



Meeting Agenda

4:30 – 6:00 PM, Wednesday Aug 7th, 2019 Lyons Town Hall

I. General Business

- Amendments to Agenda
- Approve Minutes from Jul 17th
- Upcoming Meetings - MEAN - Aug 14-15 teleconference option
- Audience Business

II. Liaison Updates

- Board of Trustees Update -
- Staff, Engineering Update -

III. Continued Business

- LMC Chapter 13 Code Modifications
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IV. New Business

- 2019 Q2 Financial Review
- 2020 Budget Planning

V. Parking Lot

- LRAP 2.2.1/ Hwy 66 project
- Stormwater - Steamboat Valley/High street
- Lighting Section in Construction Design Manual
- Smart Meter Opt-out Policy



UEB Meeting Minutes, Jul 17th, 2019

Meeting Time and Location: Began at 4:30 at Town Hall.

Attendance: Aaron Caplan, Lee Hall, Jim Kerr,

Staff: Victoria Simonsen **BOT Liaison:** **Guests:**

Previous Minutes: no quorum none approved

Audience Business:

BoT Report:

Staff Update: Made an offer to one of the director candidates.

2 businesses want to discuss how they reduce their High Strength Waste (HSW) surcharge based on the water used in their production. UEB then discussed HSW. Based on the 3 months of charges for the 2nd quarter things looked to be on track, while slightly more than 25% of estimated revenue, Q2 is also slightly higher in the fees it collects compared with Q1 and Q4 where water usage is usually down.

Audit said wastewater fund is still in dire straights and needs to be increased. The UEB had planned and will discuss the need to continue the increases in rates as stated last year.

Audit listed 3 major concerns; the ww fund as mentioned above, the potential for FEMA to claw back some of the money they have given, and how and when the 9 million dollar loan from the State that the town uses as a float to get flood recovery done until FEMA and other agencies reimburse the town.

407 Steamboat Valley Road which is outside of town and is looking to connect to town water and wastewater has a number of issues. The first step was determined to be a discussion with Longmont regarding the IGA we have with them and this area designated Rural Preservation. The IGA might need to be modified and are they OK with that.

The 5 Apple Valley properties who have to have their water lines moved because of the town and Longmont moving their water mains, also have 1 inch fire suppression lines connecting to our main that no one knew about. How is this possible? Who signed off that would make a contractor feel OK connecting to our main. Lyons Fire has signed off on some documents but that should not have been an OK to do the physical work. Still discussing with Longmont the option of modifying our water contract so they allow water rights other than Colorado Big Thompson or C-BT.

LMC Chapter 13 Modifications, Appeals Section: General Consensus that new sections A through E were pretty good with a few minor changes. Modified subsection F. **Present for a vote at next meeting.**

Reviewed MEAN Meeting Minutes

Meeting ended: 5:45 pm. **Minutes Submitted by:** Aaron Caplan

Lyons current Sec. 13-1-210. - Appeals.

Any final order, directive or decision of the Town Administrator relating to the administration or enforcement of this Chapter may be appealed to the Board of Trustees by providing written notice of appeal to the Town Clerk within ten (10) days after the effective date of the order, directive or decision being appealed. Upon receipt of a timely notice of appeal, the Town Clerk shall schedule such appeal before the Board of Trustees at a regular meeting and mail notice to the appealing party of the date, time and place of such Board of Trustees meeting.

Lyons new Sec. 13-1-210. - Appeals.

A. Any final order, directive or decision of the Town Administrator relating to the administration or enforcement of this Chapter may be appealed to the Board of Trustees by providing written notice of appeal to the Town Clerk within ten (10) days after the effective date of the order, directive or decision being appealed. Upon receipt of a timely notice of appeal, the Town Clerk shall schedule such appeal before the Board of Trustees at a regular meeting and mail notice to the appealing party of the date, time and place of such Board of Trustees meeting.

B. All hearings shall be informal, the object being to resolve the issues promptly and economically. Rules of evidence shall not be strictly applied.

C. The hearing shall be recorded by tape recording, stenographer, or other verbatim reproduction. A copy of the proceedings shall be available to the appellant upon payment of the reasonable costs thereof.

D. The appellant has the burden of proof to provide that the hearing officer should act as the applicant requests or that the determination *appealed* from was erroneous. Every party to the proceeding has the right to present such party's case or defense by oral and documentary evidence, to submit rebuttal evidence, and to conduct such cross examination as may be required for a full and true disclosure of the facts.

E. The hearing officer may issue a decision at the hearing and shall, within 30 days after completion of the hearing, issue a written decision with findings of fact and conclusions of law, setting forth the grounds of the decision, based on the evidence presented at the hearing.

F. If the appeal is not found in the appellants favor, appellant may be held responsible for all costs associated with the hearing, including, but not limited to, legal fees, court costs and administrative costs.

