

# **Angel Fire Public Improvement District 2007-1**

3465 Mountain View Blvd., Suite 14

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575-377-3483

## **PID Board Meeting Minutes**

**April 14, 2016 at 11:00 am at the PID Board Room**

- A. Call to Order - Chairman Pro Tem Don Borgeson called the meeting to order at 11:00 am.
- B. Pledge of Allegiance - Chairman Pro Tem Borgeson called for the Pledge of Allegiance.
- C. Roll Call - Present were Director Don Borgeson (Chairman Pro Tem), Vice Chairman Dan Rakes, Chairman Alan Young (by phone), and Director Chuck Verry (by phone). Director Abrams was absent. A quorum was present. Also present was Sally Sollars, District Administrator.
- D. Approval of Agenda – Vice Chairman Rakes moved to approve the agenda as written. Director Verry seconded. The motion carried 4-0.
- E. Approval March 10, 2016 Minutes – Vice Chairman Rakes moved to approve the March 10, 2016 minutes. Director Verry seconded. The motion carried 4-0.
- F. Requests and Responses from the Audience – None.
- G. Announcements and Proclamations – None.
- H. Business
  - 1. Consider and Approve Resolution 2016-6 Transfer of Funds to Debt Service – Director Verry moved to approve Resolution 2016-6. Vice Chairman Rakes seconded. Roll call vote: Vice Chairman Rakes; aye, Director Verry; aye, Director Borgeson, aye. The motion carried 3-0. (There were no dissenting votes. Chairman Young was temporarily off line.)
  - 2. Consider and Approve Resolution 2016-7 Recommending Burl Smith to Replace Director Verry - Director Verry moved to approve Resolution 2016-7. Vice Chairman Rakes seconded. Roll call vote: Chairman Young; aye, Vice Chairman Rakes; aye, Director Verry; aye, Director Borgeson, aye. The motion carried 4-0.
  - 3. Consider and Approve Administrator Attendance of DFA Budget Training – Vice Chairman Rakes moved to approve the Administrator attending the DFA Budget Training. Director Verry seconded. The motion carried 4-0.
- I. Consent Agenda – Director Verry moved to approve the consent agenda. Vice Chairman Rakes seconded. The motion carried 4-0.
  - 1. Stelzner, Winter, et al; Invoice #9411/9463/9323/9327 - \$6,563.31
  - 2. Village of Angel Fire; Water Fees - \$363.72
  - 3. NMFA; May Debt Service - \$464,287.78
  - 4. Sally Sollars; Invoice #70 - \$5,639.39
  - 5. CenturyLink; Invoice dated 3/25/16 - \$232.08
  - 6. BMWS; April Rent Invoice # 08-0008 84 - \$380.00

7. AT&T; Invoice dated 3/1/16 - \$23.92
8. Transfer to Debit Card Account; \$450.00
9. Petty Cash Report; Balance \$163.42

J. Reports

1. Administrative Report – Ms. Sollars recalled that two resolutions for the transfer of funds was approved at the last Board Meeting. She said that she received a call from the District's DFA Analyst saying that she could not approve the transfers because it would put the District accounts in the deficit. Ms. Sollars asked to view the information the Analyst was using. It was then discovered that the dollar amount of all of the resolutions calling for transfers of funds had been added to the already budgeted transfer amounts. Only two small transfers made this fiscal year were unanticipated in the approved final budget. Ms. Sollars intends to have a meeting with the Analyst while at the training to get this straightened out.

The third quarter report is due to DFA by the end of April. The Preliminary Budget is due to DFA by June 1. The Finance Committee will tentatively be meeting the first week of May so that the Committee's recommendations can be presented to the Board at the May Board meeting for approval prior to submission to DFA.

February collections were \$37K, which is \$13K over the projected cash flow figure. \$27K was received in prepayment since the last meeting. The \$195K prepayment bond call reduced the annual debt service by about \$10K. The next large collections check will be in June. Friendly letters were sent out for Tax Year 2014 delinquencies.

Ms. Sollars recalled that Mr. Roberson had reported a lot combination prior to the District being formed. The formation documents showed two independent lots with two assessments. His lawyer and the District's General Counsel have negotiated the credit amount, but due to Ms. Winter's schedule an agreement and resolution have not yet been drafted for Board approval. When that is done, the credited amount must be deposited out of District funds into the Prepayment Account. Mr. Roberson has requested that his credit be applied to release the lien on the lot with the credit balance to be applied to a second lot. He intends to pay the balance of the prepayment amount on the second property.

There was some communication with Kit Carson this week. Richard Martinez has promised to start emailing requested invoices by the end of the week. Outstanding are the final actual cost invoices for the work done in Village North in 2014 and actual cost invoices for the work done in Country Club 1&2 in 2015. There are three estimate invoices for the remaining sections of West Village waiting for the Construction Committee to approve. The Construction

Committee will be meeting to choose priorities, but Ms. Sollars will be recommending to them that all remaining section except one be scheduled this year. If the Committee follows her recommendation, the last remaining section to be done next year would be Sierra Blanca Trail with an estimated cost of \$143K.

Ms. Sollars received an email from Deanna Cummings, USACE, saying that she had had another priority, but would be working on getting the District's release from the 404 Permit requiring wetland mitigation to the District the first week of April. However, nothing has been received yet.

Ms. Sollars attended the Office of State Auditor training last week. The OSA has moved to an electronic system for filing. The first task each fiscal year is to draft the contract between the OSA and the independent auditor. This year it was submitted via internet for OSA review. It will then be returned to the office to get all of the signatures before final filing. A new rule is that the District can use the same auditing firm for only six years instead of the previous rule of 12 years.

The resolution recommending Burl Smith to replace Chuck Verry will be delivered to the Village of Angel Fire for consideration for appointment. The next Council meeting is May 24<sup>th</sup>. Even though Mr. Smith will not be official yet, Ms. Sollars will ask him to attend the Finance Committee meeting on the preliminary budget so that he can orient to the process. There will be a banking resolution before the Board at the next meeting approving Mr. Smith to have signatory authority upon his appointment.

2. Treasurer's Report – Director Verry asked if everyone got the Treasurer's Report and if there were any questions. There were none.
- L. Adjournment – Chairman Pro Tem Borgeson adjourned the meeting at 11:21 am.

Next Regular PID Board Meeting will be May 12, 2016



Chairman Pro Tem

ATTEST:   
Sally Sollars, District Administrator