

Alpensee Water District
Board Meeting Minutes
June 2, 2014

The following are the minutes from the Alpensee Water District (AWD) Board of Directors Meeting at 6:30 p.m. on June 2, 2014 at 115 Omaha Drive, Breckenridge, Colorado. [Action items are in blue.](#)

Attendees

Directors

Dick Savidge
Candace Winkle
Mark J Miller

Persons of Interest

none

AGENDA

1. Call to order and quorum verification. Director Savidge called the meeting to order and verified a quorum of 3.
2. Disclosure of potential conflicts of interest. There is no change from the disclosures given at the prior meeting.
3. Approval of minutes
 - a. From 4/7/2014 meeting. *Upon motion duly made by Director Miller and seconded by Director Savidge, the 4/7/2014 minutes were unanimously approved.*
4. Treasurer's Report. The Treasurer was not in attendance but distributed a report prior to the meeting. The subordinate bond fund money of \$2,983.76 was released to Farmers Korner Inc. in April 2014.
5. Operations Report (The AWD is managed by its Board of Directors)
 - b. Transmission station repair. It was observed that the doors are now closed so the repair has been made. [Director Savidge will take a look to see how the doors are secured.](#)
 - c. [Observed increase in chlorine on 4/7/2014. Director Savidge would like to know some possible causes for this to occur. \(Skotty\)](#)
6. Unfinished business
 - a. Expansion tank stabilization design – David Flanigan (after July 2014)
 - b. Emergency System Water Fee (EWSF) – part 2. [Quotes for backup generator. New quotes for more efficient motors and smaller generator. \(Skotty/AAA\)](#) *WHEREAS the Resolution of the Board of Directors of the Alpensee Water District Adopting an Emergency Water System Fee was passed on April 7, 2013 and required the Board to make a EWSF phase 2 determination by October 1, 2013. WHEREAS on September 24, 2013 the AWD Board of Directors unanimously approved a motion to extend that date to July 1, 2014, but has not yet received the quotes needed to provide this determination. Now THEREFORE a motion was duly made by Director Winkle that the Alpensee Water District make a determination for EWSF part 2 by October 15, 2014. The motion was seconded by Director Miller and unanimously approved.*

Alpensee Water District
Board Meeting Minutes
June 2, 2014


- a. CDOT expansion of hwy 9 and impact on wells/ponds. [Letter from Summit County and easement for erecting a fence. \(Savidge\)](#). Director Savidge has communicated with Summit County and has verbal permission to erect a fence but does not yet have written consent.
 - b. [AWD sign-off on construction projects - process. \(Savidge\)](#)
 - c. Meter reading/billing project start-up. (Skotty/Miller – June 2014) [Customer e-mail addresses \(Skotty\)](#) and data gathering/organization. Letter to homeowners. (Miller). The Board reviewed a letter drafted by Director Miller and agreed that it should be sent to AWD customers, with minor modifications. This will initiate the meter reading project.
 - d. [Potential split of fees by fire protection and domestic water. \(Skotty\)](#)
7. New business
- a. Election results and appointment of new director(s). Director Miller was elected by acclamation to another 4-year term. There is one vacancy. *Upon motion duly made by Director Winkle and seconded by Director Savidge, the Board unanimously agreed to appoint Don Skotty to fill one of the vacant Director positions.* In recognition of the extraordinary work that Don has performed, the Board would be honored if Mr. Skotty accepts the appointment.
 - b. There was a discussion about the number of hours spent by the Directors who act as Treasurer and Secretary of the AWD and how much money is saved by these volunteers. [The Board requests that these people \(Directors Skotty and Winkle\) keep track of their hours over the next year.](#)
 - c. 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.
 - 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.
 - d. 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))
 - General Obligation (GO) Debt request from Summit County
 - 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 \(CRS 11-58-105\) \(Skotty/accountant\)](#). In work.
 - 64 days prior to election: Write-in affidavits must be received

Alpensee Water District
Board Meeting Minutes
June 2, 2014

- 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: 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)
 - Oct 15:
 - Board to designate a person to prepare the budget (CRS 29-1-104)
 - 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 brd of county commissioners (CRS 39-5-128) (1))
 - Upon request: quinquennial finding of reasonable diligence
8. Next meeting. The Board discussed the frequency of meetings and determined that the group should meet quarterly. The next meeting is tentatively scheduled for September 15, 2014, contingent on availability of sufficient Board members.
9. Continuation / Adjournment. *Upon motion duly made by Director Miller, seconded by Director Savidge and unanimously approved, the meeting was adjourned.*

Dated this 2nd day of June, 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

2:47 PM

06/02/14

Accrual Basis

Alpensee Water District
Bank Account Balances
As of June 2, 2014

	Jun 2, 14	
	<u>Debit</u>	<u>Credit</u>
USBank - Subordinate Bond Fund	0.15	
USBank - Loan Payment Fund	79,961.57	
USBank - Pledged Revenue Fund	12,291.00	
USBank Reseve Fund	52,506.53	
BOW - Operations	53,669.89	
TOTAL	<u><u>198,429.14</u></u>	<u><u>0.00</u></u>

