

**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
April 14, 2014
6:00 p.m.

The meeting was called to order at 6:00 p.m.

1.

DIRECTORS:	STAFF/CONSULTANTS:
Irene Cooke, President Susan Koenke, Director Sidney Logemann, Director Dick Sprague, Director	Lauralee Kourse, Manager/Operator Donette Schmiedbauer, District Accountant Neil Schilling, Auditor

2. **CALL TO ORDER AND DISCLOSURES:** The meeting was called to order by Irene Cooke. A quorum was present. There were no disclosures presented at this meeting.

3. **APPROVAL OF MINUTES:** Upon a motion by Dick Sprague and seconded by Sid Logemann the board voted unanimously to approve the minutes of January 13, 2014.

4. **2013 AUDIT:** Neil Schilling, Schilling & Company, Inc. presented the TMWSD 2013 Audit. Neil explained that the loan documents that the District entered into require that the board raise rates each year so that there is enough revenue to pay the loans and run the operations. Neil further discussed the importance of the board to collect enough in service charges and taxes to cover the costs of the operations and to service the debt. Neil recommended that board consider adopting Availability of Service Charges so that unimproved vacant land pays its share for having the District's infrastructure available. Many Districts' impose this type of charge and it is a significant revenue source for the capital project debt. The board discussed the revenue and expenses. Upon a motion by Dick Sprague seconded by Susan Koenke the 2013 Audited Financial Statements were approved as presented.

5. FINANCIAL REPORT:

- Financial Report for the First Quarter 2014 was presented.
- Financials and Disbursements – Donette Schmiedbauer.
Donette reviewed the First Quarter 2014 financial statements and the First Quarter 2014 disbursements. Upon a motion by Susan Koenke and seconded by Dick Sprague, the Board voted unanimously to approve the First Quarter 2014 disbursements as presented.
- Electronic Billing – Donette reported that 60 quarterly service billing statements were sent out by email. Staff will continue to work towards having more customers on the electronic billing system.
- SIPA – Payport payment option. This pay option allows customers to pay via credit card or electronic transfer from a customer's bank account. This payment option will be directly deposited into the Districts operating account. The cost of the service is passed on to customers. Credit card cost of 2.5% plus \$7.00 is charged to the customer. An electronic payment from a customer's bank account cost \$1.00 and is charged to the customer. The board discussed discounting service charges by \$1.00 to customers who pay via the electronic bank transfer payment option. The SIPA web site that is currently being built will include a link to the Payport payment option.
- 2014 County automatic reimbursement for the Tabernash Communities share of the waste treatment plant costs was instituted in April. This is a much better situation for the District then how the reimbursements were being handled. In 2013 reimbursements were 6 months in arrears and the District had to pull money out of savings to cover costs for the waste treatment plant operations. This situation has been corrected and we are up to date on being reimbursed for 2013.

6. MANAGEMENT REPORT:

- Signatories for Grand Mountain Bank Accounts: Resolution 041401; Upon a motion by Susan Koenke, seconded by Sid Logemann the board voted unanimously to approve Resolution 041401 which designates; Irene Cooke, Susan Koenke, Lauralee Kourse, Dick Sprague and Sid Logemann, as signatories for the Tabernash Meadows Water and Sanitation District's Grand Mountain Bank accounts.

- Revised Personnel Policies: LL Kourse presented the revised personnel policies that Georgia Noriyuki had drafted. The board decided to table discussion until the May 27, 2014 board meeting. In the interim the board will review and comment on the policies via email.
- Insurance Workshop – The board directed staff to set up this workshop in conjunction with the budget workshop. The budget/insurance workshop will be scheduled sometime in September.
- 2014 Election for the Tabernash Meadows WSD board of directors was cancelled. Two board positions were available and only one self-nomination was received by Sara Rosene, (the Designated Election Official) Dick Sprague will serve another 4 year term.
- The oath of office must be administered between May 6, 2014 (election day) and June 6, 2014. The board approved scheduling a May 27th, 2014 board meeting so that the oath of office can be administered.

6. OPERATIONS REPORT:

- See Attached Operations Report

7. BOARD CHOICE:

- Approval of board meeting minutes via email. Dick Sprague discussed that approval of minutes by email would allow prompt review and posting of minutes on the website. Upon a motion by Dick Sprague seconded by Susan Koenke the board approved the motion to approve the board minutes via email.
- Approval of monthly disbursements via email. The approval of disbursements via email would allow the board to review disbursements in a timely manner and keep the board involved in reviewing disbursement between meetings. Upon a motion by Dick Sprague and seconded by Sid Logemann the board approved the motion to approve monthly disbursements via email.
- Workshop with the Pole Creek Valley Owners association. A tentative date of July 19th was discussed. Board members will review their schedule and see if that date will work.

8. ADJOURNMENT:

There being no further business, upon a motion by Susan Koenke, seconded by Sid Logemann, the Board voted unanimously to adjourn the meeting at 8:30 p.m.

9. ACTION ITEMS:

- Upon a motion by Dick Sprague seconded by Susan Koenke the 2013 Audited Financial Statements were approved as presented.
- Upon a motion by Dick Sprague and seconded by Sid Logemann the board voted unanimously to approve the minutes of January 13, 2014.
- Upon a motion by Susan Koenke and seconded by Dick Sprague, the Board voted unanimously to approve the First Quarter 2014 disbursements as presented.
- Designated signatories for Grand Mountain Bank Accounts. Resolution 041401; Upon a motion by Susan Koenke, seconded by Sid Logemann the board voted unanimously to approve Resolution 041401 which designates; Irene Cooke, Susan Koenke, Lauralee Kourse, Dick Sprague and Sid Logemann, as signatories for the Tabernash Meadows Water and Sanitation District's Grand Mountain Bank accounts.

**The next Board meeting is scheduled for Tuesday May 27, 2014, at 6:00 p.m. at the TMWSD Water Plant.

Secretary

Date