

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

December 6, 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 Operations Manager Ron Mentch.

1. CALL TO ORDER. President Joe O'Malley called the meeting to order at 12:48 p.m. after verifying that a quorum was present and notice of the meeting had been properly posted.
2. APPROVAL OF AUGUST 30, 2021 MEETING MINUTES. Joe pointed out that "Mater" under number 11 in the minutes should be "Master". The minutes were approved with this correction (DC/AO, 4-0).
3. 2021 YEAR-TO-DATE FINANCIAL REPORTS. Jan summarized the financial reports through October, 2021. Tom and Jan explained that the District received approximately \$62,000 in revenue from Summit County for expenses upgrading the treatment plant to a surface water treatment plant. This project was listed as an eligible project to receive funding as a part of the Colorado River Cooperative Agreement. Tom summarized expenses through October and projected that annual expenses would exceed the budgeted expenses due to an emergency leak repair that staff became aware of on November 30. Before the leak was known about, Tom projected that expenses would have been about \$10,000 under budget. Tom informed the Board that exceeding the appropriated amounts would require an amendment to the budget which could be completed at the March, 2022 meeting.
4. CYBERSECURITY DISCUSSION. Tom said that he had discussed the security measures with the District's IT contractor in the context of recommended protocols by the EPA. Tom summarized that the District meets all of the recommendations published by the EPA and that the IT Contractor is confident that all the appropriate measures are substantially followed.
5. OUTDOOR EFFICIENCY PROGRAM DISCUSSION.

[ Bryan Webinger (Web) arrived at the meeting at approximately 1:20 pm.]

Tom summarized a draft outdoor efficiency program compiled in part by the High Country Conservation Center. The board discussed at length the 4 different program areas which are: irrigation audits, outdoor efficiency rebates and incentives, landscape professional certification, and public outreach and education. In general the board concluded that the current conservation techniques of utilizing Advanced Meter Infrastructure and using a conservation oriented tiered rate structure are substantial and effective, and that no additional money should be appropriated in 2022 for participation in the outdoor efficiency program.

6. PUBLIC HEARING TO DISCUSS ADJUSTING RATES AND FEES. Joe opened the

public hearing for discussion of rates and fees after verifying that appropriate notice had been published. Jan asked the board to consider implementing a Status Request Fee be charged to title companies for the time required to accurately and timely provide information when properties serviced by the district change hands. The board was in general agreement that Jan should be compensated for her time. There being no comments from the public, the hearing was closed. The board agreed to implement a \$50 Status Request Fee for account status requests from title companies at time of sale of properties within the district service area (DC/BW, 5-0).

7. 2022 BUDGET AND PUBLIC HEARING. Joe opened a public hearing to discuss the 2022 budget as presented to the board.

Angel noted that the Administration Contract and Operations Contract was 3.5% in the proposed budget provided to the board for the August meeting, and that the new budget proposed a 4.5% increase. Angel said she thought that the increase for the two contract amounts should stay at the 3.5% amount in the proposed budget. Web said he had just had this discussion with another special district board, and that he thought that it would be closer to 5% by the end of the year and that 4.5% seemed a reasonable amount. Tom said that the most recent data available at the time that the proposed budget was prepared for the August meeting was the July 2020 to July 2021 Consumer Price Index (CPI) as reported by the U.S. Bureau of Labor and Statistics. That was 3.5%. The September 2021 CPI reported a 4.5% increase over the year. Tom reiterated that the annual increases for Water Works West and T Services have always been based on the most recent data available from the Bureau of Labor and Statistics. Don said he would agree to the 4.5% but that it should be stated moving forward that any proposed increase would be based on the September thru September CPI for the Denver area. The board was in general agreement.

Ron said that he needed to leave the meeting to manage a water leak repair in progress. The discussion turned to the operations report to cover the operations items in the agenda. Ron discussed water quality, unaccounted for water, and well levels.

We also discussed that employee housing is still an issue and that the board has discussed in the past that some district assets could lend themselves to providing space for housing employees.

Ron also summarized a recent issue where the district nor a customer could find their curb stop. Ron suggested adding some language to the district rule that in cases where a curb stop cannot be found, the property line would be the marker where the district responsibility for repairs is if the leak is on the street side of the property line and the homeowner would be responsible if the leak is located on the home side of the property line. Joe asked Ron to type up proposed language for the edit to the rule. Ron then excused himself from the meeting.

Returning to the budget discussion, Joe said he would like to keep budgeted revenues conservative and that he would like to keep projected tap revenue to \$10,000 and not increase it to \$30,000, a number based on the average number of taps sold over the last 7 years.

The board discussed increasing the 2022 budget amount for utilities noting that Tom is projecting utility expenses will exceed the budgeted amount by about \$6,000. After a discussion on the causes of the higher expenses, the board chose to increase the 2022 budgeted amount to \$39,000 for utilities. Joe asked how we would then “balance” the budget, and Tom reminded the board that a special district can have a budget deficit if there is enough money in the fund to cover the deficit.

The board voted to close the public hearing there being no public present (BW/DH 5-0).

The board then voted to accept the proposed budget and the Resolution to Adopt Budget and Appropriate Revenues with the change of increasing the utilities expense from \$32,000 to \$39,000 (BW/DC, 5-0).

[Angel said she had to leave and excused herself from the meeting at 3:02 pm.]

8. ELECTION RESOLUTIONS. The board approved the Resolution to Designate Election Officer (DC/DH, 4-0). The board approved the Election Resolution (DW/DC, 4-0).

9. PROPOSED SCHEDULE FOR REGULAR MEETINGS IN 2022. The proposed 2022 regular meeting schedule was proposed and agreed to by the board: March 7, June 6, August 29, and December 5. All meetings will be at the East Dillon Pump Station at 12:30 pm unless otherwise posted.

There being no further business, the meeting was adjourned at 3:20 pm.

Respectfully submitted by:

Tom Oberheide  
District Administrator