

Angel Fire Public Improvement District 2007-1

3465 Mountain View Blvd., Suite 14

PO Box 1046, Angel Fire, NM 87710

575-377-3483

Meeting Minutes

March 14, 2012 at 1:30 pm at the Village Hall Meeting Room

- A. Call to Order - Chairman Jim LeBus called the meeting to order at 1:30 pm.
- B. Pledge of Allegiance - Chairman LeBus called for the Pledge of Allegiance.
- C. Roll Call - Present were Chairman LeBus, Vice Chairman Rakes, Director Steve Oliver, Director Chuck Verry (by phone) and Director Alan Young (by phone). A quorum was present. Also present were Sally Sollars, District Administrator and Carl Abrams, HDR (by phone).
- D. Approval of Agenda— Director Oliver moved to approve the agenda. Vice Chairman Rakes seconded. The motion carried 4-0.
- E. Enter into Executive Session - At 1:32 pm Chairman LeBus announced that we will have a closed Executive Session Meeting. Vice Chairman Rakes moved to enter into Executive Session. Director Oliver seconded. The motion carried 4-0.

Chairman LeBus returned to the Board Meeting at 2:23 pm by stating “No decisions were made during the Executive Session and the only items discussed were on the agenda”.

Let the record show that pursuant to NMSA 1978, Section 10-15-1 (H) and (J) the PID Board held a closed meeting on March 14, 2012 at 1:32 pm at the Village Hall Meeting room to status of current legal issues. Let the minutes reflect that the matters discussed in the closed meeting were limited only to those specified in the notice of the separate closed meeting.

- F. Approve February 22, 2012 Minutes – Director Oliver moved to approve the February 22, 2012 meeting minutes. Vice Chairman Rakes seconded. The motion carried 4-0.
- G. Requests and Responses from the Audience (Limit to 3 minutes) – None.
- H. Announcements and Proclamations – None.
- I. Business
 - 1. Discuss Collection of \$10K Owed from the Village for Waterline Improvements – Ms. Sollars reported that the Village Administrator, Tomas Benavides, asked for documentation of the \$10,000 the Village owes the PID. When gathering the materials, Ms. Sollars discovered that there was not an agreement in writing. She said that there were discussions at five Board Meetings as documented in the minutes. In one meeting, Mayor Hamilton addressed the issue directly. On June 22, 2011, the former Village Administrator was given an agreement for Village signature, but the agreement was never signed and returned to the PID. Ms. Sollars asked Mayor Hamilton to write a letter with his recollection of the money owed, which he is in process of writing. Once she receives the letter, Ms. Sollars will provide the Village the minutes with the discussions highlighted, the letter,

and an invoice. Vice Chairman Rakes asked Ms. Sollars to ask Mr. Benavides to brief us on the progress to formalize the agreement.

2. Discuss Board Replacements – Ms. Sollars reported that she is tentatively planning on attending the Village Council Work Session on April 24. She will seek final approval to do so from Mayor Cottam in a meeting next week. At the Session, Ms. Sollars will give an overview of the PID and provide resumes of the persons recommended to replace the outgoing Board Members. Ms. Sollars said that Director Oliver and Director Verry's terms are finished in May. However, Director Oliver has stated that he would be willing to continue to serve on the Board for another term. Director Oliver added that this was dependent on there being no conflict with him also serving as construction oversight without pay this summer. General Council will be consulted on the matter. Director Verry stated that he was also considering another term.
3. Consider and Approve Excel Training for Administrator – Director Oliver moved to approve Excel training for the Administrator. Director Verry seconded. Ms. Sollars said that Director Oliver had informed her of the two day training in Santa Fe in May. She said that she currently uses Excel for multiple tasks and expressed an interest in improving her skills beyond the basics. The cost is \$128 plus travel expenses. The motion carried 4-0.
- I. Consent Agenda – Director Oliver moved to approve the consent agenda with the addition of David Thompson, who is owed a refund for overpayment of the PID Levy prepayment. Director Verry seconded. The motion carried 4-0.
 1. HDR Engineering, Inc.; Invoice #00365842-H - \$7,408.26
 2. Stelzner, Winter, et al – General Counsel; Invoice #3451 - \$877.40
 3. Kamm & McConnell, LLC; Invoices #32709, #32710 - \$1,626.66
 4. Sally Sollars; Invoice #21 - \$4,032.94
 5. CenturyLink; 2/25/12 Invoice - \$157.24
 6. Village of Angel Fire; Conf. Call Expense (January 2012) - \$64.23
 7. Sangre de Cristo Chronicle; Invoice #141 - \$5.37
 8. David Thompson; Overpayment Refund - \$540.34
 9. Petty Cash Report; Balance \$27.14

