

## Angel Fire Public Improvement District 2007-1

3465 Mountain View Blvd., Suite 14 PO Box 1046, Angel Fire, NM 87710 575-377-3483

### PID Board Meeting Minutes

August 8, 2013 at 3:30 pm at the PID Board Room

- A. Call to Order – Chairman LeBus called the meeting to order at 3:30 pm.
- B. Pledge of Allegiance – Chairman LeBus called for the Pledge of Allegiance.
- C. Roll Call - Present were Chairman LeBus , Vice Chairman Dan Rakes (by phone), Director Don Borgeson, Director Chuck Verry , and Director Alan Young (by phone). A quorum was present. Also present were Sally Sollars, District Administrator, and Nann Winter, General Counsel (by phone).
- D. Approval of Agenda – Director Borgeson moved to approve the agenda. Director Verry seconded. The motion carried 4-0.
- E. Approve July 25, 2013 Minutes – Director Verry moved to approve the July 25, 2013 minutes. Director Borgeson seconded. The motion carried 4-0.
- F. Requests and Responses from the Audience (Limit to 3 minutes) – None.
- G. Announcements and Proclamations – None.
- I. Business
  1. Consider and Approve The Computer Guy Tech Services – Ms. Sollars reported that the office computer equipment and accompanying software must be upgraded to Windows 7. She said that equipment selection, installation, and problems as they arise require some technical input beyond her comfort level and which Director Oliver had provided in the past. Director Verry moved to approve contracting with The Computer Guy Tech Services at \$50 per hour. Director Borgeson seconded. The motion carried 4-0. Chairman LeBus called for a second motion that the contract services will be controlled by the Administrator and Vice Chairman Dan Rakes. Director Borgeson so moved. Director Verry seconded. The motion carried 4-0.
  2. Consider and Approve Upgrading Computer to Windows 7 Machine and Accompanying Software – Director Verry moved approve purchasing equipment and software based upon the recommendation of the Administrator and Vice Chairman Rakes. Director Borgeson seconded the motion and suggested that The Computer Guy Tech Services, Kevin Robnett, develop the shopping list for review. The motion carried 4-0.
  3. Discuss Lowering Prices on District Owned Property – Director Borgeson reported that the price on the District owned lots are, at least in one case, up to double the price of the surrounding lots. He said that there is not one of these lots that could be priced based on fair market value that would cover all of the District costs. Chairman LeBus stated that the District needs to get these lots performing. He asked Ms. Winter if the District could legally reduce the price to lower than the costs. Ms. Winter said a debt could be compromised as long as it can be justified. Chairman LeBus suggested that Director Borgeson and the District contracted broker, Stuart Hamilton, meet to determine the fair market value to recommend to the Board. Chairman LeBus asked

for a Special Board Meeting when the information is prepared. Ms. Winter said that she would visit with DFA to see if they have any comments.

4. Discuss Procedure to Sell Property – Chairman LeBus recalled the procedure to sell property. If the offer is list price, Chairman LeBus has the authority to sign the contract. However, if the offer is under the list price, the Board has to approve the contract. Director Borgeson suggested that the Sale Committee approve a sale price and have the Chairman sign off on the contract. He felt that the 72 hour notice for a meeting to obtain Board approval could be a problem. Ms. Winter said that full Board approval is necessary. However, the Board will take the Sales Committee recommendation.
5. Discuss PID Property Disclosure Form – Director Borgeson reported that the RANM has distributed a PID Disclosure Form to the real estate brokers and agents. Among other PID data, information required on the form includes the amount of outstanding bonds and the annual debt service. This information changes three times a year upon principal payments and prepayments. The form also allows for that information to be an attached report. Ms. Sollars asked if the Board was comfortable with her producing a report suitable for this purpose. Ms. Winter said that the information should be on the website for agents to get the data. Chairman LeBus said that the Administrator was authorized to decide the best method to distribute the information, but that it should also be on the website.

J. Consent Agenda – Director Verry moved to approve the consent agenda. Director Borgeson seconded. The motion carried 4-0.

