

Alpensee Water District
Board Meeting Minutes
December 15, 2014

The following are the minutes from the Alpensee Water District (AWD) Board of Directors Meeting at 6:30 p.m. on December 15, 2014 at the Mt. Royal room, County Commons, Frisco, Colorado. [Action items are in blue.](#)

Attendees

Directors

Don Skotty
Candace Winkle
Dick Savidge
Mark J Miller

Persons of Interest

Grant Anderson – CDOT
Pat Stein - CDOT

AGENDA

1. Call to order and quorum verification. Director Savidge called the meeting to order and verified a quorum of 3. Director Miller arrived during agenda item 3 below.
2. Disclosure of potential conflicts of interest. All Directors stated that they are residents in the district and customers of the district.
3. Discussion with CDOT regarding Highway 9 widening project and impact to the AWD wells. Grant and Pat showed us a diagram of the expansion and re-routing of the highway and bicycle trails. There will be a curb along the roadway and drainage will be directed away from the wells towards the lake. The curve in the road will be less sharp but the gradient down the hill is greater, about 4%. The AWD Board suggested a barrier in front of the wells. CDOT will look into putting a type 3 barrier between the wells and road. In addition, as part of the easement procurement, CDOT may want to perform some water sampling before and after the construction. The project is estimated to start in 2016 and be complete by 2017.
4. Approval of minutes
 - a. From 9/15/2014 meeting. *Upon motion duly made by Director Skotty and seconded by Director Savidge, the 9/15/2014 meeting minutes were unanimously approved with a change in the wording of section 5.a. to "It is unknown if this was an instance of vandalism, negligence or a sensor failure."*
5. Treasurer's Report.

Director Skotty presented the report Profit & Loss Budget vs. actual. The District has about \$3300 over the budgeted income amount. The expenses are also over the budget, primarily in the areas of water testing and utilities. Some of the water testing required high amounts of water to be pumped which could have resulted in the high utility bills. Despite this, there is still money remaining in the budget. *Upon motion duly made by Director Savidge and seconded by Director Winkle, the Treasurer's report was unanimously accepted.*
6. 2015 Budget and 2014 Amended Budget and Resolutions.

Alpensee Water District
Board Meeting Minutes
December 15, 2014

- *Upon motion duly made by Director Savidge and seconded by Director Miller, the Resolution to Amend 2014 Budget was unanimously approved.*
- *Upon motion duly made by Director Skotty and seconded by Director Miller, the Resolution to Adopt 2015 Budget, Appropriate Sums of Money, and Authorize the Certification of the Tax Levy was unanimously approved.*
- *Upon motion duly made by Director Skotty and seconded by Director Miller, the Resolution of the Board of Directors of the Alpensee Water District Concerning Annual Administrative Matters was unanimously approved, with changes in section 5 from “business office” to “web site” and in section 28 the principal balance of the Note Series 2011 is \$1,249,200 and the principal balance of the Subordinate Lein Series 200 is \$87,480.96.*

7. Operations Report (The AWD is managed by its Board of Directors)

Per Carmen of AAA Operations, the pumphouse is not communicating properly to the wells and the tank is being filled manually. Otto from DMC was called and he gave the AAA technician some suggestions for troubleshooting. The Board reviewed a proposal for diagnosing the operation of the current automation and system submitted by Otto of DMC. The Board agreed that Otto should proceed with the tasks in the proposal.

Director Skotty conversed with a representative of the Denver Water Board about augmentation water in the Blue River drainage area. There are entities with senior water rights downstream, and when they request water, Denver must provide it to them. The Hendrickson Pond is the augmentation water for the AWD. Summit County is starting a project to account for water sources and users. More information is needed to determine if AWD is impacted in any way. [We need to find the document where Farmers Korner deeded water to us.](#)

8. Unfinished business

- a. Transmission station repair/door security (Savidge/Miller). Director Miller bought a padlock and installed it.
 - b. Incident Report from overflow Sept 8 – provide to David Flanigan and determine if insurance can be collected (Skotty) . Per Carmen, there is no incident report. The state was concerned that boil order was issued and proper testing was done. The insurance company can be contacted to see what is required to file a claim.
 - c. [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.](#) (Savidge)
 - b. CDOT expansion of hwy 9 and impact on wells/ponds. [Letter from Summit County and easement for erecting a fence.](#) (Savidge) See section 3 above. A suggestion was also made to use steel enclosures. This could potentially be included in the EWSF part 2.
 - c. [AWD sign-off on construction projects - process.](#) (Savidge) No update.

Alpensee Water District
Board Meeting Minutes
December 15, 2014

- d. [Meter reading/billing project. \(Miller\)](#) In progress. About 9 properties have reported meter reading.
 - e. Potential split of fees by fire protection and domestic water. (Skotty) No update.
9. New business
- a. Selection of water operator for 2015. AWWS was selected as the new operator, under the condition that Director Winkle contact one of their customers who experienced an emergency to which AWWS responded.
 - b. 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.
 - 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)
 - 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))

Alpensee Water District
Board Meeting Minutes
December 15, 2014


- 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)) . Prepare resolution adopting the budget.
- 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

10. Next meeting. The next meeting will be tentatively scheduled for April 6, 2014 at 6:30 pm.

11. Continuation / Adjournment. *Upon motion duly made by Director Winkle, seconded by Director Savidge and unanimously approved, the meeting was adjourned.*

Dated this 15th day of December, 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