



**MINUTES  
OF THE BOARD OF DIRECTORS FOR  
FOREST LAKES METROPOLITAN DISTRICT (FLMD)  
December 13th, 2022**

**CALL TO ORDER**

The regular meeting of the Board of Directors for Forest Lakes Metropolitan District was held on December 13, 2022, at 7:00 p.m. in-person at 82 Alpine Forest Drive, Bayfield CO and teleconferencing via Zoom.

**BOARD OF DIRECTORS ROLL CALL**

Roll call was taken by Director Martin. FLMD Board members and representatives present were:

Mark Rushfeldt, President - Absent	Charissa Hannigan, Director - Present
Derrick Martin, Vice President- Present via Zoom	Robin Kissell, Director – Present via Zoom
Corey Griffis, Treasurer - Present	

Forest Lakes Metropolitan District employees present were:

Bruce Barrette, District Manager  
Jamie Echeverri, Administrative Services Manager / Board Secretary via Zoom  
Trevor Most, Operations & Maintenance Supervisor via Zoom

Approximately 14 people teleconferenced via Zoom including a Board Member and 4 Staff Members.

**APPROVAL OF AGENDA**

It was moved to approve the December 13th, 2022, agenda. The motion was seconded and unanimously approved.

**APPROVAL OF PREVIOUS MINUTES**

There were no corrections, additions, or deletions to the minutes of the regular Board meeting held on November 8th, 2022, it was moved to approve the minutes. The motion was seconded and approved.

**SPECIAL BUSINESS**

- A. Budget Committee (Charissa Hannigan, Corey Griffis) Will be discussed under New Business #9
- B. Recreation Committee (Derrick Martin, Robin Kissell) No Updates
- C. Personnel Committee (Mark Rushfeldt, Robin Kissell) No Updates

**PUBLIC COMMENTS:**

**FLMD Resident Gail Guardado:** *I live at 804 Pine Tree Dr. I had some questions regarding the budget and contacted Mr. Barrette, on November 10, 2022. He wasn't sure if he could give me some of the information, it led to a CORA request. Which I finally received although it was out of compliance with the law because it was after the three days, and I did not get anything that stated an extension was needed. I did make the board members aware of the fact that was the least of a concern, not so much to blame anybody but it was a concern because in previous CORA attempts, I had never had any kind of problem getting the information that I requested. And I tried to do it in a form where hopefully it would have been easier for the office personnel to gather. I do appreciate the fact that while your own board of directors' policy manual indicates that you are to give it to Mr. Barrette, if there is a complaint. I do appreciate the board members that in fact, while not having a conversation or anything at least agreed and acknowledged the fact that I had a complaint and said they would look into it. So, thank you to those board members that did that.*

*My main concern tonight is regarding the budget, specifically with the increases that are coming to the people of the community in regard to 10% increases, this year and next year. Not that I disagree in any shape or form with the way that the office personnel or the O & M personnel are working, they do an extraordinary job, considering they have extraordinary tasks and I applaud them for that. However, based upon a 5% increase when you're asking members of the community for 10% here, 10% there, here's an extra mailbox [charge], here's extra [charge] for the roads.*

*I just had some concerns, and I tried to discuss it with Mr. Barrette. For many points, we were in agreement, and he said that he didn't have the information available, or he wasn't aware of it, but that at least he'd look into it. When I finally got the information, my summary indicates that on average, last year's raises were 7.4%, and that was for personnel not including*



*anything that might have been given for educational merit, or anything like that. There was one [raise] given, which I believe to be merit, although it wasn't specified, in March. Then another one given in August, which I could not ascertain why. So, I'd like to ask what the August (it appears to be around the third), August 3 are raises and they vary. I found it odd that some were over 10% while there was one member of the staff that did not receive any raises at all. So maybe Mr. Barrette could comment on that. I'll yield any remainder of my time for possible follow up.*

**Director Charissa Hannigan:** *First, I want to say as for Corey and I being part of the Budget Committee, the increases to the residents are part of the rate study and CIP that we've been discussing for three to four years. What in a nutshell we're trying to do is catch up because over the past 18 years, there hasn't been any rate increases to the residents. So, our water department is supplementing the sewer. We're losing money on the mailboxes with the improvements we've made there. These go back to years and years ago when they fixed the Mailstop, we put lights up, a roof and they fixed the bus stop. We got a slash burner, that we never increased trash prices. We did all these improvements over years and years and years, but they never increased the rates. So we went to a government agency - part of the USDA Rural Development. They looked at all our trucks, all of our assets, including the age of your trucks and the age of all our infrastructure, from the sewer pipes to the water pipes, to the tanks that the water sits in which are going to need repairs, some sooner than later. We took their recommendations and a year ago started with the rate change, that's where you're getting the 10%, then inflation hits us and our costs on any oil products, any transportation needs from lighting this office to filling tanks of the trucks, it increased. We've looked at just recently the mailstop where we're losing money and if you compare it to a post office box that you'd have to drive to in Bayfield, you're still getting a pretty darn good deal. So that is in response to your budget complaint regarding the 10% increase.*

**FLMD Resident Gail Guardado:** *It wasn't a complaint, I'm for it. I have said repeatedly that we need to start paying for these things, that we've been using and shame on people prior to this board that did not act upon that.*

**Director Charissa Hannigan:** *you said complaint on the budget increased at 10%, so my mistake. I do not know about the raises in August and I don't know if this is the place to discuss people's raises.*