1. HDR Engineering, Inc.; Invoice #00095290-B - \$6,337.14
2. Stelzner, Winter, et al; Invoice #5316 - \$4,781.03
3. David Taussig & Associates; Invoice #1306156 - \$3,865.76
4. Sally Sollars; Invoice #38 - \$5,221.46
5. BMWs; August Rent; Invoice #08-0008 52 - \$380.00
6. CenturyLink; Invoice dated 7/25/13 - \$175.14
7. Village of Angel Fire; Final Reimbursement June Conf. Call Expense - \$10.22
8. AT&T; Invoice dated 8/1/13 - \$39.00
9. Petty Cash Debit Card Deposit; \$400.00
10. Petty Cash Deposit; \$185.00
11. Petty Cash Report; Balance \$15.87

K. Reports

1. Administrative Report – Ms. Sollars reported the Kit Carson materials reconciliation has been finalized. Kit Carson was able to supply all the documentation to substantiate the expenditures. The District owes Kit Carson \$696 for materials.

Ms. Sollars also asked Kit Carson to supply the supporting documentation for the actual cost analysis of the work orders to date. The District paid for each work order in advance based upon an estimated cost invoice. Kit Carson has presented three different actual cost analyses with different numbers on each one, but with no documentation. She again requested the documentation last week. New work orders will be submitted to Kit Carson within the month and Ms. Sollars is trying to set the

stage for the new work orders to be quickly reconciled per an agreed upon understanding of proper documentation.

CenturyLink internet was installed in the office today. It is wireless and faster than the Kit Carson service previously used.

Ed McCracken reported that one of his properties has a control panel in the middle of the frontage. Ms. Sollars asked Carl Abrams for background. Mr. Abrams said that according to the plans, the panel was to be placed on the lot corner. It was his opinion that this is a warranty issue based upon the lot corner discrepancy and resultant utility relocations. Mr. Abrams researched if there were any other problematic lift station panels and found none.

Ms. Sollars reported this to Jay Mitchell, Village Manager. The Village emailed the warranty request to AUI. Marshall Vickers, AUI, talked with Director Young today.

DFA has approved the Fiscal Year 2014 budget. The audit is scheduled for the week of September 30.

El Vado bridge was accepted by the Village on July 23. The Village has now accepted all District subdivisions. Also approved was the MOU between the District and the Village to share the costs of monitoring the Wetland Mitigation Area.

Ed Widgeon of Reiman Corp has received the final payment reduced by the HDR oversight costs from August 1, 2012 per contract. Mr. Widgeon has asked for and was sent HDR's backup documentation accounting for the hours.

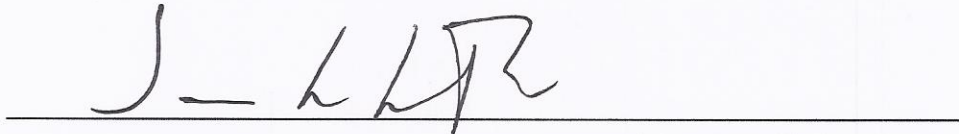
2. Construction Committee Report – Ms. Sollars reported that the Construction Committee met yesterday. This month's HDR invoice was reviewed and approved.

The list of sections in which electrical wire will be installed was reviewed. The Committee is recommending that we proceed with pulling wire in the remainder of Country Club 1&2 at an estimated cost of \$73K and then spend the rest of the \$200K budget pulling wire in Village North.

Director Young reported that he had talked with Marshall Vickers, AUI. Regarding the water leak in Chalets 2G, Mr. Vickers said that he wanted to have BHI and HDR review the problem to determine if it is a design issue. Concerning the control panel on Mr. McCracken's property, Mr. Vickers pointed out that the panel was not identified as a problem during the substantial completion walk through and that it was not reported within the warranty period. Director Young's opinion is that the warranty applies because it is part of the lot corner/survey error that necessitated moving utility stub outs. Chairman LeBus recommended that the District write a letter to AUI requesting the panel be moved under warranty.

3. Treasurer's Report – Director Verry asked if all had received a copy of the Treasurer's Report and if there were any questions. There were none.
- L. Adjournment – Chairman LeBus adjourned the meeting at 4:26 pm.

Next Regular PID Board Meeting will be September 12, 2013

A handwritten signature in black ink, appearing to read "J. LeBus", is written above a horizontal line.

Jim LeBus, Chairman

ATTEST:  \_\_\_\_\_  
Sally Sollars, District Administrator