

Board Meeting Minutes of the Animas Mosquito Control District

Meeting Held:

Monday, December 16, 2024

Location: AMCD Shop

870 County Road 252

Durango, CO 81301

And [Zoom Meeting](#)

I. Meeting Called to Order

A. Jim Bryce, Board Vice President, called the meeting to order at 12:09 pm.

II. Roll Call

A. Present: Jim Bryce, Board Vice President / Dave Dillon – Board Director / Shane Kairalla, Board Director / Janet Pettigrew – Board Secretary / Seth Foster, District Manager / Melody Schaaf, Office Manager / Loren Doughty – Doughty Construction

B. Via Zoom: Bud Smith – Attorney

C. Absent Excused: Ted Hermesman III, Board President

Quorum established.

III. *Minutes & Financials

A. The board reviewed the November 16, 2024, meeting minutes. Motion to approve these minutes was made and seconded. Motion passed unanimously.

B. The Board could not review the November 2024 financials as they were not provided in time for the meeting by the CPA office.

IV. Guest Presentation

A. Loren updated the board on the progress of the new building and property. Spoke with Agritek. I will do the clearing and grading in preparation for the fence. Advanced Concrete is scheduled for the week of Christmas to pour the valley pan and then the parking lot will get finished. Spoke with the contractor from Miller Pipeline responsible for putting the gas meter in. They have pulled all their crews out of Durango and will not be able to install it in our timeline. They do not have an ETA, but they were paid in advance just to get on their schedule. Have met with them and ran conduit under the asphalt in preparation for the gas line. We'll see what can be done to get this going or find someone else. The mezzanine and fire suppression system have been tested and approved by the fire marshal. The electrical service has been installed and the inspection is going on right now and then sheet rock will go up. As the gas is not yet installed, heaters will need to be used. When the drywall is done, cabinets, countertops, etc. can be installed. The lift will be going in. Seth will go ahead and order the air compressor, hose reel, and lockers. The building should be completed by the end of January. Loren left the meeting.

B. Bud Smith went over the budget and CPA services. The notice of budget was posted in the Durango Herald as required and today is the deadline to file the mill levy certification.

(* Indicates vote/approval took place for action or expenditure)

It has been a real challenge to put together a budget with the quality of accounting services from the current CPA's. He then went over the 2025 Proposed Budget numbers. The question was asked when and how AMCD could temporarily lower the mill levy for the taxpayers. Discussion followed.

- C. Bud went over MBE/CPA's and all the issues there have been since they took over for FredrickZink Associates. He then went over the new proposed agreement from Community Resource Services of Colorado (CRS). CRS can provide much better services as they are familiar with Colorado Special Districts and government accounting and requirements. In the CRS agreement, they state that Sue Blair will be the Designated Election Official (DEO) for the 2025 election. Discussion followed.

V. New Business.

- A. The Board reviewed the Tax Certification DLG-70, the 2025 Proposed Budget and the Budget Resolutions. Resolution 2025-2 to Adopt a Budget, Resolution 2025-3 to Appropriate Sums of Money, and Resolution 2025-4 to Set Mill Levy. * Motion was made and seconded to approve the DLG-70, the 2025 Proposed Budget and Resolutions 2, 3, 4 & 5. Motion passed unanimously. Janet signed the documents, and Ted will sign them when he is back in town.
- B. The board discussed the proposed agreement with CRS. * Motion was made and seconded to approve the agreement with CRS and hire them as AMCD's accounting office and the Resolution 2025-5 DEO Appointment appointing Sue Blair as Designated Election Official (DEO) for the 2025 election. Motion passed unanimously. Bud left the meeting.

VI. Managers' Report

- A. Have been working with Loren and Tim to ensure everything is covered. Have ordered all appliances and will order the air compressor and hose reels soon. Tim has provided a check list for completion.
- B. The asphalt has been poured and any imperfection will be smoothed out next year. The site is nearing completion with fencing being erected soon and gravel being poured on the trailer storage lot.
- C. Have been in contact with the Attorney regarding alternative accounting offices as we have not been provided with adequate service from MBE. He recommends that we hire CRS as they specialize in special districts of Colorado. Jamie Matthews, our Auditor has worked with them before and had nothing negative to say. Brief discussion on security plans for new property.

VII. Public Input

- A. No public input.

VIII. Meeting Adjourned: 1:13 pm

Minutes respectfully submitted by Melody Schaaf, Office Manager on January 17, 2025.

These minutes were approved by the Board of Directors on January 21, 2025.

The next Board meeting is scheduled for Tuesday, February 17, at 12:00 pm.

(* Indicates vote/approval took place for action or expenditure)