**FLMD Resident Gail Guardado:** *I don't want it publicized in that respect; my attempt was to make the board aware of possibly something that I couldn't get answered. There was a statement, and I replayed it multiple times on the last board meeting [recording/video] that stated that "...there was going to be five and is there enough in there?" and "... what about this?" " Oh, yeah, it's in there. It's in the budget." And it was going to be across the board, and that is how Mr. Barrette also explained it to me. My question is not so much about the raises and why we have to increase things, I understand that. I followed your meetings and I go back and reread them, I read the notes on them. What I don't understand is why we are giving a potential, up to 10% , if not over, as some received last year. Raises now, when there's not a freeze and then give them to the people that I honestly believe deserve it. But give them at a time when we can actually afford it and show that rather than "Here you go, you get 5%"*

**Director Corey Griffis:** *Correct me if I'm wrong, that 5% across the board is a COLA increase.*

**FLMD Resident Gail Guardado:** *I was told it was, cost of living.*

**Director Corey Griffis:** *So we are trying to keep good employees.*

**FLMD Resident Gail Guardado:** *And I applaud you for that.*

**Director Corey Griffis:** *and if they don't get that 5% raise then we may lose them to Durango for \$.50 more an hour.*

**Director Charissa Hannigan:** *Yeah, we already have lost employees. Being on a fixed income the government IS giving 8.7%, they couldn't get that 9%, so people are getting it out in the community.*

**FLMD Resident Gail Guardado:** *Not those that are still working.*

**Director Charissa Hannigan:** *that's something that we can't control.*

**FLMD Resident Gail Guardado:** *I disagree, you can control it, that's the job that you have. Your job is to control and approve the budget.*



**Director Charissa Hannigan:** *Okay, we're trying to keep good employees, by keeping up with cost of living. So that's our rationale on that and I think we discussed that in the last meeting.*

**FLMD Resident Gail Guardado:** *You did discuss it. And you also said that there was going to be a COLA allowance. And my question again is, did you look at how much that is actually in the pocket of people now, rather than waiting until reassessment of taxes, which by your own discussion last month, said that we would be getting more because we'd have more money? And then absolutely, and I think we should attract people. And Mr. Barrette and I had the conversation, it doesn't seem like you keep people more than three years, maybe restacking that in something like a seniority clause or something like that. So, we did have those discussions. I just disagree with the fact that now is the time to give a 5% across the board raise to everybody, just because I see in the minutes, which I think is awesome that you're giving people a \$500 bonus. I think that's fantastic. They deserve it, especially being the holidays and you've done that in the past but what I don't agree with is that you're doing this now and at the same time you're asking other people to pay more.*

**Director Corey Griffis:** *I'm sorry that you don't agree with this but it's something we as a Board decided that we need to do for the employees here. We received your complaint and I think if there's anyone else who needs to make a comment now's the time do so. I don't want to cut you short by no means if you want to send an email to the Board and to Bruce, we can address it a little further down the road. If that works for you?*

**Director Derek Martin:** *Yeah, I appreciate what Ms. Guardado has to say I think it just, you know, I'll just add this, I think Charissa touched on this, and that is I've been in education for over 22 years, we were doing just perfectly fine, peachy keen, pre COVID kind of thing, then you mix in the pandemic and mix in inflation There's so much movement right now, with people moving those switching jobs. schools can't keep teachers. special districts like ours can't keep employees, it's happening everywhere. So, I think that was the impetus behind what we're trying to do as far as being a competitive wage for people. Not just to draw people here, recruit people but keep people here, it's only half the battle to get somebody here, the other half of the battle is to keep them here. I think that was always the impetus in my mind as far as looking at the salaries and the cost of adjustments. So, I appreciate what Ms. Guardado has to say, but I want you to know I get it, I truly do, it's not patronizing, I truly get it.*

**Resident Gail Guardado:** *I did not take this as patronizing at all, I understand. The same thing with teachers, but teachers go through freezes and then when there is money, then they do things like that, or recruit.*

**Director Derek Martin:** *I can tell you unequivocally, based on this area, I was frozen for four years, and I never saw a penny more after the Great Recession in 2008 2012. I never saw a penny more as far as to make up what my loss was for four years. There are bonuses they mix in but a 1000 bonus does not make up for the 10s of 1000s of dollars that teachers lost over that period of time. So, I disagree with that, respectfully, from that comparison standpoint. It's tough, it's brutal. Just to get people to submit an application, as a principal, I'd go through time periods when I would have 20 applications for teacher, in the pandemic I was lucky if I had one. You got to get out there and beat the beat the pavement, you got to recruit you got to retain. It's tough. I get it.*

**FLMD Resident Jim Spitz:** *Yeah, I'm glad that was brought up. That isn't originally what I was here for but I spent three years down at the shop as the supervisor and made sure everybody was being paid more than any city around here. And if anybody did their searching, these guys are making really good money now. You can't tell me that they aren't going to stay because of money. They don't stay, because they don't like plowing snow during the winter and some of the attitudes of the people here and so I know they're making more money than Bayfield and I know they're making more money than Durango.*

**Director Charissa Hannigan:** *Not with my research.*

**FLMD Resident Jim Spitzer:** *I spent time with Keith and we know how much they're making, their water department is only making like \$18 an hour. I made sure I took care of the contract and got them a better contract, I got them better money and for you guys that said, "I'm going to give him a 5% COLA", they've always gotten their performance evaluation, and they got a percentage from that. If you're going to tell me that you're going to give them 5% and then give them their performance, they could be making another 10% an hour. You're going to have guys making another \$3 an hour more. You'll have one guy down there, who'll be making \$36 an hour more than what the supervisors make. I'm very concerned about how you're spending our money from the district. I just don't believe that it is being spent correctly. They've been*



happy. They've got a good wage, a good starting wage. Actually, Mr. Barrette raised somebody's starting wage \$2 an hour and their contract calls for \$18 when they start. So I know all the figures I did all the research.

