



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
303.554.0031 ♦ WWW.EASTBOULDERWATER.COM

Board of Directors Regular Meeting and Budget Hearing

St. Ambrose Episcopal Church

12 NOVEMBER 2012

Mark Johns called the meeting to order at 4:03 PM. Those in attendance were the board members (Rick Moeller, Bill Hofgard and Bob Champ). Dick Winters and Frank Hauke were present as the in district operators. Peter O'Brien (Boulder Water Well Operator) was present. Mary Wagner (Bookkeeper) and Nick Bennett (IT consultant) were also present. Lynne Deane (board member) was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 8 October 2012 meeting were discussed. Mark Johns made the motion that we approve the minutes of the 8 October 2012 meeting. Rick Moeller seconded the motion, which was approved unanimously.

REPORTS FROM CONSULTANTS AND COMMITTEES

FINANCE REPORT

Mary Wagner had e-mailed the financial packet to the board (Balance Sheet, P&L budget vs. actual, P&L YTD comparisons and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary reviewed the transaction spreadsheet and the board approved the transactions. Mary noted that we owe Boulder Water Well about \$117 for 3 months of water testing. A line item for construction expenses has been added to the balance sheet for those accounts that still must be paid. 7342 Panorama has had the meter installed and Peter will check to make sure that it is a 5/8" meter. A cross connect agreement will have to be obtained for this residence.

Mary will make the bond payment on December 1st. We now have a \$39K balance in the checking account.

The Linder residence now has two meters but we will not bill the new meter until the new residence is occupied.

OPERATIONS REPORTS

Winters/Hauke Status Report

- We put in 1.0 hr monitoring and 7.5 hrs maintaining the system from October 8, 2012 through November 5, 2012.
- We did an outline fire hydrant at 555 Appolo Drive.
- H.O. did a locate at 3 Bench Mark Drive.
- We worked with Mike's Backhoe on the tap and meter pit at 7542 Panorama Drive. All went well.
- H. O. and I have decided it is time for us to retire as operators for EBCWD.

Frank and Dick will get with Peter to go over the loose ends (locate, etc.) so that he can be responsible for all district operations. Frank and Dick will now refer all inquiries regarding the district to Peter. Peter will periodically check the pump house (about once/week). Frank and Dick will be officially retired after the next meeting. The District owes them a debt of gratitude for their many years of service to both Panorama Park Mutual Water Association and the EBCWD. They were both instrumental players in assuring the many homes had a reliable water supply...Thanks!

BOULDER WATER WELL – 10/1/12 – 11/1/12

Peter noted that five meters were problematic with respect to the remote reading and it is surmised that the problems can be remedied. Peter summarized the work provided by Boulder Water Well for the month.

IT REPORT

Nick e-mailed a summary of the work accomplished during the last month. This included maintaining the website and doing IT Maintenance. His report is added to the minutes during the posting on the website. Nick gave the board the password for sending e-mails using the EBCWD mailing userids. Nick also discussed four options for minimizing disk storage space used. The board decided to go with the option recommended by Nick (option #4). Nick will also write a brief note recognizing the retirement and service of our operators.

Nick will also post the final budget documents to the website.

UNFINISHED BUSINESS

REMOTE METER READING

The status of this project is summarized in Nick's report attached to the minutes on the website. Mary will identify the expense for Nick's time as a capital expense.

PUMP HOUSE MAINTENANCE

Mark has obtained an estimate for painting the gutters and soffits for \$375. The board okayed this expenditure and Mark will have the work done.

NEW BUSINESS

2013 BUDGET HEARING

Bob Champ made the motion that we open the budget hearing. Mark Johns seconded the motion, which passed unanimously.

The Budget Hearing was noticed in the Daily Camera on 10/23/2012. The 2012 Budget documents had been e-mailed to the board by Mary prior to the meeting. Mary went through the budget documents.

Mark Johns made the motion that we adopt resolution 2012-B1 which adopts the Water Enterprise Fund Budget and the Debt Service Fund Budget and appropriates sums of money for these funds for the year 2013. Rick Moeller seconded the motion, which passed unanimously.

