

# EAST BOULDER COUNTY WATER DISTRICT

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

## Board of Directors Regular Meeting

St. Ambrose Episcopal Church

11 NOVEMBER 2013

Mark Johns called the meeting to order at 4:03 PM. Those in attendance were the board members (Lynne Deane, Bill Hofgard, Rick Moeller and Bob Champ) and Peter O'Brien (Boulder Water Well Operator). Mary Wagner (Bookkeeper) was also present.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 10 October 2013 meeting were discussed. Lynne Deane made the motion that we approve the minutes of the 10 October 2013 meeting. Mark Johns 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, Monthly income and expense comparisons and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary reviewed the financial statements and the transactions, which the board approved.

Nick has purchased a modem thereby getting rid of the monthly rental fee to Comcast. The account with Blanco has now been closed, with the issuing of the final payment. The Comcast bill will be converted to auto pay.

The water bill from Lafayette has not yet been received for this month. The budget is mostly on target for the year, even with the lower amount of water usage.

#### WATER SYSTEM OPERATIONS REPORT – 10/14/13 – 11/08/13

10/14/13	Board Meeting
10/16/13	Pump house check Hydrant flush 7225 Empire (.08 mg/l pre; .10 mg/l post) Add 1-gallon chlorine to Storage Tank
10/23/13	Pump house check (.47mg/l out; 41 mg/l in) Add 1-gallon chlorine to Storage Tank
10/31/13	Locate 6 Benchmark Meter Reading 7355 Spring did not read Pump house check (.75mg/l chlorine)
11/8/13	Pump house check (.73 mg/l chlorine) Worked on meter at 7355 Spring Dr. Reads with both handheld and VGB.

Chlorine was added two times during the month to make up for the low level incoming from Lafayette. The hydrant at the end of Spring Ct. had the sticker removed and is operational. Peter will exercise the hydrant during the normal schedule being aware of previous turn-off problems. Only one meter did not read remotely this month as noted in the report above.

Mark has contacted Dana Kepner about the software problems encountered earlier with the meter reading, which cost us about 6 hours of operator time. Sensus could not be reached. Restitution is still trying to be resolved.

### **IT REPORT**

Because of computer problems, the report has not been received this month. Nick will submit one as soon as possible. It will be published on the website as part of the Minutes.

### **UNFINISHED BUSINESS**

#### **INDIVIDUAL PROPERTY SERVICE LINES**

We are still waiting for the specifications on the materials that can be used for these water lines.

#### **PANORAMA/SKYWAY OUT OF WATER ON SEPTEMBER 2<sup>ND</sup>**

Mark talked to Terry Kenyon (Engineering) regarding this problem. We are still awaiting Terry's input.

### **NEW BUSINESS**

#### **2014 BUDGET HEARING**

Rick Moeller made the motion that we open the Budget Hearing. Lynne Deane seconded the motion, which passed unanimously.

The Budget Hearing was noticed in the Daily Camera on 10/18/2013. The 2014 Budget documents had been e-mailed to the board by Mary prior to the meeting. Mary went through the budget documents and where changes had been made.

Mark Johns made the motion that we adopt Resolution 2013-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 2014. Lynne Deane seconded the motion, which passed unanimously.

Mark Johns made the motion that we approve the resolution to certify the mill levy at 18.518 mills for the year 2014, noting that the assessed valuation may be altered affecting the final levy. Lynne Deane seconded the motion, which passed unanimously.

Rick Moeller made the motion that we adopt the Budget Message for the Water Enterprise Fund and the Debt Service Fund for 2014. Lynne Deane 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.

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

### **DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD**

The board members signed signature cards for the bank.

Late fees for a customer that had an inadvertent high water usage were waived.

Three customers have been delinquent in paying bills for this year. We do collect interest but should contact them regarding this delinquency.

Water rates will be discussed next month as well as the upcoming election. The board okayed a small party at next month's meeting and Frank and Dick will be invited. Rick will get the refreshments and food.

### **ADJOURN**

A motion was made to adjourn by Bill Hofgard, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:08 PM.

The secretary respectfully submits the above.

Robert Champ

## BUDGET MESSAGE – 2014 BUDGET YEAR

### Debt Service Fund:

East Boulder County Water District accounts for its financial operations as a proprietary fund. Assets, liabilities, revenues and expenses are recognized on the accrual basis. Under the accrual basis, revenues are recognized in the accounting period in which they become measurable; expenses are recognized in the period incurred, if measurable.

East Boulder County Water District has \$1,160,000 in outstanding General Obligation Bonds with interest rates from 2.5 % to 3.25% as of January 1, 2014. The bonds will be completely retired in 2020.

Bond Principal of \$155,000 will be retired on December 1, 2014. Interest payments totaling \$34,078 will be made on June 1, 2014 and December 1, 2014. A transfer of \$17,132 from appropriated Debt Service funds plus a mill levy of 18.518 on the assessed valuation of \$9,596,020 will be used to satisfy these Debt Service requirements.

## BUDGET MESSAGE – 2014 BUDGET YEAR

### Water Enterprise Fund:

East Boulder County Water District accounts for its financial operations as a proprietary fund. Assets, liabilities, revenues and expenses are recognized on the accrual basis. Under the accrual basis, revenues are recognized in the accounting period in which they become measurable; expenses are recognized in the period incurred, if measurable.