**Director Charissa Hannigan:** *So two years ago we didn't lose someone because of \$.50 an hour?*

**FLMD Resident Jim Spitzer:** *We did not.*

**Director Charissa Hannigan:** *That's what we were told.*

**FLMD Resident Jim Spitzer:** *No, we didn't lose anybody. The reason we lost people was one guy was the primary caregiver for his son. But nobody left for \$.50/hour because Keith wouldn't have let that happen and neither would I.*

**Director Charissa Hannigan:** *Ok well, we've talked about it but go ahead you've got two minutes left.*

**FLMD Resident Jim Spitzer:** *That's why I don't think there should be a cost of living for that.*

*Now this mailbox thing. Charissa says, we don't make enough money at it. We make \$44,000 a year on that, probably more than that, because that was only for 800 residents. How much have you seen him spend at the mailbox, and now ask it to go up? Double that, which is almost 50 grand, show me the \$50,000 that we use down there. You could replace every mailbox there in two years and yet you'd have money left. I don't like some of the figures that are coming up. I know a lot of the stuff that there is here. I've been here six years and I worked at Forest Lakes for four. I know all these guys down here, they're my friends, but, you when you're telling me you're going to raise our road taxes and our mailboxes then I need to at least say something about it whether you listen to me or not. I also noticed Charissa, when Mr Barrette said we're going to give a cost of living of 5%, you even balked two meetings ago.*

**Director Robin Kissell:** *I did. That was me.*

**FLMD Resident Jim Spitzer:** *Yeah. I know Robin has always been behind the guys at the shop. She was always behind me. She always looked out for us. I just had to let you know what I found.*

**\*Director Charissa Hannigan:** *Okay, Jim we have a line item that is for the mailboxes and we can show you how we're losing money. If you don't like the increase, it's an optional fee. You can get a box anywhere else.*

**FLMD Resident Jim Spitzer:** *You've spent over \$50,000?*

**Director Charissa Hannigan:** *I'm telling you that the boxes cost...how much?*

**District Manager Barrette:** *\$3600*

**FLMD Resident Jim Spitzer:** *That's for parcel boxes?*

**Director Charissa Hannigan:** *We just got a whole line of parcel boxes a couple of years ago and then we had damage on the locks.*

**FLMD Resident Jim Spitzer:** *Yeah, the locks are falling apart.*

**District Manager Bruce Barrette:** *The postmaster puts the locks on.*

**Director Charissa Hannigan:** *So we have to get the whole new box and then they're going to put another couple of boxes in.*

**\*District Board Secretary Jamie Echeverri:** *the mailbox fees are not optional. Everyone with a structure on their property pays mailbox fees.*

**FLMD Resident Jim Spitzer:** *You are correct that if you go down there it will cost you more but you guys are supposed to be watching out for us.*

**Director Charissa Hannigan:** *We are paying that too*



**FLMD Resident Jim Spitzer:** *Yeah, I know, I know you're paying it too. I just thought I had to say something. I would like to ask one more question.*

**Director Charissa Hannigan:** *Make it quick we have a lot to get through.*

**FLMD Resident Jim Spitzer:** *This would be for Trever, Mr. Barrette might know too. How are those new things that you put on the pond down there working?*

**District Manager Barrette:** *The what?*

**FLMD Resident Jim Spitzer:** *The pond covers.*

**District Manager Barrette:** *Oh, it's hard to say. I don't know how you measure that.*

**FLMD Resident Jim Spitzer:** *I can tell you they're not working. I went down there and looked at it. What's going to happen is the ammonia is going to go way up, because they're not covered anymore. You can take a drive down there just look, the covers are going all over the place they're no good. They won't stay locked down. If you can figure out how to lock them down it might work but the whole time it has to be covered. What's going to happen is in the spring, the ammonia rates are going to go sky high, and you're going to get fined for putting it back into the water.*

**O&M Supervisor Trever Most:** *Jim we've been talking to Mark about that, our ORC and he seems to think that it's ok. Our numbers are still looking good. As far as we know, right now they're doing fine.*

**FLMD Resident Jim Spitzer:** *Once it hits 45 degrees at the water, the nutrient it won't dissolve the ammonia anymore. That's where you're going to get hit, in the spring. You're going to find out I'm just trying to let you know.*

**O&M Supervisor Trever Most:** *Yes sir.*

**Director Corey Griffis:** *I'll go do some checking, I'll go take a look.*

**FLMD Resident Jim Spitzer:** *Yeah you should know, I mean you know about it.*

**Director Charissa Hannigan:** *That's strange, because we're getting spring runoff, it cools it off?*

**FLMD Resident Jim Spitzer:** *You want it below I mean above 45 degrees. What it is now is, if it gets below 45 it doesn't burn that ammonia off and then that's one of the big things that are coming up. That's why we are going to have to get a new plant because we were so close. That's why the cover, it won't make it now.*

**Director Charissa Hannigan:** *Jim we appreciate your expertise.*

**Director Derrick Martin:** *Thanks, Jim. Appreciate it. I wanted say this, I've always wondered, he mentioned, it's tough to keep people around because they don't want to snowplow in the wintertime because it's hard to get yelled at. It's a rhetorical question, I've always wondered, how much do you have to pay a person so that all that getting yelled at is worth it? Being a teacher and a principal, I tell you what, I'm not sure what that price tag is. That's just something to consider but appreciate Jim's perspectives for sure.*

**Director Charissa Hannigan:** *Well, we lost District Managers because they got tired of getting yelled at.*

**Director Derrick Martin:** *Are there any other public comments out there? Just an FYI, Tess Marriott-Garrison put a comment in the chat: 'Great job plowing.' Appreciate the job you guys are doing, that was a brutal one [storm] this last one. It was so slippery. We didn't get much snow but man it was slippery as all get out. So good job O&M appreciate it. All right I don't see or hear any other public comments so we'll move on to item seven, reports from staff, consultants and committees. Letter A, manager's report, Bruce take it away.*



