

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
OF THE TABERNASH MEADOWS WATER AND SANITATION DISTRICT**

TMWSD Water Plant, 729 County Road 5141, Tabernash, Colorado
May 22, 2012
6:00 p.m.

1. **DIRECTORS PRESENT:**
 Irene Cooke, President
 Molly Lipke, Secretary/Treasurer
 Susan Koenke, Director
 Sidney Logemann, Director
 Dick Sprague, Director

2. **PUBLIC IN ATTENDANCE:**
 None

3. **STAFF/CONSULTANTS PRESENT:**
 Lauralee Kourse, Manager/Operator
 Cindy Greiner, Office Administrator
 Donette Schmiedbauer, District Accountant
 Georgia Noriyuki, District's Attorney

The meeting was called to order at 6:02 p.m.

4. **DISCLOSURES:**

 There were no disclosures presented at this meeting.

5. **MINUTES APPROVED:**

 Upon a motion by Dick Sprague, seconded by Susan Koenke, the Board voted unanimously to approve the minutes of the April 23, 2012, meeting.

6. **LEGAL REPORT:**

 New Board Members - Georgia Noriyuki presented the Oath of Office to the new Board Members: Irene Cooke, Susan Koenke, and Sid Logemann. Georgia Noriyuki reviewed some of the duties and responsibilities of a board member. Conflict of interest was discussed and forms were signed by all Board members.

CDPHE Class - Tuesday, June 26, 2012, at 6:00 p.m. CDPHE is coming up to do a board members class. The location is to be announced.

IGA with The Valley at Winter Park - The Inter Governmental Agreement between the District and The Valley at Winter Park in connection with the management of the water rights is completed and recorded.

Election of Officers - Molly Lipke asked for nominations for the office of the President of the Board. Susan Koeneke nominated Irene Cooke for President. Molly Lipke seconded and it was unanimously approved. Dick Sprague nominated Molly Lipke for the Office of Secretary/Treasurer. Sid Logemann seconded and it was unanimously approved.

Insurance Inspection - Georgia Noriyuki discussed the duties of the Board regarding the requests from the Travelers Insurance Company inspection. She suggests that the Board comply and complete those items requested to prevent the insurance company from dropping coverage of the District and hopefully to keep the premiums from going up due to non-completion. LL Kourse reviewed the specific items and proposed costs. The Board directed the staff to complete the recommendations of the insurance company including smoke detectors and a fire detection system. The District plans to have a completion date at the end of September, 2012.

Fire Department Letter - The fire department wants a letter from the District telling them that in case of a fire, it is ok to take water out of the pond. Georgia Noriyuki prepared a letter to that effect to be signed and sent from her office.

Georgia Noriyuki left the meeting at 6:49 p.m.

7. FINANCIAL REPORT:

Donette Schmiedbauer presented the financial report for April, 2012. See Action Item 11a.

Donette Schmiedbauer left the meeting at 7:14 p.m.

8. MANAGEMENT REPORT:

Waste Plant - LL Kourse shared that the mechanical bar screen and the dewatering press are complete and fully functional. A concrete pad is being put under the dewatering press shed. The District will have some new recording requirements and permit regulations coming into effect beginning in July, 2012.

Water - Well #3 is approved. The District will have a Sanitary Survey. Water diversion started over a month ago, trying to fill up the pond. The weeds around the pond will be treated again this year as in the past. Darren Dines is working temporarily on the ditch and the pond.

9. OPERATIONS REPORT:

LL Kourse presented the operations report for review. Chad Rinehart's experience is definitely noticed and greatly appreciated.

10. CONFLICT OF INTEREST OF BOARDS:

Sid Logemann asked for a clarification of the March meeting minutes regarding discussion of the conflict of interest policy adopted by the PCVOA. Logemann stated that he and Dick Sprague had agreed on the policy, and that he had resigned the PCVOA today. Irene Cooke stated that it is the Board's opinion that no COI policy is needed because there should not be a conflict of interest between our two boards. Sprague clarified that he and Logemann had agreed only that, if a COI policy was necessary for one board, it should be reciprocal; Sprague has never believed that such a policy should be necessary. Logemann thanked the other Board members for the clarification.

11. ACTION ITEMS:

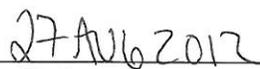
- a. Upon a motion by Molly Lipke, seconded by Dick Sprague, the Board voted unanimously to approve the disbursements for April, 2012, as presented.