East Boulder County Water District was established in 2000 to provide water to homes in unincorporated Boulder County that had previously been served by private wells or community wells. The District now provides water service to 143 homes. The primary source of revenue is the sale of water. Pre-treated water is purchased from The City of Lafayette and distributed through District-owned lines and meters. Each customer is charged a monthly fee over and above their water usage, which is used to pay operating expenses. There is no property tax levy for operations.

The District contracts out the bookkeeping duties, meter reading, operations and maintenance. The only facilities owned by the District are a pump house and underground storage tanks.

No major constructions or maintenance projects are planned for 2014. Our water supplier, The City of Lafayette, has increased their water rates by 5% per year for the years 2011 through 2015. The District has adjusted their rates each year to account for the added expense.



**EAST BOULDER COUNTY WATER DISTRICT**

**RESOLUTION 2013-B1**

**A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR SUCH BUDGET FOR FISCAL YEAR 2014.**

**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 2014 AND ENDING ON THE LAST DAY OF DECEMBER 2014.**

**WHEREAS,** The District’s Budget Officer submitted a proposed Budget to the Board of Directors on October 14, 2013, 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 11, 2013 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:

<b>WATER ENTERPRISE FUND</b>	\$175,918
<b>DEBT SERVICE FUND</b>	\$195,013

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

<b>WATER ENTERPRISE FUND</b>	
From sources other than general property tax	\$175,918
<b>TOTAL</b>	<b>\$176,150</b>
<b>DEBT SERVICE FUND</b>	
From appropriated surpluses	\$ 17,132

From sources other than general property tax	\$ 181
From the general property tax levy	\$177,700
TOTAL	\$195,013

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 2014 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:

<b>Water Enterprise Fund</b> (including reserves):	<u>\$ 551,887</u>
<b>Debt Service Fund:</b>	<u>\$ 195,013</u>

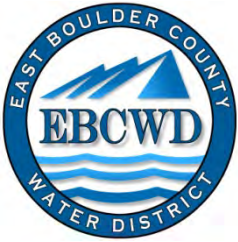
ADOPTED: NOVEMBER 11, 2013,

**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 2014, TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE EAST BOULDER COUNTY WATER DISTRICT FOR THE 2014 BUDGET YEAR.**

**WHEREAS**, on November 11, 2013 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 \$ 177,700, and;

**WHEREAS**, the 2013 valuation for assessment for the East Boulder County Water District, as certified by the Boulder County Assessor, is \$9,596,020.

**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 2014 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 (2013).

Section 2. That for the purpose of meeting all bonds and interest of the District during the District's 2014 budget year, there is hereby levied a tax of **18.518 mills** upon each dollar of the total valuation of assessment of all taxable property within the District for the previous year (2013).

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.

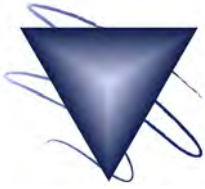
ADOPTED: November 11, 2013.

**EAST BOULDER COUNTY WATER DISTRICT**

By: \_\_\_\_\_  
Mark A. Johns, President

ATTEST:

\_\_\_\_\_  
Robert Champ, Secretary



# JNB SERVICES, LLC

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November 11, 2013

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

*RE: IT Consultant Status Report for November 11, 2013 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through November 8, 2013 have been billed to the District.

## Action Items

This section identifies any issues that require Board action or decisions. The issue(s) are summarized here, with details in the appropriate section of the report.

- 1) None

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Published the October 14, 2013 Regular Meeting Agenda.
  - b) Published the September 2013 Financials.
  - c) Published the September 9, 2013 Meeting Minutes.
  - d) Published the October 14, 2013 Meeting Minutes.
  - e) Published the November 11, 2013 Regular Meeting and Budget Hearing Agenda.
  - f) Updated News Alerts about the Budget Meeting on November 11, 2013.
  - g) Published the 2014 Budget Documents and updated the News Alerts with links.
- 2) Website Summary Statistics for October 2013:

Summary					
Reported period	Month Oct 2013				
First visit	01 Oct 2013 - 00:21				
Last visit	31 Oct 2013 - 23:31				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	611	1734 (2.83 visits/visitor)	3349 (1.93 Pages/Visit)	3665 (2.11 Hits/Visit)	251.41 MB (148.47 KB/Visit)
Not viewed traffic *			7954	8138	284.41 MB

\* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.

- 3) IT Maintenance
  - a) Computer System Updates
    - i) Windows Updates—11 applied
    - ii) AVG update and scan whole computer—clean
    - iii) JAVA update-Version 7 Update 45
    - iv) Deleted temporary files
    - v) Defragmented hard disk



- vi) Carbonite backup verified
- vii) Rebooted new cable modem and router and verified the telephone extensions are both online.
- b) Ordered and installed Motorola Cable Modem from Amazon.com. Invoice sent to Bookkeeping. Returned the Comcast Cable Modem to stop the monthly rent.
- c) Phone.com extensions working.

**Operational Support**

- 1) No activities this period.

**General Support**

- 1) No activities this period.

**New Issues or Comments**

None.

Sincerely,

J. Nicholas Bennett  
Principal