## **MANAGEMENT REPORTS:**

**District Manager Barrette:** *Thank you, sir. This is our last meeting of the year and so I want to thank a lot of people but let's start with that holiday letter that went out that Charissa spearheaded and Corey and Julie helped fold and put in envelopes. That was quite an effort and our staff as well. It came together like in a week so thank you to all of them for getting it out. We've gotten a fair amount of comments, good comments, actually. So that was good. Well done.*

**Director Derrick Martin:** *Well done.*

**District Manager Barrette:** *Speaking of the mail stops, we ordered another four-package locker, and again, those are like \$3,400 or \$3,600, each. We'll probably end up having to get some more and some of the regular ones. This is driving the price a bit and maintenance hasn't been happening recently, we have electrical problems and the roof eaves need extending and we've got expenses that aren't really being accounted for, so to speak. Just the cleaning alone, the guys were out there, a month and a half ago or two months ago, just power washing, that takes a couple hours of their time just to try and keep that in a reasonable fashion.*

*The next item is our fire mitigation that's going on up in the emergency access road. They've been up there for a while off and on, it's probably been about a month now, roughly cutting logs, or trees. They're doing all kinds of trees from the really nice ones that are close to the road, to ones that are dead or diseased and they're moving those out. This is all thanks the upper Pine Fire for getting this grant to have this happen we really want to thank them for that. They probably will be finishing up in the not too distant future. The logger gets to take whatever logs he wants, that was just part of the grant, but there will be some wood available for residents. We will bring that down by the burner and by the slash pile. I'm not exactly sure at this point when that will be.*

*The next item would be our SCADA system, it controls all our water and wastewater monitoring. It has all the sensors on it so that we know when pumps are running or when there's something not running. By the end of the year, we'll have that upgraded.*

*We had a dumpster fire, somebody must have put coals in there or something so we had the fire department out and they laid out 1000 feet of hose to put that out.*

*The Rec Center, last month it got vandalized for a second time. We boarded up the windows instead of fixing them. I got a quote \$3,400 for six windows, which I thought was very high and I didn't want to do it especially if this is going to be a regular thing. I talked with the insurance people and they thought that it was a good idea that we did that. I think I'm going to recommend to the board that we have a little work session to go over what we might want to do with that. I budgeted some money for that same gentleman who did that original analysis, to come out and look at it, reassess it, and then maybe have a work session with the board in early part of this year, so that we can maybe make some decisions on what you might want to do with that.*

**Director Derrick Martin:** *Is it that same architect who did the first review of all the current status of the building, Bruce?*

**District Manager Barrette:** *Correct. I don't remember his name, but I have it. I just wanted to maybe get him out and refresh his report and some of the numbers. I know, when I went out there with Mark and Robin, we all kind of thought that maybe the some of the price tags on some of the things he was mentioning, were a little on the low side. Now after the inflation we've had this year, I'm pretty sure it's really low. I just want to refresh that, give the board some hopefully good factual information on which to base some direction and where you want to go, not necessarily what you want to do at this point, but some direction and we can start moving that way.*

**Director Charissa Hannigan:** *You also put new locks besides the boarding it up?*

**District Manager Barrette:** *Yes we put a padlock on it because one of the sheriffs thought that they were actually prying the door open that had a combination lock on it. With an actual padlock on the door they would need to actually have to cut it off or break it off in order to get through that door now.*

*The next item, I reached out to Upper Pine to talk about confined space. We have that here primarily in our man holes for our sewer system. For those who don't know, sewers produce gas and they can be very, very dangerous so there's a whole procedure and trainings that go on for that. I reached out to the chief to see if that was something that they did, and they do. They were interested in doing some confined space training not only for our guys so that they can enter safely and do the work they need to do and get back out safely but if, in the event something were to happen, then their staff had training on how to rescue and organize, as well as other confined spaces, which we may have. We have some of our vaults, where we have the PRVs and things like that. It's really important to have that training because we want to keep our guys safe. We'll*



*be working on that probably the beginning of next month. We talked about doing some other things like an actual fire drill but that takes a lot of planning. So if we get that next year, it'll probably be the latter part of the year.*

*Let me conclude with some of the things that we actually got done this year sometimes people know sometimes they don't. First, we were hiring, we got me, we also got Shawna and George and Austin and Ryan. We had five new people coming on so half of the staff is less than a year here. Everybody's working out very well. We had a period this summer of about three months that we were down two employees in the shop.*

*With a grant that Upper Pine got for us we widened the emergency access. We put about 120 cubic yards of gravel on that road and we didn't get it completely but we got it to the point where it's definitely drivable. We just talked about the fire mitigation, the SCADA system is going now, the solar project, they're not hooked up yet, they have part of it. We're still working on getting the consolidation of the meters put together so we can run everything off one big generator. There was some confusion about those two projects working together. They were developed, I think, without each other in mind, so they are causing some issues, and there's some equipment we need to get. It's been ordered it's just not here yet. We implemented the Caselle software, our new financial software that the staff has been working on- Jamie and Shawna, they're doing a great job working their way through some of the issues.*

*Staff also did the election, Corey and Robin were elected out of that. So welcome. That was all done in house although I think Jamie's decided she's not going to do that going forward, but she can comment on that if she'd like.*

**Office Manager/Board Secretary Jamie Echeverri:** *That's correct! It's going to be mailed ballots next time.*

**District Manager Barrette:** *"Yeah. A lot of work, a ton of work to get that done, very labor intensive, which is why I don't think she's going to want to do that again we'll just do it with the county.*

**Office Manager/Board Secretary Echeverri:** *Bruce even with the mail ballot, the county doesn't really play into it much. We do all the work.*

