



# EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641  
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## Board of Directors Regular Meeting

St. Ambrose Episcopal Church

13 March 2017

Mark Johns called the meeting to order at 4:06 PM. Those in attendance were the board members Bob Champ and Bill Hofgard. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were also present. Rick Moeller and Yvonne Gates (Directors) were absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 13 February 2017 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 13 February 2017 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 (Income & Expenses - annual budget vs. YTD actual, P&L YTD comparison, Income & Expenses by Month, Balance Sheet and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary has paid Mike's Backhoe for the installation of the meter for the newly included Hanley property.

The taxes that have been collected by the county have been deposited in Colotrust and are available for the upcoming bond payment.

Mary went through the financial statements and the transactions were reviewed and approved by the board.

#### SYSTEM OPERATIONS REPORT – 02/13/2017 - 03/12/2017

02/13/2017	<ul style="list-style-type: none"><li>• Board Meeting</li></ul>
02/15/2017	<ul style="list-style-type: none"><li>• Pumphouse check is 0.53 mg / l free</li><li>• Collect water sample 940 Paragon and deliver to lab</li><li>• Deliver meter and radio to Mikes Backhoe, initial inspection 630 Paragon, Mike just found the water line and was beginning the installation</li></ul>
02/22/2017	<ul style="list-style-type: none"><li>• Flush hydrant at 7214 Spring Drive 0.53 mg /L free</li><li>• Close valve PRV bypass</li><li>• Pumphouse check at 0.65 mg / L free</li><li>• Program radio and final inspection at 630 Paragon Drive sent information to Mary to update database</li></ul>
02/28/2017	<ul style="list-style-type: none"><li>• Pumphouse check 0.57 mg / l free</li><li>• Meter reads</li></ul>
03/08/2017	<ul style="list-style-type: none"><li>• System check, greased motors, cl2 sample 1.10 mg/l free incoming, outgoing 0.91 ml/l free</li></ul>

Peter reviewed the above-included report and noted that an auxiliary pressure reducing valve (PRV) was responsible for causing the pressure spikes. The valve was turned off and solved the pressure spike problem. Peter will check with our engineer (Terry Kenyon) to see if there is some reason for having the auxiliary PRV.

Peter also ordered more meters (3- 3/4 inch meters and 2-5/8 inch meters) to have in stock. The state now requires that lead and copper testing be conducted annually instead of every three years. Testing will be done this summer.

Meter reading will be conducted early this month, as Peter will be out of town.

**IT REPORT**

Nick's report was received and will be posted on the website.

**UNFINISHED BUSINESS**

**LAFAYETTE ADDING VALVES AT BARCELONA AND SOUTH BOULDER ROAD**

Water input to our storage tank will be shut down on Friday, March 17, 2017 so that Lafayette can add valves to their water mains. Peter will make sure our tank is full prior to the shutdown on Friday. We feel the water necessary during this shutdown time will be about 20K gallons. Hopefully the work will be accomplished expeditiously.

**BILLING SOFTWARE UPDATE**

Nick will meet with White Mountain this month to discuss further.

**RULES AND REGS: INCLUSION FEE WORDING**

This issue was tabled so that the absent board members would be present for the discussion.

**NEW BUSINESS**

**AUDIT EXEMPTION**

Mary had the necessary paper work for our audit exemption from our auditors that will be filed with the state. She also had the Resolution Approving the Audit Exemption for the Board to execute.

Mark Johns made the motion that the Board approve the Resolution Approving the Audit Exemption. Bill Hofgard seconded the motion, which was approved unanimously.

Mary will submit the Audit Exemption to the state.

**NORTHERN COLORADO WATER CONSERVANCY DISTRICT (NCWCD)**

During Mark Johns discussions with Lafayette (Doug Short), the topic of having to join the Northern Colorado Water Conservancy District was raised. The Board raised many questions regarding the necessity of doing this. Cost could be on the order of \$2000 per household plus a 1-mil tax levy. We most certainly will have to get legal advice if in fact we are forced to join the district. Other water districts receiving water from NCWCD will also be affected.