K. Reports

1. Project Manager Report – Mr. Abrams was not available at this point. Chairman LeBus skipped to the Administrator Report until Mr. Abrams was present.
2. Administrator Report – Ms. Sollars explained the refund due to Mr. Thompson. Mr. Thompson sent a prepayment check in December based upon a Prepayment Quote he received in September. Ms. Sollars obtained the required Intent to Prepay Form after receiving the check and Taussig redid the prepayment calculation, which was lower at that point because there had been a debt service payment and a bond call in the interim.

Ms. Sollars informed the Board that the contract for brokerage services will be amended on April 1st due to our Broker, Stuart Hamilton, leaving the Remax office and opening a new one. The five PID properties will be listed at that time. Chairman LeBus asked if our contract was with Remax or Mr. Hamilton. Ms. Sollars explained

that the contract was with the Power of Teamwork, which includes Mr. Hamilton. Vice Chairman Rakes added that Power of Teamwork was the only brokerage that responded to the RFP distributed to all brokers in the Valley last fall.

The budget preparation process for the next fiscal year will begin next month. A preliminary budget is due to DFA on June 1st. Ms. Sollars has asked that the Finance Committee meet with her to begin the process.

Vice Chairman Rakes asked about the audit. Ms. Sollars responded that the PID has not received the OK to Print from the Office of the State Auditor yet. She stated that the audit showed no findings, but cannot be released to the public until the OK from the State. Also, 31% of the money owed to the auditing firm cannot be paid until the OK.

Ms. Sollars also reported that she is preparing a bond call of \$265,000 with prepayment monies that have been received in the last six months. The payment will be due after approval at the next Board Meeting.

1. Project Manager Report Resumed – Mr. Abrams reported that revised design drawings have yet to be received from AUI/BHI for the utility stubout corrections. There was some recent correspondence with the Administrator indicating that AUI is working on them.

Mr. Abrams has not heard anything from Kit Carson concerning reconciling materials used vs. materials paid for. Alex Romero at Kit Carson responded to an email about a month ago and said that he was working on the reconciliation.

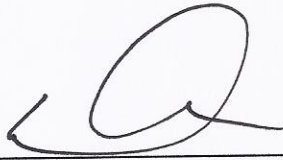
Mr. Abrams continued saying that Ed Widgeon at Reiman Corp has not responded concerning the contract amendment adding the word “defend” to the indemnification clause as required by the PID insurance underwriter.

Vice Chairman Rakes asked if there was an AUI start date yet. Mr. Abrams said that there is no confirmation yet, but that AUI verbally stated that work would resume June 1st. Chairman LeBus asked the same for Reiman Corp. Mr. Abrams said Reiman has not been in communication.

3. Committee Reports
 - a. Construction Committee – Nothing to add.
 - b. Finance Committee – Director Verry reported that the Finance Committee will be meeting to start the budget process and do a quarterly review. Ms. Sollars recommended the committee meet on April 11.
 - c. Sales Committee – Chairman LeBus asked the committee if there were any persons wishing to give their property to the PID. Ms. Sollars said there was nothing new. There is currently a situation in which heirs to a property now have the property listed and who appeared optimistic they would be able to sell.

4. Treasurer Report– Director Verry asked if the Board Members had received the report and if there were any questions. There were none.
- L. Adjournment – Chairman LeBus announced the meeting adjourned at 2:44 pm.

Next Regular PID Board Meeting will be April 11, 2012



Dan Rakes, Vice Chairman

ATTEST: 

Sally Sollars, District Administrator