**District Manager Barrette:** *The last thing is that we got the Snowbird project done. We did water and sewer there so that whole street now has both water and sewer should they want it. That concludes my report. Oh, and the new office was completed and we moved in in March. We get to talk to people all the time as they come in, and it's much easier for everyone else, I think. That will conclude my report.*

**Director Derrick Martin:** *Awesome! Thanks Bruce, appreciate it. Letter B, there is no office manager report. Is that correct?*

**Office Manager/Board Secretary Echeverri:** *That's correct. I'm open to questions if you guys have any questions for me. We've got a lot of stuff that comes up at the end of the year. We have insurance policies that renew, health insurance renewals, worker comp, property and liability policies and the underwriters have questions. There's just a lot going on right now.*

**Director Derrick Martin:** *Absolutely! Appreciate it so much Jamie. Appreciate all you do, you and Shawna.*

**Office Manager/Board Secretary Echeverri:** *Thank you.*

**Director Derrick Martin:** *Absolutely. Awesome! All right, letter C – Maintenance, Trevor's in the house here, Trever take it away.*

**O&M Supervisor Most:** *As far as our activities, we finished the backfilling of the solar ditches that we are digging around our shop. We've done prep work on our snowplow trucks including putting our chains on, welding new cutting edges, and we plowed some slush off the roads from that little storm at the beginning of November.*

*We finished our fall list, which includes cleaning out our contact chamber at the sewer. We pulled one of the aerators off of pond three and we greased all of the motors that are on the ponds and changed the oil and we cleaned out the mixer at the sewer treatment as well.*

*As Bruce said, we finished the work at the fire escape road. I believe we ended up getting an extra four loads of three inch for that project, right Bruce?*

**District Manager Barrette:** *Something like that. Yeah*



**O&M Supervisor Most:** *We ended up hauling those four loads up and got it rolled down as well. We installed the new parcel box at the mailstop. We had a leaking meter in a water pit that we took care of on Hillside Drive. At the beginning of November when we had that little storm, a tree had fallen so we got that cut up and removed. We also replaced an old manhole lid towards the bottom of Forest Lakes drive. As Bruce mentioned, we boarded up the windows at the Rec Center and installed the latch and put a lock on there as well. We performed road and equipment maintenance and our normal water and wastewater operations. We got the water truck, our LIG truck and our back trailer winterized. Around the 16<sup>th</sup> of November we returned our roller that we were renting from from Caterpillar. We are continuing to do meter replacements as well as the meter reads and rereads and excavation permits and still some utility locates.*

**Director Corey Griffis:** *With the excavation permits, when do you stop issuing those?*

**Office Manager/Board Secretary Echeverri:** *November 1<sup>st</sup>.*

**O&M Supervisor Most:** *Yes, November 1<sup>st</sup>.*

**Director Corey Griffis:** *Oh were these permits issued prior to November 1<sup>st</sup>, I'm guessing? These permits, were they ones that were issued prior to November 1<sup>st</sup>?*

**O&M Supervisor Most:** *You know I guess. I feel like I've gotten one or two but I could be getting that confused with our 811 locates as well. I'll check on that Corey.*

**Director Corey Griffis:** *One more question, on average how many re-reads do you get a month up here?*

**O&M Supervisor Most:** *The last three months, it's been like 20. We're working on that, hopefully we'll get that resolved here pretty soon as well.*

**Director Charissa Hannigan:** *Trevor, I have a question. Can you talk a little bit about water leaks? How do we know it's in the resident's house? And how do we know we're not leaking, that the district's pipes aren't leaking? Can you talk a little bit about that?*

**O&M Supervisor Most:** *Yes. One way to determine if it's on the residents side is obviously a high water bill. If someone sees that their bill is extremely high we'll go check that meter again, and just double verify the reading. This is part of our re-reads in the month. We go to the meter pit and if something's running in the house, or there's a leak on the meter pit side to the house, we shut the meter pit valve off, and if the meter stops spinning then there is no leak. We also can check in with the residents and make sure there is no water being used and that things are turned off we then go back and look at the meter. If the meter is spinning after we have asked them to not be using any water, then that tells us there is a leak on their side of the meter. As far as other leaks that come up, most of it is all visual. Water will be seen coming up out of the road, for example. We are also able to see it through our trends on SCADA, if there's a leak, we'll see a big change in that graph. That's another sign that we can use that we know that there's a potentially a leak somewhere.*

**Director Corey Griffis:** *Ok, now I'm curious as we talk about water leaks, do you know what your water loss percentages is? Off the top of your head?*

**O&M Supervisor Most:** *Back when Keith was still the manager, it was just before he had left, we were looking into that, we didn't know if the numbers were right or not, but I want to say we came up with 10 or 15%. But that was a while ago.*

**District Manager Barrette:** *It better not be 10 or 15!*

**O&M Supervisor Most:** *That was back when we were trying to figure out all the numbers and I was just jumping into that role. It surprised me too.*

**Director Corey Griffis:** *Thank you.*

**Director Charissa Hannigan:** *Thank you for your input.*



**District Manager Barrette:** *It's a valid question. We've got to figure that out because we need to know that as it is something that comes up in our inspections. I'm going to interrupt you Trevor, I apologize, we have a sewer inspection about nine o'clock tomorrow. So that'll be interesting. Back to you, Trevor.*

**Director Robin Kissell:** *I have a question.*

**Director Robin Kissell:** *Question: I wanted to ask about the fire road that we've got. Our road here in Forest Lakes, our evacuation road looks really good. What about the road that is down below, not part of Forest Lakes?*

**District Manager Barrette:** *I've asked that several times with the fire department and they've been in contact with some people, I'm not sure exactly who, but they're trying to work on that. We're thinking about it, and we're still working on it, I don't have an answer for you, but it's not that we haven't thought of it. We're working on that, and they're working on it too. They've made some calls and had some initial conversations.*

