



## Louviers Water and Sanitation District

### Minutes of the Regular Meeting – November 17, 2011

#### Board Members Present:

Ron Beane  
Matt Collitt (via telephone)  
Jason Ingenthron  
Kevin Kahn  
Diana Miller

#### Attendees:

Neil Schilling

- I. The meeting was called to order at 18:07.
- II. New Business
  1. Meeting Minutes – A motion was made and seconded; (RESOLUTION 11-11001), TO APPROVE THE MINUTES FROM THE OCTOBER 27, 2011 REGULAR BOARD MEETING AS PRESENTED. The motion passed unanimously.

Director Kahn advised the Board that he was unable to attend the “Finding the Dollars” conference sponsored by WIN (Water Infrastructure Network) Colorado.
  2. Early Date of Meeting – Mr. Schilling advised the Board that he had not yet received the invoices from I.R.E.A. and CNL Water Solutions for payment.
  3. Disbursements – The Board reviewed the Claims Listing that had been prepared by Mr. Neil Schilling. A motion was made and seconded; (RESOLUTION 11-11002), TO APPROVE THE DISBURSEMENTS IN THE AMOUNT OF \$13,026.64 WHICH INCLUDES CHECKS 1286 THROUGH 1298 AND CHECK 1283 AND TWO DEBIT CARD TRANSACTIONS IN THE AMOUNT OF \$45.37 FROM THE DISTRICT'S 1<sup>ST</sup> BANK CHECKING ACCOUNT WITH CHECK 1289 BEING VOIDED. The motion passed unanimously.

Director Ingenthron advised the Board that he had received the clarifying billing detail he had requested from TST Infrastructure, LLC.
  4. Financial Report – The Board reviewed financial reports prepared by Mr. Schilling.
  5. 2012 Proposed Budget – A motion was made and seconded; (RESOLUTION 11-11003), TO CALL TO ORDER THE 2012 BUDGET HEARING FOR THE LOUVIERS WATER AND SANITATION DISTRICT. The motion passed unanimously.

The Board reviewed the 2012 Budget prepared by Mr. Schilling. After discussion the Board requested that Mr. Schilling increase the water and sewer contingency budget amounts. There were no further changes.

A motion was made and seconded; (RESOLUTION 11-11004), TO ADOPT THE 2012 BUDGET FOR THE LOUVIERS WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 11-11005), TO APPROPRIATE SUMS OF MONEY FOR THE LOUVIERS WATER AND SANITATION DISTRICT. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 11-11006) TO SET MILL LEVIES TO 10.00 MILLS FOR THE LOUVIERS WATER AND SANITATION DISTRICT. The motion passed unanimously.

The Board thanked Mr. Schilling for the quality of the budget preparation.

The Budget Hearing was closed and the Regular Board Meeting resumed.

6. Audit Engagement Letter – The Board reviewed the proposal for audit services from David Greene, CPA. Mr. Schilling highlighted that the proposal amount did not increase from the previous year. The Board discussed the importance of an audit as the District continues its search for loan and grant funding. A motion was made and seconded; (RESOLUTION 11-11007) TO AUTHORIZE MR. SCHILLING TO EXECUTE THE AUDIT SERVICES AGREEMENT WITH DAVID GREENE, CPA. The motion passed unanimously.
  7. 2012 Meeting Schedule – The Board reviewed that proposed 2012 Meeting Schedule prepared by Director Miller. After discussion a motion was made and seconded; (RESOLUTION 11-11008), TO APPROVE THE PROPOSED 2012 MEETING SCHEDULE AS PRESENTED. The motion passed unanimously.
  8. Delinquent Account Collection – The Board reviewed the Aged Trial Balances Report presented by Mr. Schilling. Two accounts that were significantly delinquent were identified as requiring liens. Mr. Schilling advised the Board that the District had received payment from Douglas County on an account that had been certified to the County for collection the previous year.
- III. Operations Report – The Board reviewed the Operations Report presented by Director Miller. She highlighted the Unaccounted for Water percent of 4.79% which is a vast improvement over the 2010 Unaccounted for Water percent of 12.8% and well below the accepted benchmark of 15%.
- IV. Old Business and Immediate Issues

1. Douglas County Rural Water Authority Updates – Director Beane provided the Board with an updates from the Douglas County Rural Water Authority meeting. He offered that the Authority was exploring different funding mechanisms for the next two years of funding.

