

Alpensee Water District
Board Meeting Minutes
September 15, 2014

The following are the minutes from the Alpensee Water District (AWD) Board of Directors Meeting at 6:30 p.m. on September 15, 2014 at 115 Omaha Drive, Breckenridge, Colorado. [Action items are in blue.](#)

Attendees

Directors

Don Skotty
Candace Winkle
Mark J Miller

Persons of Interest

David Flanigan

AGENDA

1. Call to order and quorum verification. Director Miller called the meeting to order and verified a quorum of 3 at 6:45 pm. Director Savidge was absent without excuse.
2. Disclosure of potential conflicts of interest. Each Director stated that there were no changes since the last meeting.
3. Approval of minutes
 - a. From 6/2/2014 meeting. Upon motion duly made by Director Winkle and seconded by Director Skotty, the 6/2/2014 meeting minutes were unanimously approved.
4. Treasurer's Report.

Director Skotty presented the report. For transparency, all year-to-date transactions were included. As of the end of August there is an \$8700 surplus but it is expected that will be consumed by the repairs from the overflow incident on September 8. The balance in the loan payment fund for the December payment is fully funded, so anything more will go to pay off the subordinate fund. Expenses have gone up for utilities and the MPA sampling.
5. Operations Report (The AWD is managed by its Board of Directors)
 - a. Sept. 8 overflow. The alarms did not go off. It is unknown if this was an instance of vandalism, negligence or a sensor failure. One of the customers familiar with the system (Gary Probst) sent an email suggesting that someone seal around the pipes going through the floor into the tank and clean out the floor drain so that if this happens again the tank won't have to be drained. He also pointed out that the operator needs to know to disengage the 100hp pumps when working on the fire hydrants. A suggestion was made to place a valve at the inflow to the pumphouse to cut off the flow in the event of an overflow, but it could be expensive and would need to be estimated. [Director Skotty will ask AAA for the incident report that contains the causes and actions taken to fix the problem and provide it to Dave Flanigan.](#) This should have been provided as the response to the Boil Order. AWD may be able to collect some insurance. The repairs are scheduled to be done by DMC, which is a Siemens contractor.

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- b. Transmission station repair – how are doors secured (Savidge). During the meeting, Dave Flanigan drove to the station and found that there is a U-bolt securing the doors. There is no lock.
 - c. Observed increase in chlorine on 4/7/2014 (Skotty/Winkle). Carmen said the only reason to see an increase was if chlorine was added.
6. Unfinished business
- a. [Expansion tank stabilization design – David Flanigan](#) (after July 2014). David has still not had time to look into this.
 - a. Emergency System Water Fee – phase 2. [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, and on June 2, 2014 the AWD Board of Directors unanimously approved a motion to extend that date to October 15 but has not yet received the quotes needed to provide this determination. Now THEREFORE a motion was duly made by Director Skotty that the Alpensee Water District make a determination for EWSF part 2 during the annual public budget meeting scheduled for December 1, 2014. The motion was seconded by Director Miller and unanimously approved.*
 - b. CDOT expansion of hwy 9 and impact on wells/ponds. [Letter from Summit County and easement for erecting a fence. \(Savidge\)](#) Director Skotty submitted a comment during the public comment period. No response has yet been received. In addition, one of Director Skotty's mapping specialists has reviewed the information from CDOT and has determined that the AWD is in the area of impact, whether the road is widened or whether it is moved to the Iron Springs area.
 - c. [AWD sign-off on construction projects - process. \(Savidge\)](#) No update.
 - d. [Meter reading/billing project. \(Miller\)](#) Customer e-mail addresses (Skotty) and data gathering/organization. Letter to homeowners. (Miller) Director Skotty supplied Director Miller with e-mail addresses and Director Miller sent requests for meter readings but only 7 customers have responded. Director Miller also determined which properties contained structures using water taps, and will contact only those customers again.
 - e. Potential split of fees by fire protection and domestic water. (Skotty) No update.
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. (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. Director Skotty reported that AWD received an audit exemption; however we [are awaiting the compilation letter from the accountant. \(Skotty/Goedecke\)](#).
 - Sept 1: Preliminary assessed value of property.

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- December 31: Final certified assessed valuation.

- b. 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) [This has been started, needs to be completed.](#)
 - 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: 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). *Upon motion duly made by Director Miller and seconded by Director Winkle, the Board unanimously designated Paul Goedecke to prepare the budget.*
 - Oct 15:
 - Submit budget to Board (CRS 29-1-105)
 - [Publish announcement for annual budget meeting \(CRS 29-1-106 & 29-1-106\(3\)\(b\)\) \(Skotty\). Prepare resolution adopting the budget \(Winkle\).](#)
 - Dec 10:
 - Assessors may recertify (CRS 39-1-111(5))
 - Schedule special meeting to recalculate levy (if necessary)
 - Dec 15:

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- 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. The next meeting will be the annual budget meeting to be held December 1, 2014 at 6:30 pm. [Director Winkle will reserve a room and invite someone from CDOT to attend.](#) The highway 9 expansion impact will be added to the agenda, also selection of next year's water operator and the Emergency System Water Fee
9. Continuation / Adjournment. *Upon motion duly made by Director Miller, seconded by Director Skotty and unanimously approved, the meeting was adjourned.*

Dated this 15th day of September, 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