



Meeting Agenda

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

I. General Business

- Amendments to Agenda
- Approve Minutes from Aug 7th, Aug 21st
- Upcoming Meetings
- Audience Business

II. Liaison Updates

- Board of Trustees Update
- Staff, Engineering Update

III. Continued Business

- LMC Chapter 13 Code Modifications
- Electric meters RFP

IV. New Business

- Water Connection for Residential Fire Suppression
- Lyons Environmental Sustainability Action Plan Revisions

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, Aug 7th, 2019

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

Attendance: Aaron Caplan, Lee Hall, Coco Gordon

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

Previous Minutes: no quorum none approved

Audience Business:

BoT Report: BoT requested a comprehensive, coordinated Capital Improvement Plan for all utilities, streets and storm drainage. State is clawing back \$700,000. The new AT&T cell tower was approved.

Staff Update: WWTP centrifuge broke again and we need a new one. Scada System problems

LMC Chapter 13 Modifications, Appeals Section: Looked at section 13-1-210 Appeals. Make some slight changes to was in packet and vote on at next meeting.

MEAN Solar Grant Options: MEAN offered to help the town with writing a grant if we wanted to apply for one the state of CO is offering. Has to be done by Sep 1st so no time this round. Discussed options of where the town might put a solar farm such as the old water filtration property on Apple Valley. The BoT had also discussed selling this and other properties but we may want to look at options for future use before a sale. Also discussed the hill where the old water tank in town is. **Lee will look at some numbers on how much solar we might be able to put on the hill and what the cost might be.**

Financial Review: Looked over 2nd quarter financials for enterprise funds.

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



UEB Meeting Minutes, Aug. 21, 2019

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

Attendance: Aaron Caplan, Coco Gordon, Jay Stott, Jim Kerr, Lee Hall

Staff: Victoria Simonsen **BOT Liaison:** Mike Karavas **Guests:** Garrett (ToL Sustainability), Mark Browning

Previous Minutes:

Meetings: Aug. 23 Webinar from Co PUC

Audience- Mark Browning: amendment to IGA agreement with Longmont concerning water shares (using Macintosh Lake to fulfill some shares agreements). Reviewed and passed very quickly without much input. Changes to the IGA do not bear on town requirements or code. But does this cause a rethinking of current code? Could such shares be used in lieu of CBT shares? Would ordinance/code need to be changed to allow? 1 CBT=@1.4 Macintosh (roughly). Are there other solutions to concerns about the high price of C-BT water shares? One thought is the town having its own water shares bank. Macintosh shares are only accepted by Longmont in certain situations. Why not for any development? Macintosh shares are only accepted by Longmont. C-BT shares are acceptable all over the Front Range. What kind of risk is there with Macintosh shares? **Aaron to ask Jill about how the towns C-BT shares are documented as an asset for the town.** UEB will consider issues going forward.

BoT Report: Mike K.- Sept. 20 is budget deadline.

How does Macintosh shares affect water funds.

Request for fire tap in Apple Valley area. Town does not offer this service outside of town limits. Would tap need a meter? Staff will have to give input. How will Longmont consider these taps under our agreement with them? What does Longmont do about taps out of their town limits?

New plan for 66/36 corridor from CDOT. Changes in access over time. Frontage road for access- what problems will arise? Impact on businesses? 20-30 year plan.

Electrical billing issue in July-

Staff Update: Victoria S.- jetting of sewer system starting with Upper 5th coming up soon.

CBDGR funding for roads (flood related)- should start on streets south of Railroad, potentially more (can be used for pavement or storm drainage that effects roads).

Starting Pavement Management Inventory- Engineer will check road conditions and potential strategies for funding.

Met with NextLite, Longmont's Internet Utility, they are interested in bringing fiber to municipal buildings in town. Proposal forthcoming.

Lower 2nd Ave on the East side is on the list for storm drainage improvement after flood recovery. Need to see if there is money.

Town will be doing crack fill on roads in Sep.

