

Alpensee Water District  
Board Meeting Minutes  
April 7, 2014

The following are the minutes from the Alpensee Water District (AWD) Board of Directors Meeting at 6:30 p.m. on April 7, 2014 at 115 Omaha Drive, Breckenridge, Colorado. [Action items are in blue.](#)

Attendees

**Directors**

Dick Savidge  
Don Skotty  
Candace Winkle  
Mark J Miller

**Persons of Interest**

none

**AGENDA**

1. Call to order  
Director Savidge called the meeting to order at 6:41 pm.
2. Disclosure of potential conflicts of interest  
Directors stated that there were no changes to status since the last meeting.
3. Approval of minutes
  - a. From 2/3/2014 meeting. *Upon motion duly made by Director Savidge and seconded by Director Skotty, the 2/3/2014 minutes were unanimously approved.*
4. Treasurer's Report
  - b. Director Skotty presented a Profit & Loss statement and the AWD is in the black.
  - c. Director Skotty completed reconciliation of 2013.
  - d. The audit exemption request went in on time.
  - e. The compilation from the accountant will be obtained as soon as it is determined if the audit exemption is granted.
5. Operations Report (The AWD is managed by its Board of Directors)  
The transmission station doors have not yet been repaired. There was discussion that it would be a good idea to install a secure fence around it at some point. An increase in chlorine was noticed today. [Director Skotty will contact AAA Operations.](#)
6. Unfinished business
  - a. Expansion tank stabilization design – David Flanigan (after July 2014)
  - b. Emergency System Water Fee – part 2. Quotes for backup generator. New quotes for more efficient motors and smaller generator. ([Skotty/AAA](#))
  - c. Remote meter reader for water meters (Winkle). The updates to the Alpensee Water District Rules and Regulations were discussed. *Upon motion duly made by Director Skotty, seconded by Director Miller and unanimously approved, the Resolution to correct text about licensing of plumbers and concerning standardization of water meters to allow remote meter reading was adopted.*
  - d. There was a discussion regarding sign off by the AWD of water installations. These must be approved by the AWD; however the Board members do not have the

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expertise needed for these approvals. [Director Savidge will review Appendix A of the Rules and Regulations and attempt to improve this process.](#)

- e. CDOT expansion of highway 9 and impact on wells/ponds. Director Savidge visited with Summit County representatives to discuss the expansion and the well location. They reviewed plats and the County assured Director Savidge verbally that there would be no impact. They also agreed to send a written letter but it has been 2 weeks and no letter has been received. [Director Savidge will follow up, and also find out what type of easement exists for erecting a fence.](#)
  - f. Meter reading/billing project start-up (Skotty/Miller – June 2014) Customer e-mail addresses (Skotty) and data gathering/organization (Miller) . [Director Miller plans to prepare a letter to the AWD customers.](#) The amount of water used by customers impacts the budget in areas of repair and maintenance and utilities.
7. New business
- a. Release of surplus money in Subordinate Bond Fund to Farmers Korner, Inc. *Upon motion duly made by Director Savidge, seconded by Director Miller and unanimously approved, the AWD voted to release all of the money that was in the subordinate bond fund as of 12/31/2013 to Farmers Korner Inc.*
  - b. Water Tap reinstatement fees for lot 2. In the AWD Rules and Regulations, there is a \$5000 fee for a 3-year tap fee. This was reduced to \$100 if paid by Nov 30, 2012. A request was recently made by the owner of lot 2 to have the \$5,000 fee reduced. *Upon motion duly made by Director Winkle, seconded by Director Skotty, and unanimously approved, the AWD will accept a water tap reinstatement fee of \$2500 for lot 2, payment to be received by June 1, 2014, or to be paid from closing funds if the property title is transferred prior to June 1, 2014. This will extend the lot 2 water tap until November 30, 2015.*
  - c. Potential split of fees by fire protection and domestic water. There was a discussion on different methods to do this and some benefits of implementing this change. [Director Skotty will propose one or more methods to do this.](#)
  - d. Bank reporting dates:
    - Jan 31: annual budget and certified copy of mill levy.
    - Feb 28: district Accountant complete audit exemption form. (Skotty)
    - March 31: audit exemption request. Completed on time.
    - 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.
  - e. 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)
    - Jan 15: (Nov 16-Jan 15): File/Publish Transparency Notice (CRS 32-1-809)
    - Jan 15: Local government contact update
    - Jan 31: File certified copy of adopted budget (CRS 29-1-113(1))

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- 75 – 90 days before election: Designated election official provides a call for nomination.
  - March 1: Report form DLG30 for outstanding non-rated securities > \$1 million (CRS 11-58-105) (Skotty) [Director Winkle will check with Leslie to determine if anything is needed.](#)
  - 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 files 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
8. Next meeting: 6:30 p.m. on June 2, 2014 at 115 Omaha Drive.
9. Continuation / Adjournment. *Upon motion duly made by Director Winkle, seconded by Director Savidge, and unanimously approved, the meeting was adjourned.*

Dated this 7<sup>th</sup> day of April, 2014

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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.



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Secretary of the District

6:04 PM  
04/07/14  
Accrual Basis

**Alpensee Water District**  
**Profit & Loss**  
January 1 through April 7, 2014

	<u>Jan 1 - Apr 7, 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Water Revenue	36,600.00
Property Taxes	5,188.92
Specific Ownership Taxes	815.00
<b>Total Income</b>	<u>42,603.92</u>
<b>Expense</b>	
COA dues	2,400.00
Publications	24.79
Repair and Maintenance	1,493.58
Contract Labor	3,132.48
Dues	462.33
Insurance	4,532.75
Legal	1,548.25
Miscellaneous	1.63
Treasurers Fees	259.45
Water Testing	427.10
<b>Total Expense</b>	<u>14,282.36</u>
<b>Net Ordinary Income</b>	<u>28,321.56</u>
<b>Net Income</b>	<u><u>28,321.56</u></u>