to residents by approximately June 2026**, in preparation for a **ballot vote in November 2026**. Resident education is key to passing any types of revenue increases.

A final Board decision on the funding approach should be made by **February 2026**. Discussions with legal counsel will be needed to coordinate and disclose election costs, bond issuance costs, and legal opinion costs required by banks who purchase bonds.

The Board also discussed beginning in 2026 with making **improvements at the front entrance** as a visible demonstration of the resulting impacts of repaving/recoating roads and curb repairs.

Drainage must also be heavily considered as part of any road rehabilitation project as there are a few key areas with historical drainage issues during winter runoff and heavy rains.

## **6. Covenants (CCRs): Priority Identification and Surveys**

The Board reviewed a list of the main categories covered in the existing covenants and suggested how they would individually prioritize. Overlaps in all board member's identifications of focus areas were noted:

Suggested CCR items should include:

- Property Uses (single family county, duplex, ADU, multi family, business use, business parking or storage)
- Parking (driveways, pavement, positions of vehicles, distance from street, curb is street? curb cuts rule)
- Trash Containers (rules, converting to single provider)
- Who can Vote?, How Metro Covenants are changed?
- Nuisances
- Types of Lots (different requirements for different sections, replat requirements)
- Designate ownership types (any differences, corporate, LLCs, joint, etc)
- Landscaping requirements (trees, weeds, etc)
- Architectural adherence (new const & additions, set backs, house colors, designs, heights, etc)
- Encroachments (ie fences beyond property lines, fences blocking utility access)

The Board decided to begin discussing the following areas at the next meeting:

- Property Uses (single family county, duplex, ADU, multi family, business use, business parking or storage)
- Parking (driveways, pavement, positions of vehicles, distance from street, curb is street? curb cuts rule)
- Encroachments (ie fences beyond property lines, fences blocking utility access)
- Who can Vote?, How Metro Covenants are changed?
- Designate ownership types (any differences, corporate, LLCs, joint, etc)

Each Board member will prepare **3–5 bullet-point ideas** for these items for the next regular meeting on **December 3, 2025**.

## 7. Potpourri

- **Janet** complimented **Karín's enchiladas**, noting they were "freaking outstanding."
- The Board scheduled a **budget work session** for **November 19, 2025**.

## 8. Executive Session: Employee Reviews and Compensation

**Motion:** At approximately 7:48pm, Karín Romero motioned to enter Executive Session, per §24-6-402(4)(a-g), C.R.S., for purposes of: personnel items specific to individual employees.

**Second:** Tucker Smith.

**Result:** Motion approved unanimously. Janet turned on a digital tape recorder and the open zoom connection was terminated for the session, even though no visitors were present on zoom. The Board proceeded to conduct employee reviews and discuss compensations.

Janet and Brian discussed feeling large burdens of responsibilities and challenges of handling a wide variety of duties with feeling high levels of responsibilities for the wellbeing of the District. Janet and Brian expressed an additional employee was definitely needed to share the load. An ideal candidate may not be out there, but hiring someone with a reasonable competency level with computers and basic construction, maintenance, and mechanical abilities is highly desired. Brian indicated Matthew has requested full time employment but has obligations in New Mexico that prevent him from being on call as required. Karin excused herself when Matthew Saiz was specifically discussed.

## 9. Adjournment

The board reconvened to regular session at **8pm**. The meeting immediately adjourned at **8pm**.