	Revenue (\$)	Expenses (\$)				Rev - Exp.	Utility (MwH or Kgal)		Peak
		Purchase	Debt	All Other	Total Exp.		Purch. Amt	Sold Amt	
Electric Fund									
1st Quarter	\$430,144	\$250,432	\$24,141	\$105,756	\$380,329	\$49,815	3,274	97.9%	24 Jan 8 pm
Budget (1st Q)	\$451,414	\$250,707	\$37,648	\$107,007	\$395,361	\$56,053		3,205	7 Feb 9 pm
2nd Quarter	\$425,538	\$213,270	\$24,141	\$104,962	\$342,373	\$83,165	2,571	98.5%	4 Mar 9 pm
Budget (2nd Q)	\$451,414	\$250,707	\$37,648	\$107,007	\$395,361	\$56,053		2,532	10 Apr 9 pm
3rd Quarter					\$0	\$0		#DIV/0!	9 May 10 pm
Budget (3rd Q)	\$451,414	\$250,707	\$37,648	\$107,007	\$395,361	\$56,053		#DIV/0!	29 Jun 7 pm
4th Quarter					\$0	\$0		#DIV/0!	
YTD	\$855,682	\$463,702	\$48,282	\$210,718	\$722,702	\$132,980	5,845	98.2%	
Budget (annual)	\$1,805,655	\$1,002,827	\$150,590	\$428,028	\$1,581,445	\$224,210		5,737	
	47%	46%	32%	49%	46%	59%			
Water Fund									
1st Quarter	\$171,511	\$29,315	\$77,570	\$67,177	\$174,062	(\$2,551)	16,275	71.5%	
Budget (1st Q)	\$241,050	\$51,900	\$77,570	\$111,220	\$240,691	\$360		11,642	
2nd Quarter	\$202,957	\$44,170	\$77,570	\$71,081	\$192,821	\$10,136	23,876	64.6%	
Budget (2nd Q)	\$241,050	\$51,900	\$77,570	\$111,220	\$240,691	\$360		15,432	
3rd Quarter					\$0	\$0		#DIV/0!	
Budget (3rd Q)	\$241,050	\$51,900	\$77,570	\$111,220	\$240,691	\$360		#DIV/0!	
4th Quarter					\$0	\$0		#DIV/0!	
YTD	\$374,468	\$73,485	\$155,140	\$138,258	\$366,883	\$7,585	40,151	67.4%	
Budget (annual)	\$964,200	\$207,600	\$310,281	\$444,881	\$962,762	\$1,438		27,074	
	39%	35%	50%	31%	38%	527%			

	Revenue (\$) (All Sources)	Expenses (\$)				Rev - Exp.	Utility (MwH or Kgal)	
		Purchase	Debt	All Other	Total Exp.		Purch. Amt	Sold Amt
Wastewater							87.0%	
1st Quarter	\$158,076	\$0	\$75,111	\$139,954	\$215,065	(\$56,989)	10,330	
Budget (1st Q)	\$183,325	\$0	\$75,111	\$137,971	\$213,082	(\$29,757)	11,875	
2nd Quarter	\$189,628	\$0	\$75,111	\$191,578	\$266,689	(\$77,061)	12,771	
Budget (2nd Q)	\$183,325	\$0	\$75,111	\$137,971	\$213,082	(\$29,757)	11,875	
3rd Quarter		\$0			\$0	\$0		
Budget (3rd Q)	\$183,325	\$0	\$75,111	\$137,971	\$213,082	(\$29,757)	11,875	
4th Quarter		\$0			\$0	\$0		
YTD	\$347,704	\$0	\$150,222	\$331,532	\$481,754	(\$134,050)	23,101	
Budget (annual)	\$733,300	\$0	\$300,445	\$551,884	\$852,329	(\$119,029)	47,499	
	47%		50%	60%	57%	113%	49%	
Stormwater								
1st Quarter	\$29,479	\$0		\$5,502	\$5,502	\$23,977		
Budget (1st Q)	\$29,688	\$0	\$0	\$29,629	\$29,629	\$59		
2nd Quarter	\$29,800	\$0		\$9,889	\$9,889	\$19,911		
Budget (2nd Q)	\$29,688	\$0	\$0	\$29,629	\$29,629	\$59		
3rd Quarter		\$0			\$0	\$0		
Budget (3rd Q)	\$29,688	\$0	\$0	\$29,629	\$29,629	\$59		
4th Quarter		\$0			\$0	\$0		
YTD	\$59,279	\$0	\$0	\$15,391	\$15,391	\$43,888		
Budget (annual)	\$118,750	\$0	\$0	\$118,515	\$118,515	\$235		
	50%		#DIV/0!	13%	13%	18676%	#DIV/0!	

2020 Budget Items

Electric Meters - increase to \$400,000. Last bids came in too high and current request was 3 years ago.

Stormwater Maintenance Plan - allocate some funds, maybe that helps get it done

The High Street (or all Steamboat Valley) Stormwater Capital Improvement

Update CIP for Water, Wastewater - add Upper 5th

Longs Peak is top on that list and Capital Improvement budgeted for this year, maybe last year

Utility Director

WW rate Increase again