Mark Johns made the motion that we approve the resolution to certify the mill levy at 17.743 mills for the year 2013. Bill Hofgard seconded the motion, which passed unanimously.

Mark Johns made the motion that we adopt the budget message for the Water Enterprise Fund and the Debt Service Fund for 2013. Rick Moeller seconded the motion, which passed unanimously.

The president signed the necessary documents and Mary will forward the appropriate documents to the Division of Local Governments and the County Assessor. The related documents are attached to the minutes.

Mark Johns made the motion that we close the budget hearing. Bill Hofgard seconded the motion, which passed unanimously.

WATER RATES

In order to maintain the water revenue in the 2013 budget the Lafayette 5% increase in water rates will have to be passed on to our consumers.

Mark Johns made the motion that we increase our rates across the board by 5% (rounding to the nearest hundredth) and the base rate from \$43 to \$45 for the year 2013. Rick Moeller seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark will talk with Nick regarding IT Services for the upcoming year assuring that this expense will remain in budget.

ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 6:12 PM.

The secretary respectfully submits the above.

Bob Champ, 13 November 2012.

secretary@eastboulderwater.com

EAST BOULDER COUNTY WATER DISTRICT

RESOLUTION 2012-B1

A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR SUCH BUDGET FOR FISCAL YEAR 2013.

A. A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE EAST BOULDER COUNTY WATER DISTRICT FOR THE CALENDER YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2013 AND ENDING ON THE LAST DAY OF DECEMBER 2013.

WHEREAS, The District’s Budget Officer submitted a proposed Budget to the Board of Directors on October 8, 2012, for its consideration, and;

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed Budget was open for inspection by the public at a designated place, a public hearing was held on November 12, 2012 and interested taxpayers were given the opportunity to file or register any objections to said proposed Budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the Budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of East Boulder County Water District:

Section 1. That estimated expenditures for each fund are as follows:

WATER ENTERPRISE FUND	\$176,150
DEBT SERVICE FUND	\$192,800

Section 2. That the estimated revenues for each fund are as follows:

WATER ENTERPRISE FUND	
From sources other than general property tax	\$176,150
TOTAL	\$176,150
DEBT SERVICE FUND	
From appropriated surpluses	\$ 25,560
From sources other than general property tax	\$ 240
From the general property tax levy	\$167,000
TOTAL	\$192,800

Section 3. That the Budget which was submitted, amended, and herein summarized by fund, is hereby approved and adopted as the Budget of the District and made a part of the public records of the District; and

B. A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE EAST BOULDER COUNTY WATER DISTRICT, COLORADO, FOR THE 2012 BUDGET YEAR.

WHEREAS, the Board of Directors of the East Boulder County Water District has adopted the annual budgets in accordance with the Local Government Budget Law; and

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budgets, and;

WHEREAS, it is not only required by law, but also necessary, to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAST BOULDER COUNTY WATER DISTRICT:

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

Water Enterprise Fund (including reserves):	<u>\$ 510,570</u>
Debt Service Fund:	<u>\$ 192,800</u>

ADOPTED: NOVEMBER 12, 2013,

EAST BOULDER COUNTY WATER DISTRICT

By: _____
Mark A. Johns, President

ATTEST:

Robert Champ, Secretary

EAST BOULDER COUNTY WATER DISTRICT

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2012, TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE EAST BOULDER COUNTY WATER DISTRICT FOR THE 2013 BUDGET YEAR.

WHEREAS, on November 12, 2012 the Board of Directors of East Boulder County Water District, has adopted the annual budgets in accordance with the Local Government Budget Law;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$ -0-, and;

WHEREAS, the amount of money necessary to balance the budget for bonds and interest purposes from property

tax revenue is \$ 167,000, and;

WHEREAS, the 2012 valuation for assessment for the East Boulder County Water District, as certified by the Boulder County Assessor is \$9,412,280.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAST BOULDER COUNTY WATER DISTRICT:

Section 1. That for the purpose of meeting all water enterprise fund expenses of the District during the District's 2013 budget year, there is hereby levied a tax of -0- mills upon each dollar of the total valuation for assessment of all taxable property within the District for the previous year (2012).

