

Alpensee Water District
Board Meeting Minutes
July 14, 2013

The following are the minutes from the Alpensee Water District (AWD) Board of Directors Meeting on July 14, 2013 at 6:30 p.m. 95 Silver Dollar Drive, Breckenridge, CO. [Action items are in blue.](#)

Attendees

Directors

Dick Savidge
Don Skotty
Candace Winkle
Mark J Miller

Persons of Interest owning property in the AWD

Chris Corsette

Other Persons of Interest

Carmen Barker – AAA Operations

1. Call to order/quorum verification. Director Savidge called the meeting to order and verified a quorum of 4.
2. Disclosure of potential conflicts of interest. Directors Savidge, Winkle, Skotty and Miller all stated that they were residents in the District and water users.
3. Approval of minutes
 - a. from 6/2/2013 meeting. *Upon motion duly made by Director Miller and seconded by Director Savidge, the 6/2/2013 minutes were unanimously approved.*
4. Treasurer's report.

There was no formal Treasurer's report but as of 6/30 the Bank of the West account has about \$63,000. About \$30,000 must go to the debt service fund. The bank has found and reversed an erroneous deposit. There are a few taps that haven't paid the special emergency system water fee, which was due June 30. One of them had 2 corrections, and it is unclear if the bank will accept it. Although AWD Regulations permit charging of late fees, the Board agreed that the Treasurer may allow until the end of July for the customer to re-issue the check if bank doesn't accept it.
5. District Manager's Report (The AWD is managed by the AWD Board of Directors)

Carmen from AAA presented a status of the operations.

 - a. The Sanitary Survey is complete except for the "as built" that were originally submitted. The State of Colorado does not have these. [Carmen will send an email to the Board members requesting information needed for the Sanitary Survey.](#)
 - b. The AWD is currently classified as a ground water system but is actually under the influence of surface water, for which there are different regulations. It may be necessary to install additional water filtration in the future or drill deeper wells.
 - c. Generally the AWD water quality is excellent. However, Carmen recommended budgeting extra money for sampling in 2014.

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- d. Quote from Operator to fix shutoff valves on Alpensee Ct. AAA Operations has compiled a bid of \$6294, including asphalt repair. This repair is not the highest priority but needs to be done before it is too cold to lay asphalt. The Board agreed that the estimate is acceptable and these and other repairs will be prioritized and scheduled at the next meeting.
 - e. The jockey pump is still creating problems, resulting in the activation of the next pump when it appears that pressure has dropped. AAA recommends 3 people on site to troubleshoot the problem, one from AAA, one from an electric contractor (the Board recommended Triangle Electric), and one from a telemetry company, for approximately \$1200. If we want to use Golder for telemetry, a signed form is needed. This is a high priority item as the result is increased utility bills whenever this happens. [Director Skotty will sign the Golder form on behalf of the AWD.](#)
 - f. Other repairs needed soon are a pump that needs an airvac, and repairs to an expansion tank.
 - g. Utility Notification Center of Colorado (UNCC) is a non-profit organization to facilitate communication between underground facility owners and excavators. A call was recently made for a 'locate' within the District. This was handled by AAA during one of their regular operations calls. Carmen suggested joining UNCC for a small amount. It was agreed that AAA should be the UNCC contact.
 - h. Director Winkle asked for copies of the operations information and response to Sanitary Survey. She was given the operations book and [will scan in the documents and return the book to the pumphouse. Carmen will forward her the response to the Sanitary Survey.](#)
 - i. Emergency water system fee – part 2. Backup generator quotes. Check federal requirements to verify if there is a need for backup fire-fighting generator. [Carmen to follow up regarding future ISO requirements and need for a backup fire-fighting generator.](#)
 - j. Tank inspection. A New Mexico company, CW Divers, were coming to Colorado to inspect tanks in other water districts, so they were engaged to inspect the AWD tank at a very reasonable cost. The tank was found to be in good condition. This type of inspection should be done every 3-5 years.
 - k. Prioritization of repairs. See items 5d, e, f above. Repairs will be prioritized and scheduled when all estimates have been received
 - l. The Board expressed appreciation to Carmen for her participation at the meeting.
6. Unfinished business
- a. Emergency backup plan/pumphouse review. (All). Ongoing.
 - b. Form for improvement funding (Winkle). The form was completed on time and submitted but the next step is unknown. The Small District Association is sponsoring a lunch on the 24th in Denver to discuss grants and loans, and [Director Savidge will try to attend.](#)
 - c. Stabilizing and setting direction the antenna (Savidge). Believe this is complete. [AAA will add this item Golder to review during the jockey pump troubleshooting session.](#)

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- d. Cell Module for alarm system. (Winkle/AAA) [Carmen will follow up with Golder for a quote.](#)
 - e. Follow up with notification to title companies of contact information (Skotty). No change in status.
 - f. Fee schedule/meter reading – report meter readings and check with other small districts on fees (Skotty). Ongoing. [Director Skotty has found a book on fees and rates for \\$90 and this will be purchased with money from the training budget.](#)
 - g. Grant writing and funding process (Skotty/Savidge). See item 6.b above.
 - h. 2013 coordinated election response due to county by 8/27 (Miller). There is nothing to vote on so [Director Winkle will complete the form and return it.](#) It was also noted that in 2014 there will be 2 seats, Directors Poulter and Skotty, so the AWD should budget money for elections in 2014.
7. New Business
- a. Bank reporting dates:
 - Jan 31: annual budget and certified copy of mill levy.
 - Feb 28: district Accountant complete audit exemption form.
 - March 31: audit exemption request.
 - July 31: Audit due to US bank, or if the AWD has been given an exemption, that letter. Also required is the Letter of certification that AWD is complying. For 2012 the application for exemption has been accepted. [Director Skotty to deliver these letters to the bank by July 31, also copies to Director Winkle for posting on website.](#)
 - Sept 1: Preliminary assessed value of property.
 - December 31: Final certified assessed valuation.
 - b. Other reporting dates:
 - Oct 15: publish announcement for annual budget meeting
 - c. CDOT expansion of hwy 9 and impact on the wells/ponds. [Director Savidge will call CDOT to inquire about plans.](#)
8. Next Meeting – September 5, 2013, 6:30 p.m., 115 Omaha Drive, Breckenridge, CO
9. Continuation / Adjournment. *Upon motion duly made by Director Skotty, seconded by Director Savidge and unanimously approved, the meeting was adjourned.*

Dated this 14th day of July, 2013

The foregoing minutes constitutes a true and correct copy of the minutes of the above referenced meeting and was approved by the Board of Directors of the Alpensee Water District.


Secretary of the District