

Alpensee Water District
Board Meeting Minutes
February 3, 2014

The following are the minutes from the Alpensee Water District (AWD) Board of Directors Meeting at 6:30 p.m. on February 3, 2014 at 95 Silver Dollar Drive, Breckenridge, Colorado. [Action items are in blue.](#)

Attendees

Directors

Dick Savidge
Don Skotty
Candace Winkle
Mark J Miller

Persons of Interest owning property in the AWD

David Flanigan

Other Persons of Interest

none

AGENDA

1. Call to order
Director Savidge called the meeting to order and verified a quorum.
2. Disclosure of potential conflicts of interest. Director Savidge stated that he is a customer of the District, Director Winkle stated that she is also, Director Skotty added that he is a homeowner in the District, and Director Miller stated that he is also.
3. Approval of minutes
 - a. From 12/2/2013 meeting & 12/3/2013 continued meeting. *Upon motion duly made by Director Skotty and seconded by Director Miller, the minutes from the 12/2/2013 meeting and 12/3/2013 continued meeting were unanimously approved.*
4. Treasurer's Report
There is no report to give because the 2013 year reconciliation is still in progress. January invoices were distributed today. There was an option given to pay once per year or quarterly.
5. Operations Report (The AWD is managed by its Board of Directors)
 - a. Status of antenna stabilization. There have been no trouble reports for the last few months so this item will be closed.
 - b. Repairs (hatch repair, air vac, expansion tank). All repairs are complete except for the expansion tank stabilization. [David Flanigan offered to present a design for this.](#)
6. Unfinished business

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- a. Emergency System Water Fee – part 2. Quotes for backup generator. David Flanigan reviewed the 2 proposals for a backup generator and discussed his findings at the meeting. One suggestion was to provide the fire department access to the pumphouse during a fire, then hook up a truck that would take the water from one of the pumphouse outlets and pump the water up the hill. Another suggestion was to purchase more efficient motors for some of the pumps, so a smaller generator could be used. Dr. Flanigan also recommended a redundant level sensor that would shut off the well pump if the water level became too high. *Director Skotty will work with Carmen to request new estimates that make use of the concepts of more efficient pump motors and a smaller generator.*
 - b. Quote for cell module for alarm system. Golder does not have experience in cell module but offered a very pricey alternate internet solution that they use for large commercial installations. It was decided to leave the phone line as it is for now.
 - c. Meter reading/billing project start-up and remote meter reader for water meters. AWD customers will be asked to read their meters yearly. The first reading will occur in June 2014. *Director Skotty will send a list of customer e-mails, and Director Miller will request the readings and organize the data.* In addition, it was decided that the AWD require a standard meter readout on all new construction. *Director Winkle will find out the Badger model needed from Carmen, and update the rules and regulations and write a resolution for the next meeting.*
 - d. CDOT expansion of hwy 9 and impact on wells/ponds. Director Savidge was told there was no need to attend any meetings as there would be no impact on the AWD wells. *Director Savidge will draft a letter and send it to the other Directors for comments in an attempt to obtain a written statement from the parties responsible for the highway expansion.* If that doesn't work, AWD will ask legal counsel to assist.
7. New business
- a. Designate Official Posting Location. *Upon motion duly made by Director Winkle and seconded by Director Savidge, the Pump House door was unanimously designated as the official posting location for the Alpensee Water District.*
 - b. Bank reporting dates:
 - Jan 31: annual budget and certified copy of mill levy. Complete.
 - Feb 28: district Accountant complete audit exemption form. *Director Skotty will work on this upon completion of the financial reconciliation for 2013.*
 - March 31: audit exemption request. See above.
 - 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.
 - Sept 1: Preliminary assessed value of property.
 - December 31: Final certified assessed valuation.
 - c. Other reporting dates:
 - Jan 1:
 - Begin to plan budget for next year (CRS 29-1-101)
 - File map of current boundaries (CRS 32-1-306) complete

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- Jan 15: (Nov 16-Jan 15): File/Publish Transparency Notice (CRS 32-1-809) complete
 - Jan 15: Local government contact update. complete
 - Jan 31: File certified copy of adopted budget (CRS 29-1-113(1)) Complete (needed to be re-submitted)
 - 75 – 90 days before election: Designated election official provides a call for nomination. In process, to be completed this week.
 - March 1: Report form DLG30 for outstanding non-rated securities > \$1 million (CRS 11-58-105). [Director Skotty will follow up to see if we need to do this.](#)
 - 64 days prior to election: Write-in affidavits must be received
 - 63 days prior to election (close of business):
 - If no more candidates than openings, Board provides Resolution to designated election official to cancel election (CRS 1-5-208 (1.5))
 - Designated election official file notice of cancellation
 - Board notifies candidates of cancellation of election and election by acclamation (CRS 1-11-103(3) & 1-5-208(6))
 - 40 days prior to election: designated election official orders property owners list
 - March 31: Request exemption from audit (CRS 29-1-604(3))
 - 15 days prior to election: Board may mail notice/voter information cards
 - 10 days prior to election: designated election official provide notice of election
 - May even years (first Tues after first Mon): Regular election
 - June, 30 days after election:
 - Certification of election results (CRS 1-11-103(3))
 - File originally signed oath of office and bond with district court clerk and division (CRS 32-1-901)
 - June 30: Audit submit audit to AWD Board (CRS 29-1-606(1)(a))
 - July 31: Submit audit report to state auditor (CRS 29-1-606(3))
 - Aug 25: Assessors certify to all taxing entities and Division the assessed valuation & real property values (CRS 39-5-128)
 - Before Oct 15: Board must designate a person to prepare the budget (CRS 29-1-104)
 - Oct 15:
 - Submit budget to Board (CRS 29-1-105)
 - Publish announcement for annual budget meeting (CRS 29-1-106 & 29-1-106(3)(b))
 - Dec 10:
 - Assessors may recertify (CRS 39-1-111(5))
 - Schedule special meeting to recalculate levy (if necessary)
 - Dec 15:
 - Hearing to adopt budget, set mill levies and make appropriations for budget year (CRS 29-1-108)
 - Certification of mill levies to board of county commissioners (CRS 39-5-128) (1))
 - Upon request: quinquennial finding of reasonable diligence
- d. The following topics were discussed, but since they had not been included in the February meeting agenda, they could not be voted on. They will be on the agenda for the April meeting:

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- 1) Release of surplus Subordinate Bond Fund moneys to Famers Korner, Inc.
 - 2) water tap reinstatement fees for one lot 2
 - 3) potential split of fees by fire protection and domestic water.
8. Next meeting is scheduled for 6:30 pm on April 7, 2013 at 115 Omaha Dr, Breckenridge, CO 80424.
9. Continuation / Adjournment. *Upon motion duly made by Director Winkle, seconded by Director Savidge and unanimously approved, the meeting was adjourned.*

Dated this 3rd day of February, 2014

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