**Director Derrick Martin:** *Quick question for Bruce and Trevor. Are we still waiting to hear back from the state regarding the water treatment facility?*

**District Manager Barrette:** *To the best of my knowledge, we've not gotten anything official from them.*

**Director Derrick Martin:** *That's amazing. Wow. Been with the Board now three years and still waiting to hear back.*

**District Manager Barrette:** *We are not in a rush but we're planning for it. We've already started that process in terms of, well, that actually started before I got here, I think, but we're continuing to stay on it as one of the capital projects.*

**Director Derrick Martin:** *I appreciate it because a few residences brought up because of course, like everyone else who saw the article in the paper about Edgemont ranch and their state of the art facility people are asking, 'Hey, what what's going on in Forest Lakes?' So I thought I'd better just ask.*

**District Manager Barrette:** *I actually plan on giving them a call and see if I can get a little tour and take the staff over there. I think that would be highly educational for us to get a sense of it. I've seen it from the road but that's about it. I'd love to see the operational part of it. It's going to be a similar size to ours roughly, in terms of capacity. I looked at the footprint and it's remarkably small, which is nice as well. What they said in the article was its very quiet, which is also very nice. One of the things I didn't know is that they use UVC light for killing bacteria.*

**Director Derrick Martin:** *Awesome, thanks. That'd be probably the grant writer's first order of business?*

**District Manager Barrette:** *Not the first one, but we actually have a conference call with her and our engineer on Thursday, we're going over the priorities. Planning for that is what we're going to go after, that as well as planning grants to design the thing. We're trying to get as much help as we can through grants for every piece of it, from the engineering to the construction.*

**Director Derrick Martin:** *Awesome. Thanks.*

**O&M Supervisor Most:** *Alright, well, I guess to finish up my side, as far as the status of our vehicle fleet, we are fully operational. We do have one of our plow trucks that, yesterday, the side wing broke off, but it's still operational. We can still operate without that side wing, but we plan to get that fixed here this week sometime, so we'll be good there. For the month of November, we had no incidences, so we're clear.*

**Director Charissa Hannigan:** *Good job.*

**District Manager Barrette:** *Let me just chime in a little bit about the prep work that went in to having all these plows ready. It has taken weeks and weeks and I'm constantly amazed at the staff, the depth of knowledge of things that they can do. Just putting the chains on and the welding they're doing and their design. We took one of our dump trucks and retooled the back end of it. We had an extra sander box, and they're putting that on there. The result is we have an extra plow with another sander box that we didn't have. They designed all the mechanisms and cut a bunch of stuff off and welded all kinds of stuff on. The heater and the oil burner at the shop constantly goes out and these guys fix it all the time. The grader they're*



*putting the teeth on that thing. It's saving us an enormous amount of money by having these guys that are skilled in all kinds of things. They do a great job and I'm really appreciative of them. Most people don't know all that happens in that shop.*

**FINANCIAL:** (See attached supporting documentation)

**PROPERTY TAX COLLECTION REPORT:** 2022 We have received \$701,710 of the levied Property Tax of \$703,984 or 99.5%

**District Manager Barrette:** *It's been trickling down towards the end, because it's front loaded and then kind of dies off at the end.*

**WATER PUMPING:** *We pumped 4,558,048 gallons of water between the wells. That was up a little bit and some of that has to do with some of our meters and maybe some of the leaks we had.*

**2022 BUDGET INCOME/EXPENSE REPORT:**

**General Fund** - Revenues at \$860,656 YTD of Budgeted (93%), Expenses at \$919,101 YTD of Budgeted (99%)

**Water Fund** - Revenues at \$669,836 YTD of Budgeted (74%), Expenses at \$597,671 YTD of Budgeted (66%)

**Sewer Fund** - Revenues at \$475,774 YTD of Budgeted (71%), Expenses at \$458,465 YTD of Budgeted (69%)

**District Manager Barrette:** *Those two [water and sewer] we're doing ok, but still a little troublesome that we're in November numbers and we're only at 74% on the revenue side. We're gonna have a look at that a little more. I don't have an answer at this point in time, but it did jump out at me.*

**Director Charissa Hannigan:** *Just at a quick glance, I know you're wondering about that general fund, but together we're at 79.23% of revenue and 78% at expenses. At that glance it's ok.*

**Director Derrick Martin:** *I know in years past when we get to November and December a lot of those numbers for the budget income expense report are in the 90s and water and sewer 74 and 70s and 60s, it seems awfully low to me.*

**District Manager Barrette:** *I agree and that's why we need to do a little more digging on that. At this point, I didn't have time to do a lot of research and there may be some issues with the transition with our financial system. We clearly have found some issues that I've been working through and there may be some more. We're aware of it and we're looking into that.*

**Director Derrick Martin:** *I appreciate it. The fact that the expenses versus the revenue is kind of where you want them to be but as far as the ratio, those percentages look kind of low.*

**District Manager Barrette:** *Yeah, no question.*

**Director Charissa Hannigan:** *"So you're including here today? Yesterday and today?"*

**District Manager Barrette:** *It's only November. Any other questions?*

**Director Derrick Martin:** *No questions for Bruce? Number 8 on the agenda - Unfinished Business I see there is nothing there so on to number nine, New Business. Alright, budget adoption time.*

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**A.** 2023 Budget Adoption & Resolutions