Alpensee Water District
Profit & Loss by Class
 January 1 through June 2, 2014

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Tap extension fee	2,500.00	0.00	2,500.00
Interest Income	2.92	17.12	20.04
Water Revenue	36,600.00	0.00	36,600.00
Property Taxes	19,090.36	64,397.56	83,487.92
Specific Ownership Taxes	585.00	1,990.00	2,575.00
Total Income	<u>58,778.28</u>	<u>66,404.68</u>	<u>125,182.96</u>
Expense			
COA dues	2,400.00	0.00	2,400.00
Publications	24.79	0.00	24.79
Banking	103.80	0.00	103.80
Communications	64.00	0.00	64.00
Repair and Maintenance	2,033.58	0.00	2,033.58
Contract Labor	5,180.80	0.00	5,180.80
Accounting and Auditing	750.00	0.00	750.00
Dues	483.75	0.00	483.75
Insurance	4,532.75	0.00	4,532.75
Legal	2,201.91	0.00	2,201.91
Miscellaneous	1.63	0.00	1.63
Utilities	4,644.73	0.00	4,644.73
Treasurers Fees	954.67	3,220.37	4,175.04
Water Testing	1,080.93	0.00	1,080.93
Total Expense	<u>24,457.34</u>	<u>3,220.37</u>	<u>27,677.71</u>
Net Ordinary Income	<u>34,320.94</u>	<u>63,184.31</u>	<u>97,505.25</u>
Net Income	<u><u>34,320.94</u></u>	<u><u>63,184.31</u></u>	<u><u>97,505.25</u></u>

2:32 PM
06/02/14
Accrual Basis

Alpensee Water District Profit & Loss Budget vs. Actual January 1 through June 2, 2014

	<u>Jan 1 - Jun 2, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Tap extension fee	2,500.00	0.00	2,500.00	100.0%
Interest Income	20.04	28.67	-8.63	69.9%
Water Revenue	36,600.00	34,800.00	1,800.00	105.2%
Property Taxes	83,487.92	88,066.67	-4,578.75	94.8%
Specific Ownership Taxes	2,575.00	3,023.16	-448.16	85.2%
Total Income	125,182.96	125,918.50	-735.54	99.4%
Expense				
COA dues	2,400.00	2,400.00	0.00	100.0%
Publications	24.79	0.00	24.79	100.0%
Banking	103.80	0.00	103.80	100.0%
Communications	64.00	0.00	64.00	100.0%
Repair and Maintenance	2,033.58	8,360.00	-6,326.42	24.3%
Contract Labor	5,180.80	5,573.33	-392.53	93.0%
Accounting and Auditing	750.00	1,500.00	-750.00	50.0%
Bond Principal	0.00	2,500.00	-2,500.00	0.0%
Dues	483.75	500.00	-16.25	96.8%
Insurance	4,532.75	4,500.00	32.75	100.7%
Legal	2,201.91	2,533.33	-331.42	86.9%
Miscellaneous	1.63	0.00	1.63	100.0%
Office and Office Supplies	0.00	275.00	-275.00	0.0%
Utilities	4,644.73	3,344.00	1,300.73	138.9%
Treasurers Fees	4,175.04	4,818.93	-643.89	86.6%
Water Testing	1,080.93	1,266.67	-185.74	85.3%
Contingency	0.00	2,000.00	-2,000.00	0.0%
Total Expense	27,677.71	39,571.26	-11,893.55	69.9%
Net Ordinary Income	97,505.25	86,347.24	11,158.01	112.9%
Net Income	97,505.25	86,347.24	11,158.01	112.9%

(A) \$2983.76 Released to FKI in April 2014

2:33 PM

06/02/14

Accrual Basis

Alpensee Water District Profit & Loss Budget vs. Actual

January through December 2014

~~As of 2/2/14~~

	^{6/2/14} <u>Jan - Dec 14</u>	^{FY} <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Tap extension fee	2,500.00			
Interest Income	20.04	150.00	-129.96	13.4%
Water Revenue	36,600.00	34,800.00	1,800.00	105.2%
Property Taxes	83,487.92	130,268.00	-46,780.08	64.1%
Specific Ownership Taxes	2,575.00	8,111.89	-5,536.89	31.7%
Total Income	125,182.96	173,329.89	-48,146.93	72.2%
Expense				
COA dues	2,400.00	2,400.00	0.00	100.0%
Publications	24.79			
Banking	103.80			
Communications	64.00			
Repair and Maintenance	2,033.58	20,000.00	-17,966.42	10.2%
Contract Labor	5,180.80	13,200.00	-8,019.20	39.2%
Accounting and Auditing	750.00	1,500.00	-750.00	50.0%
Bond Principal	0.00	70,600.00	-70,600.00	0.0%
Dues	483.75	500.00	-16.25	96.8%
Insurance	4,532.75	4,500.00	32.75	100.7%
Legal	2,201.91	6,000.00	-3,798.09	36.7%
Miscellaneous	1.63			
Office and Office Supplies	0.00	550.00	-550.00	0.0%
Utilities	4,644.73	8,000.00	-3,355.27	58.1%
Treasurers Fees	4,175.04	6,700.00	-2,524.96	62.3%
Water Testing	1,080.93	3,000.00	-1,919.07	36.0%
Interest Expense	0.00	48,234.00	-48,234.00	0.0%
Contingency	0.00	2,000.00	-2,000.00	0.0%
Paying Agent & Trustee Fees	0.00	1,500.00	-1,500.00	0.0%
Total Expense	27,677.71	188,684.00	-161,006.29	14.7%
Net Ordinary Income	97,505.25	-15,354.11	112,859.36	-635.0%
Net Income	97,505.25	-15,354.11	112,859.36	-635.0%