Section 2. That for the purpose of meeting all bonds and interest of the District during the District's 2013 budget year, there is hereby levied a tax of 17.743 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the previous year (2012).

Section 3. That the District's Secretary is hereby authorized and directed to immediately certify to the County Commissioners of Boulder County, Colorado, the mill levies for the District hereinabove determined and set, and to execute such form or forms as may be required by the County Commissioners for such purposes; provided, however, that in the event that the final notice of assessed valuation will cause an adjustment to such mill levy in order to raise the amounts stated to balance the District's budget, the District's Budget Officer is authorized to make such adjustment based upon the final assessed valuations received from the County Assessor. In no event shall such adjustments result in any unauthorized non-voter approved increase in the mill levy.

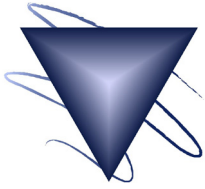
ADOPTED: November 12, 2012.

EAST BOULDER COUNTY WATER DISTRICT

By: _____
Mark A. Johns, President

ATTEST:

Robert Champ, Secretary



JNB SERVICES, LLC

754 WELLS DRIVE ♦ BOULDER, COLORADO ♦ 80303-5031
303.324.2734 ♦ NICK.BENNETT.WORK@COMCAST.NET

December 11, 2011

Board of Directors
East Boulder County Water District
P.O. Box 18641
Boulder, CO 80308-0641

RE: IT Consultant Status Report for December 12, 2011 Board Meeting

Dear Board:

The following are the activities during this period.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Posted the November Minutes.
 - b) Posted the 2012 Budget documents. Several of the updated signed documents will need to be scanned and posted.
- 2) IT Maintenance
 - a) Normal system maintenance was performed: scanned for viruses, updated Firefox.
 - b) Ensured Carbonite backup was completed.

Remote Meter Reading Project

- 1) Preparation for Sensus training scheduled for December 19-21, 2011 and the District's billing software interface requirements:
 - a) Received contact information for Sensus person from Dana Kepner. Worked with John Stroup on what would be covered in the training, by day The initial schedule includes:
 - i) Day 1—Start about 1:00 PM at Pump House, if remodel is completed. Topics include: reinstallation of all software components on a single user account on the District's laptop; System description and interactions (AutoRead, AutoVu and billing interface); AutoRead software and configuration overviews; and, AutoRead software details.
 - ii) Day 2—Topics include: Complete AutoRead software details, AutoVu software and configuration overviews, and AutoVu software details.
 - iii) Day 3—Topics include: Follow-up on all software. Review past problem list and review troubleshooting processes.
 - b) Worked with Sensus to clean-up the configuration for AutoRead. Removed a number of configuration and communication files. Created copies of key files and emailed them to Sensus.
 - c) The Appendix B in the manual for AutoRead is where the field descriptions are that are used by AutoRead and the District's billing software.
 - i) Studied the detailed field descriptions and reviewed them with Sensus to clarify some details in preparation to discussions with the District's billing software developer.
 - ii) Discussed findings with Mary Wagner (Bookkeeper) to ensure the proper direction is being taken and it was determined that JNB Services will work with the billing software developer to get the necessary software changes made.
 - iii) A subset of the possible fields was prepared to send to the billing software developer for creating the proper interfaces.

General Support

- 1) Removed IT, meter reading and related equipment from the Pump House in preparation for the remodel activities.
- 2) Developed cabling requirements for the remodeled Pump House.
 - a) Discussed with Mark Johns the possibility of using a security camera to monitor the west wall of the Pump House and it was decided to prepare the cabling, but to not install the camera at this time. No monitoring of the lower level or generator was believed to be required.

Sincerely,

J. Nicholas Bennett
Principal