**District Manager Barrette:** *Yes, sir, we've got four different resolutions that need to go in a certain order according to our attorney. He wanted us to do each one individually and vote on them. The first one would be 22-11, it's the amendment of and restatement of the fees and charges. The road maintenance fee went up and the mailbox fee went up. The original resolution when you had the fee study done, it had the **rates** as well as the **fees** all in one. In speaking with the attorney, we left the **rates** for water and sewer in that resolution and we took out all the all of the **fees** and created this new resolution that just has **fees**. **Rates** are going to stay unaffected, what they were when you adopted them. The **fees** – road, trash, mailbox and other things –that we charge are in this one. They've just been separated out from that larger resolution that was adopted – again, don't remember if it was the end of last year or at the beginning of this year.*



**Director Charissa Hannigan:** *Do I understand that the water disconnect fees and stuff like that, you've simplified it?*

**District Manager Barrette:** *Not yet I want to do that."*

**Director Charissa Hannigan:** *Is that part of this resolution or not?*

**District Manager Barrette:** *No, the only thing that this changed was the road and mailbox. Everything else I left the same. We'd spoken in October and November about the roads as well as the mailbox so that's the only thing that changed.*

**Director Robin Kissell:** *Question, is that 22-11 resolution, is that in our packet? I seem to be missing it in mine.*

**Director Charissa Hannigan:** *I didn't have one either, I want to read it.*

**District Manager Barrette:** *Ok sorry, it should have been.*

**Director Robin Kissell:** *I thought originally it was then I was looking and I didn't see it.*

**Director Charissa Hannigan:** *So, resolution 2022-11, Amendment and reinstatement of fees and charges for Forest Lakes Metropolitan District. A Resolution revising fees and charges of Forest Lakes Metro District, Colorado. We are just changing the fee structure for roads and the mailbox fee. How about the late payments, is that the same? Are you just including it that they're always there?"*

**District Manager Barrette:** *I just changed two things, the two things we talked about. Roads and mailboxes but everything else is identical to what was approved. Yes, they're all in there but they weren't changed."*

**Director Charissa Hannigan:** *It's pretty straightforward Robin, do you want us to get you a copy real quick?*

**Director Robin Kissell:** *Just read it like you did. I did have a question about the other where it talked about water and sewer and how they were separated. But I think by adding that, you've just answered my question. So you're good. Thank you.*

**District Manager Barrette:** *I would like to add verbally for the minutes, to allow either Director Mark or Director Derrick to sign this because Mark is not in attendance.*

**Director Charissa Hannigan:** *The verbiage on it is for Director Mark Rushfeldt and he will be gone, so we have to also stipulate that it will be signed by Director Derrick Martin.*

**Director Derrick Martin:** *That's fine.*

**District Manager Barrette:** *So long as it's in the minutes because one of these we actually have to have submit to the county by Thursday, so Mark's not going to be back. That's why I need to be able to have you approve either you or him since he was on here. If we could do that it would be very helpful.*

**District Manager Barrette:** *Now we go to Resolution 2022 – 09.*

**Director Charissa Hannigan:** *Resolution levying property tax for the year 2023 to help defray the costs of government for the Forest Lakes Metropolitan District Colorado for the 2023 budget year. The amount necessary to balance the budget for general operating purposes for property tax revenue is \$707,710. Here is the 2021 valuation for assessment for the Forest Lake Metro district as recertified by the county assessor is \$19,837,540. For the purpose of this meeting all general operating expenses for the Forest Lake Metro District, during the 2023 budget year, there is hereby levied a tax of 35.524 mils, which is 42.109 Mills minus the temporary general property tax credit/temporary mill levy rate reduction of 6.585 mils which equals 35.524 mils as before mentioned upon each dollar of the total valuation for assessment for all taxable property within the FLMD for the year of 2023. Our vice president will authorize and direct to immediately certify to the county commissioners, of La Plata County, Colorado. The mill levies for the Forest Lakes Metro District and here and above determined and sets."*

**District Manager Barrette:** *2022-08 is the next one.*



**Director Charissa Hannigan:** *We're appropriating sums of money, a resolution appropriating sums of money to the various funds and spending agencies in the amount and for the purpose is set forth below for the Forest Lakes Metro District, Colorado for the 2023 budget year. I'm just going to say the total general operating fund is \$1,129,132, the total water operating fund is \$758,465, and the total sewer operating fund is \$564,468. Introduced and adopted today, and will be signed by our vice president.*

**Director Derrick Martin:** *Just a technical matter Bruce, we're ok with every single one of these, we're stating that I'll sign this so that its in the minutes? For each resolutions that I'll be signing these is that right?*

**District Manager Barrette:** *Correct.*

**District Manager Barrette:** *Can I make a comment? Just for the record that we have, when we got that reassessment, which was December 1 it reduced our taxable by \$6,400 so it tweaked the budget that you had seen in November. I had to change it a little bit because the revenue was just a little bit less. If you look at it number for number, you're going to find one of those expenses in each of those funds, where I took out the amount that was in each fund. Just so you know that there was a slightly different number in there on the revenue side, as well as on one of the expenses.*

**Director Charissa Hannigan:** *Ok so 2022-07 - 2023 Budget Adoption. Therefore mentioned operating from total water fund total and sewer total will be adopted, introduced and adopted today and signed by our vice president Martin. I make a motion to adopt resolution 2022-07.*

**Director Derrick Martin:** *Just a point of order, in case this hasn't been corrected or if I have an older agenda, the first "Whereas" that I have has Keith Rountree in there.*

**District Manager Barrette:** *I'm going to change it*

**Director Derrick Martin:** *Awesome. We've got a motion*

**Director Robin Kissell:** *With the correction*

**District Manager Barrette:** *Yes, Charissa is reading over it now. I have a corrected one here. Thank you for noticing that.*

**Director Charissa Hannigan:** *Okay, resolution number 2022-10, a resolution declining participation in Colorado paid family and medical leave insurance program, do you want to give an explanation?*