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

No comments were noted.

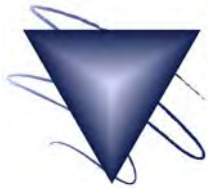
**ADJOURN**

A motion was made to adjourn by Bill Hofgard, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:10 PM.

The secretary respectfully submits the above.

Robert Champ

3/13/2017



# JNB Services, LLC

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March 13, 2017

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

*RE: IT Consultant Status Report for March 13, 2017 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through March 10, 2017 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) Draft language for additional Inclusion Fee.

## **General IT Consulting Activities**

- 1) Website Maintenance-
  - a) Published the January 9, 2017 Meeting Minutes.
  - b) Published the March 13, 2017 Meeting Agenda.
  - c) Put notice on Home page News Alerts on water main work on March 17, 2017
- 2) Website Summary Statistics for February 2017:

The website statistics have been enabled for the new Windows Server 2008. However, there are considerable changes in format in how the information is presented, as it is a new program. Additional work is required to determine how best to summarize the information for the Board. This will be done during October and November.

- 3) IT Maintenance
  - a) System Maintenance
    - i) Windows updates.
    - ii) Defragmented disk drive
    - iii) Updated AVG virus definitions and scanned the computer.
    - iv) Verified Carbonite backups completed.

- 1) Billing Program Issue  
Scheduled to meet with White Mountain on March 15, 2017 to do initial discussions of our billing requirements.

## **General Support**

- 1) Both telephone extensions were verified operational.

## **New Issues or Comments**

- 1) The *Rules and Regulations* will need to be updated in support of the delayed inclusion process.

## GENERAL DISCUSSION

The Boulder County Assessor's Office has been contacted to determine if the District can report the Delayed Inclusion amount as a property tax item, to allow the homeowner to claim a tax deduction, if desired. This would be identified as Delayed Inclusion Tax if this is allowed. If not, it would be identified as Delayed Inclusion Fee on a District Invoice to the homeowner.

A question needing an answer is, "What happens if someone Includes after the bonds have been retired?" Should the monies collected be directed to the Capital Reserves? Whatever is done would probably need to be stated in the last sentence of 7-6-2.

## CURRENT RULES AND REGULATIONS LANGUAGE

**7-6 INCLUSION/EXCLUSION FEES:** Any person who petitions for inclusion of his property into or exclusion of his property from the District shall pay the following fees and charges in connection therewith:

**7-6-1 Processing Fee.** A processing fee shall be paid in full at the time the inclusion or exclusion petition is filed with the District. Such fee is payable regardless of whether the property is actually included or excluded.

## PROPOSED RULES AND REGULATIONS LANGUAGE

**7-6 INCLUSION/EXCLUSION FEES:** any people who petitions for inclusion of his property into or exclusion of his property from the District shall pay the following fees and charges in connection therewith (which are in addition to any Water Tap Fee, if Inclusion):

**7-6-1 Processing Fee.** A processing fee shall be paid in full at the time the inclusion or exclusion petition is filed with the District. Such fee is payable regardless of whether the property is actually included or excluded.

**7-6-2 Delayed Inclusion Fee/Tax.** This fee/tax is only levied for a property with the same owner as at the time the District was formed (2001) and who had chosen to not be Included within the District at that time. These owner(s) have not paid for the bonds issued to build the infrastructure of the District, however, they will receive the benefit of that infrastructure being in place.

Those properties in the District Service Area now wanting to include in the District will be charged a Delayed Inclusion Fee/Tax. The monies collected will be applied to the outstanding bond principal.

**7-6-2-1.** This fee/tax will be considered as a property tax by the District, and will be reported to the Boulder County Recorder's Office to be included on the property tax bill, thus allowing for tax deductibility.

**7-6-2-2.** The amount levied is determined by the amount of taxes that would have been paid for District's bonds during the years 2012 through the year previous to the year of the property's inclusion. Boulder County Assessor's Office records will be used for property valuations during the subject years as well as the mill levies, specific to the EBCWD, for each year.

Sincerely,

J. Nicholas Bennett  
Principal