Director Beane added that there had been a Douglas County Water Smart System presentation.

2. Proposed Rate Increase – The Board discussed the proposed rate increases. The Board agreed that they would conclude their rate increase discussions at the next Board meeting. Director Beane commented that he had been opposed to the higher increase but that after evaluating the costs associated with the current systems and adding to them the future water system needs he felt that the higher increase was needed. The Board discussed feedback from the September 22, 2011 Community Meeting regarding the possibility of billing commercial Customers in the District at a higher rate. After reviewing the types of commercial Customers in the District the Board agreed that increasing their water and sewer rates could easily encourage them to eliminate water consumption in the District which would severely harm the District's revenue stream, or in the worst case scenario potentially harm the business causing them to close.
3. Colorado Water Resources & Power Development Authority Loan – Mr. Schilling summarized conversations he had with Mr. Erick Worker with the Colorado Department of Public Health and Environment regarding the District's eligibility for a loan from the Authority with a 0.00% interest rate. He advised the Board that some grant funds were available for preliminary work to develop the documents needed for the loan application. Director Miller commented that the funding possibility sounded very promising and added that to complete the loan application package the District would need to spend funds on accounting and engineering. Director Miller queried the Board on moving forward with the USDA – RUS funding application. Director Miller advised that she had not been acting on the USDA – RUS funding application as she was awaiting the Board's decision on payment to TST Infrastructure, LLC. Director Ingenthron advised that he would contact TST Infrastructure, LLC to discuss how much additional funding would be needed from TST Infrastructure, LLC to complete the USDA-RUS application.
4. Construction – 7862 Hillcrest Drive – Director Miller advised the Board of recent events that had occurred at the property including damage to the District's sewer main. She indicated that the property owner had excavated a utility easement running under the structure and found that the sewer line had been abandoned. She added that the property owner would be approaching the District for a letter agreeing to the abandonment of the easement. Director Collitt and Director Kahn agreed to work with the property owner going forward.

5. Construction – 7695 Louviers Boulevard – Director Collitt and Director Kahn expressed the frustration of the contractor working on the property regarding the District’s inability to locate the water main. Director Miller advised that she well understood their frustration having worked on the one hundred year old system for the past six years with poor maps, lack of marking tape and limited above ground infrastructure to assist with the location of the pipes.

V. Board Member Discussion Items

Director Ingenthron advised the Board that in regard to a letter the District had received from Douglas County Open Space associated with proposed zoning map changes for DuPont open space property (DR2011-006) that he believed the only change was the property designation going from industrial to agricultural and that would not impact the District. Director Beane requested that he verify that the District’s pipeline to the land application site would not be impacted.

Director Ingenthron inquired if there was any new information about the proposed Airport Road realignment.

Director Ingenthron recommended that the District investigate a new engineering firm. Director Beane suggested that the District distribute a Request for Qualifications (RFQ) to appropriate engineering firms. Director Ingenthron suggested a subcommittee of Director Beane, Director Collitt and Director Kahn develop and distribute the RFQ. Director Miller reminded the proposed subcommittee of Public Notification requirements.

VI. Audience Participation – There was none.

VII. A motion was made and seconded; (RESOLUTION 11-11009) TO ADJOURN THE REGULAR BOARD MEETING OF THE LOUVIERS WATER AND SANITATION DISTRICT AT 19:54. The motion passed unanimously.

President: \_\_\_\_\_

Attest: \_\_\_\_\_