

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
EAST DILLON WATER DISTRICT

August 30, 2021

The Board of Directors held a regular meeting at the East Dillon Water District pump station on Grey Fox Lane. Present were Directors Joe O'Malley, Don Clark, Dan Hendershott, and Angel Oberriter. District staff members present were Administrator Tom Oberheide, Financial Administrator Jan Geiss, and Mark Richmond.

1. CALL TO ORDER. President Joe O'Malley called the meeting to order at 12:40 p.m. after verifying that a quorum was present and notice of the meeting had been properly posted.
2. APPROVAL OF JUNE 7, 2021 MEETING MINUTES. Joe asked Mark if he could confirm the maximum board member compensation is \$100 per meeting, and he read the statute that addresses board member compensation. The minutes were approved as presented (DC/AO, 3-0).
3. DAN HENDERSHOTT OATH OF OFFICE. Joe administered the oath of office to Dan Hendershott and they signed the required document.
4. 2021 FINANCIAL REPORTS. Joe said that the District was looking very good against the year-to-date budget. There was a short discussion regarding repair/maintenance and capital expenses anticipated for the rest of the year.
5. CONSIDERATION OF GENERAL COUNSEL SERVICES. Mark Richmond jokingly said that Tom O is making him quit, and that also Mark is hoping to cut back on his practice and be less able to respond to requests quickly. He felt that David Greher would be able to provide excellent general counsel services to the District, and that David and his firm have a lot of Special District experience. The board agreed and authorized Tom to sign the Letter of Engagement from David Greher with Collins, Cockrel & Cole.
6. CYBER SECURITY. Tom said that Angel requested cyber security be an agenda item after a few news stories of water providers experiencing cyber attacks were in the news. Tom summarized the information provided by the District's IT provider Omni Computer Repair, and noted that new network equipment with higher security standards were installed in 2020. Tom noted that the District's insurance provider offers cyber security audits for about \$4500. Tom also noted that the EPA has published cyber security checklists for water providers, and that he could go over the checklist with Omni Computer Repair to identify areas where security may be increased.
7. REVIEW OF DELINQUENT ACCOUNTS. Tom and Jan described a list of several accounts that owe less than \$1,000 in unpaid water bills but have not paid in a year or more. Tom and Jan asked the board if they felt that those accounts should be certified for tax sale if they do not pay or contact the District to discuss payment options before the December meeting. The board was in general agreement that all those accounts listed would be certified by the board at the

December meeting if they are not paid.

8. STATUS REQUEST FEE DISCUSSION. The board agreed to consider allowing Jan to charge a status request fee for her time in responding to status requests from title companies. Tom said he would publish notice as required 30 days prior to the December meeting to discuss implementation of a new fee.

9. TAP FEE DISCUSSION. Tom summarized a project in the upper pressure zone in the the Summerwood neighborhood and asked for board guidance on whether to charge an additional tap fee. After reviewing the particulars of the project, the board generally agreed that an additional tap fee should be charged for the development of a vacant lot.

10. WEBSITE UPGRADE. Tom discussed some of the issues with the existing website, and discussed an alternative to use website templates and free website hosting for special districts from Colorado State Internet Portal Authority (SIPA). Tom said he could do the data migration and website organization and content creation for \$3000, alternatively, at the Board's direction he could pursue other options to have a new website built. After some discussion, the board authorized Tom to move forward with a new website and authorized up to \$3,000 to Tom for the work outside of the Administration Agreement.

11. MASTER PLAN DISCUSSION. There was a general discussion on items that a Mater Plan would address such as infrastructure needs, demand outlooks, additional water supply options, and conservation measures. The board authorized up to \$10,000 for preparation of an request for proposals for a Master Plan. The board would like to review the RFP before it is published., and Tom said he would email it to the board for review and comments.

12. PROPOSED BUDGET FOR 2022. Tom had provided a copy of the proposed 2022 budget and message for board review prior to the statutory deadline of October 15. There was a general discussion of the proposed budget including the proposed capital items and repair and maintenance expenses. Tom said he did not have an expense in the proposed budget for conservation and outdoor water efficiency efforts. He summarized the outdoor water efficiency effort headed by the High Country Conservation Center and said that as an example, the district could budget for \$10,000 to go towards this effort. The board requested more information on the outdoor water efficiency plan, and Tom said he would provide the report and slideshow information to board via email after the meeting.

13. WATER OPERATIONS REPORT. The board reviewed the water operations information provided by Ron. The board had no significant concerns and no one felt it was necessary to contact Ron via phone to discuss the operations report.

There being no further business, the meeting was adjourned at 2:45 pm.

Respectfully submitted by:

Tom Oberheide
District Administrator