12. ADJOURNMENT:

There being no further business, upon a motion by Molly Lipke, seconded by Dick Sprague, the Board voted unanimously to adjourn the meeting at 7:30 p.m.

The next Board meeting is scheduled for Monday, June 25, 2012, at 6:00 p.m. at the TMWSD Water Plant.


Secretary


Date

Tabernash Meadows Water and Sanitation
Income Statement
For the Four Months Ending April 30, 2012

	Current Month Actual	Year to Date Actual	Total Year Budget	% of Budget To Budget
General Revenue				
Service Fees	\$ 23,201	\$ 93,182	\$ 279,792	33.30
W/S Tap Fees	0	0	0	0.00
Debt Tap Fees	0	0	0	0.00
Property Tax General	1,114	16,803	42,428	39.60
Property Tax Bond	7,394	111,577	281,734	39.60
Property Tax Interest	15	15	0	0.00
Specific Ownership Taxes	941	3,051	5,000	61.02
Grand County Operations	0	19,052	66,903	28.48
Grand County Capital	0	0	0	0.00
Interest Income	178	725	2,700	26.85
Other Income	0	0	0	0.00
Misc - doc prep fee	60	220	0	0.00
Loan Proceeds	0	0	0	0.00
Contributed Assets	0	0	0	0.00
Total General Revenue	32,903	244,625	678,557	36.05
Misc. Reimbursement Revenue				
Devil's Thumb Ranch Reimburse	0	89	0	0.00
PCV HOA Reimburse	(10)	(10)	9,000	(0.11)
Town of Tabernash	333	707	0	0.00
Other Reimbursement	760	11,407	10,000	114.07
Misc.- late fees	0	410	0	0.00
Total Misc. Reimburse Revenue	1,083	12,603	19,000	66.33
Total Revenue	33,986	257,228	697,557	36.88
Expenses				
Operations and Capital				
Salaries and Benefits	15,323	72,151	205,797	35.06
Operating Supplies	4,124	14,196	21,000	67.60
Lease Interest Expense	787	2,952	9,432	31.30
Power Authority Loan	9,125	9,125	18,250	50.00
Professional Fees	1,042	3,282	10,000	32.82
Utilities	2,446	8,331	30,000	27.77
Biosolids Removal	0	0	3,000	0.00
Lab Fees/Equipment	1,271	2,208	7,200	30.67
Vehicle Expense	194	3,543	7,000	50.61
Snow Removal	0	1,250	2,250	55.56
Licenses	59	66	3,000	2.20
Capital Projects	4,829	9,711	0	0.00
Depreciation/Amortization	0	0	0	0.00
Deferred Maintenance	0	0	20,000	0.00
Total Operations and Capital	39,200	126,815	336,929	37.64
General and Administrative				
Legal	7,898	12,305	20,000	61.53
Accounting/Audit Fees	8,237	11,648	22,900	50.86
Liability Insurance	0	14,403	14,150	101.79
Treasurer's Fees	426	6,420	16,000	40.13
Communications	444	1,719	8,000	21.49
Office Supplies	1,038	2,749	5,000	54.98
Human Resources	60	1,855	4,000	46.38
Dues & Subscriptions	420	1,258	1,600	78.63
Loss on sale of Real Estate	0	0	0	0.00
Board of Director	0	0	1,000	0.00
Total General and Administrative	18,523	52,357	92,650	56.51
Bond Debt				
Bond Interest and Agent Fees	0	0	271,900	0.00
Bond Principle	0	0	0	0.00
Total Bond Debt	0	0	271,900	0.00
Total Expenses	57,723	179,172	701,479	25.54
Net Income (Loss)	(\$ 23,737)	\$ 78,056	(\$ 3,922)	(1,990.21)

TABERNASH WATER & SANITATION DISTRICT

2012 Budget Update - April	Month Actual	Year To Date Actual	2012 Budget	% Actual to Budget
OPERATIONS				
Total All Revenues	26,592	145,651	415,823	35.0%
Total All Expenditures	52,894	169,461	429,579	39.4%
Costs Better (Worse) than Revenues	(26,302)	(23,810)	(13,756)	
CAPITAL				
Total All Revenues	-	-	-	0.0%
Total All Expenditures	4,829	9,711	-	0.0%
Costs Better (Worse) than Revenues	(4,829)	(9,711)	-	
DEBT				
Total All Revenues	7,394	111,577	281,734	39.6%
Total All Expenditures	-	-	271,900	0.0%
Costs Better (Worse) than Revenues	7,394	111,577	9,834	
TOTAL ALL - OPS, CAPT. AND DEBT				
Total All Revenues	33,986	257,228	697,557	36.9%
Total All Expenditures	57,723	179,172	701,479	25.5%
Costs Better (Worse) than Revenues	(23,737)	78,056	(3,922)	