**District Manager Barrette:** *Yes, I'd be happy to give you a briefing. This is a state mandated thing we have to do. I think it was originally done out of the COVID situation. It's basically an insurance policy for people that if they get sick, or they have to take care of someone, it's primarily for folks that don't have either sick time or vacation that might work for private businesses. Every public entity is doing this, I don't know of one that's actually gone along with it yet. Since we already have vacation and sick time, it didn't seem like it was something that we necessarily want to jump into. If an employee wants to participate, they can on their own, but not through us. If we decided to go in with this, then we would have the burden of collecting money and administering that, which is something with our staff and we didn't feel that we needed another thing to do. We are required to have a meeting with the employees and give them the information about what this program is, which we did. The employees have signed the document saying they are completely aware of it. The second requirement is we had to have a public meeting, which is what we're doing now, to consider this program. In January I will have to have another employee meeting to let them know what you voted. That's just all part of the law that we have to follow. To summarize, it's basically an insurance policy, and there are premiums to be paid. The Board needs to decide if FLMD will participate or they can decline or they could decide to collect for the employees portion and then forwarded to the state. I feel that it isn't something that we want to do but it's clearly a board decision. But if employee wants to do this, they still can, and they can go directly to the state.*

**Director Corey Griffis:** *Just curious, do you have any employees that want to participate?*

**District Manager Barrette:** *No one has told me that they wanted to.*

**Director Corey Griffis:** *Trever?*



**O&M Supervisor Most:** *No one has said anything to me indicating that they want to. It didn't sound like anyone at O&M was interested in it.*

**Director Derrick Martin:** *From my understanding, this is the voter approved state of Colorado version of the federal FMLA. You pay into it to get that extended leave time for family situations, things like that. A lot of government entities, Durango 9R and others have opted out as well.*

**Director Corey Griffis:** *Yeah we voted it down at Bayfield too.*

**Director Charissa Hannigan:** *You can join anytime, right?*

**District Manager Barrette:** *"Right. If we didn't want to do it as a district, employees can still participate. No one has said anything to me about it, and Trever hasn't heard so I don't think anyone is particularly interested."*

#### **RESOLUTIONS:**

**Resolution 2022-07** Summarizing expenditures and revenues for each fund and adopting a budget for Forest Lakes Metropolitan District, Colorado for the calendar year beginning on the first day of January 2023 and ending on the last day of December 2023. A motion was made to approve FLMD 2023 Budget, the motion was seconded and was unanimously approved.

**Resolutions 2022-08** Appropriating sums of money to the various funds and spending agencies, in the amount and for the purpose as set forth for Forest Lakes Metropolitan District, Colorado for 2023 Budget Year. A motion was made to approve, the motion was seconded and was unanimously approved.

**Resolutions 2022-09** Setting the Mill Levy for property taxes for the year 2023, to help defray the costs of government for the Forest Lakes Metropolitan District, Colorado for the 2023 Budget year.

A motion was made to approve, the motion was seconded and was unanimously approved.

**Resolutions 2022-10** Resolution declining participation in the Colorado Family Medical Leave Insurance (FAMLI) Program. A motion was made, the motion was seconded and was unanimously approved.

**Resolution 2022-11** Amendment and restatement of fees and charges for Forest Lakes Metropolitan District. A motion was made, the motion was seconded and was unanimously approved.

#### **B. Year End Employee Bonus**

**District Manager Barrette:** *The last item I have is I felt it is important to allow the board to decide whether they wanted to give a yearend bonus to the staff. I propose it is just our hourly folks that would receive the yearend bonus so that excludes me. There are 10 of them so the total amount would be \$5,000.*

**Director Corey Griffis:** *What's it based on?*

**District Manager Barrette:** *It's more of an historical thing from what I gathered.*

**Director Robin Kissell:** I think I would speak up and say look at their safety report and the money that they've saved us just being safe.

**Director Corey Griffis:** *No, I'm not against it I'm just wondering about the dollar amount and how we come up with \$500.*

**District Manager Barrette:** *That's what it was last year. How it got there I don't know, I didn't adjust it for inflation.*

**Director Charissa Hannigan:** *Who is salary?*

**District Manager Barrette:** *Just me, that's why I'm out of this.*

**Director Derrick Martin:** *Is that paid through payroll or is it just paid in cash?*



**District Manager Barrette:** *No, I talked with Jamie about that we would do that via checks.*

**Director Robin Kissell:** *Taxes?*

**District Manager Barrette:** *It's not payroll.*

**Director Derrick Martin:** *I just asked because, Bayfield School District always gave, and they still do give staff a bonus and it's always in cash.*

**Director Charissa Hannigan:** *I would love to see Bruce included in that.*

**District Manager Barrette:** *I will respectfully decline. Thank you.*

#### **APPROVAL OF DISBURSEMENTS:**

The Board considered the bills of the district for payment. A motion was made to approve bills for disbursement of \$137,565. The motion was seconded and was unanimously approved.

**Director Charissa Hannigan:** *Explain to me, Jamie, this transfer what's going on with \$88,000?*

**Office Manager/Board Secretary Echeverri:** *There's always more than one way to skin a cat and I did my entries a little different this month that's why the report looks different. The manual entries of the CDAs are payments that I made online and transfers amongst the accounts. I always have to pull money from OPs into payroll to meet payroll. Usually, the report I run for you shows a manual entry for online payments and doesn't show transfers. But this is a different report."*

#### **ADJOURNMENT:**

There being no further business, the Board of Directors meeting was adjourned at 8:30 p.m. A motion was made to adjourn the Forest Lakes Metropolitan District Board of Directors meeting. The motion was seconded and was unanimously approved.

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Prepared by Barb Ross for  
Jamie Echeverri  
Board of Directors of the Forest Lakes Metropolitan  
District Secretary