2012 Cash and Accounts Receivable Account Balances	Operations		Debt
	Other	Maintenance	Retirement
CASH AND INVESTMENTS:			
Grand Mountain Bank 04/30/12		7,449	
CSAVE Investment Account 04/30/12		8,418	
Wells Fargo Business Acct 04/30/12	151,672		
Grand Min Bank MMA 04/30/12	191,713		
Bank of the West MMA 04/30/12	288,307		
UMB Pledged Revenue Acct 04/30/12			250,399
Biosolids Loan Restricted Funds 04/30/12			
TOTALS	631,692	15,867	250,399
ACCOUNTS RECEIVABLES:			
Service Fees		68,800	
County		26,510	
Total Accounts Receivable 04/30/12		95,310	
LEASES AND LOANS:			
Capital Leases - bobcat and copies		25,238	
Biosolids Loan		355,875	
Total Accounts Receivable 04/30/12		381,113	

Tabernash Meadows WSD
Check Register
For the Period From Apr 1, 2012 to Apr 30, 2012

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
4283	4/13/12	Konica Minolta	10600	218.53
4284	4/13/12	Conroy Excavating	10600	1,000.00
4285	4/13/12	M & E Enterprises, L	10600	24.99
4286	4/13/12	WCI of Granby/Tras	10600	60.00
4287	4/13/12	Colorado Employer B	10600	1,173.68
4288	4/13/12	Power to the People	10600	808.00
4289	4/13/12	Grand County Intern	10600	420.00
4290	4/13/12	Pinnacol Assurance	10600	928.00
4291	4/13/12	Verizon Wireless	10600	218.67
4292	4/13/12	Leslie Hayes	10600	180.00
4293	4/13/12	Tim Shenk Land Sur	10600	236.25
4294	4/13/12	Grand County	10600	193.83
4295	4/13/12	Dana Kepner	10600	826.53
4296	4/13/12	CenturyLink	10600	225.43
4297	4/13/12	Deep Rock	10600	55.36
4298	4/13/12	Harvey W. Curtis, Es	10600	2,044.91
4299	4/13/12	Three Lakes Water &	10600	40.00
4300	4/13/12	Colorado State Treas	10600	147.99
4301	4/16/12	Three Lakes Water &	10600	200.00
4302	4/23/12	Schilling & Company,	10600	7,100.00
4303	4/23/12	Three Lakes Water &	10600	60.00
4304	4/27/12	Holly Wood Compute	10600	873.06
4305	4/27/12	Fraser Valley Ace Ha	10600	238.84
4306	4/27/12	Conroy Excavating	10600	1,172.50
4307	4/27/12	Highland Lumber	10600	715.73
4308	4/27/12	Harvey W. Curtis, Es	10600	1,056.48
4309	4/27/12	Chase Card Services	10600	52.60
4310	4/27/12	Bishop Built, Inc.	10600	56.25
4311	4/27/12	Canyon Water Resou	10600	4,796.15
4312	4/27/12	GE Capital	10600	592.52
4313	4/27/12	Nalco	10600	957.35
4314	4/27/12	Fraser Valley Ace Ha	10600	2,940.00

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Check Register
For the Period From Apr 1, 2012 to Apr 30, 2012

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
4314V	4/27/12	Fraser Valley Ace Ha	10600	-2,940.00
4315	4/27/12	Brown Hill Engineerin	10600	921.09
4316	4/27/12	USA Bluebook	10600	1,013.44
4317	4/27/12	Mountain Parks Elect	10600	1,901.51
4318	4/30/12	William Borrás	10600	108.66
4319	4/30/12	John J. Zielinski	10600	550.10
4320	4/27/12	Fraser Valley Carpen	10600	2,940.00
DD0413-01	4/13/12	Cynthia Greiner	10600	1,399.23
DD0413-02	4/13/12	Chad Rinehart	10600	2,282.54
DD0430-01	4/30/12	Darren Dines	10600	470.00
DD0430-02	4/30/12	Chad Rinehart	10600	2,282.54
DD0430-03	4/30/12	Donette Schmiedbau	10600	869.00
DD0430-04	4/30/12	Lauralee Kourse	10600	3,263.72
Total				<u>44,675.48</u>