Garrett McDaniel (TOL sustainability director)- revising sustainability plan, how to get UEB input? Will join us on Sept. 4 meeting to hear comments/feedback.

LMC Ch 13- #8, 9, 10

UEB asked to look at current code.

8- Payment plans

9-trigger for notifying BoT of excessive delinquency? Focus was mainly on large commercial accounts.

What about when a payment plan is in affect? Maybe after so many months rather than an amount.

10- data release issues. No current state standards.

Aaron will put together some modifications to present at next meeting.

Electric meter RFP- discussion of various concerns in RFP for new electric meters. Could the town go with an AMR option which is cheaper rather than AMI? One meter company advised the same meters could be used with either AMR or AMI and the town could start with AMR and then move to AMI when ready or finances available. Discussed some of the pros and cons of each. AMI gives a remote disconnect option.

Do we need some type of AMI for net metering data to meet MEAN requirements? Where will we store this data. Does it need to be real time data. **Aaron to find out more from MEAN.**

Consider the water meters the town currently has and would it make sense to use the same brand of meters.

Didn't see much reason to need the AMI portion for water meters, probably only need that for electric.

AMR that meets all needs with possibility to upgrade to AMI seems best option currently. Will this system work with water meter system.

2020 Budget Planning- tabled

Meeting ended: 6:03 pm. **Minutes Submitted by:** Jay Stott and Aaron Caplan

Electric Meters

Currently the town uses Landis+Gyr TS1 meters for electric. These use a Power Line Carrier (PLC) solution. Power Line Carrier solutions as well as Radio Frequency (RF) technologies all utilize the same software head end system, known as Command Center. The Town currently uses Command Center and I have asked how much we pay annually for this.

For our TS1 system, there would be signal injection onto the power line from the meter and collection equipment at the substation level that is connected via a WAN (Wide Area Network) connection backhaul. In other words, these collector devices are connected to the internet in some way, shape or form and are the interface between Command Center and the endpoints (meters). When it comes to RF, there are similar devices, but they are only powered off the meter A/C (120/240), with the data signals then transmitted over the air and therefore, these devices are not necessarily tied to substations any longer.

Due to the difference in technologies and the age of our system, there are unfortunately no Landis+Gyr meters that we could offer today that would utilize your TS1 backhaul, (what collects the meter data from the PLC and gets it to Command Center. That being said, the integration between your billing system, etc. and the Command Center would stay intact if you wanted to migrate to the newer RF technology and you could run the systems in parallel. This would require some additional infrastructure to be added to support the RF technology, but you would essentially utilize both systems to pull the data into Command Center and then Command Center would pass it along to your billing system.

For water meters the town currently uses Sensus iPerl meters. We drive around to collect data for these meters about once a month. As mentioned above we do not need to do this for our current electric meters, except for those that run into problems. These iPerl meters would be able to integrate with an RF infrastructure or AMI.

Sensus electric meters would work with the same drive by technology we use for our water meters. The town could therefore look at just getting meters and not spend the \$170,000 or so that was listed in one proposal for the infrastructure. These meters would also work with RF infrastructure and so in the future we could purchase Sensus infrastructure equipment or in other words move to AMI (Automated Metering Infrastructure)

I did find out the town has replaced 21 electric meters and 8 water meters between Jan - Aug 2019. Almost 3 times as many electric. Also remember the TS1 electric meters are no longer made and the town has been finding refurbished batches of them to use for replacements.

In addition to needing new meters because the TS1's are no longer made. The town needs to be able to provide MEAN data from customers who are doing their own energy production, currently that is only solar but could include wind or other methods. MEAN calls this Distributed Generation or DG and it is data that must come from a 2nd meter that is installed at the energy production source and we are calling a production meter.

MEAN had advised we could do a sampling of 20% of the 28 customers who are grandfathered in before MEAN's new regulations were passed. We also have 5 new customers who came online after this and I am waiting to find out how many are currently in the permitting process. This means we need at least 11 Meters plus those currently being permitted providing the data MEAN requires. I did verify this data is required once a day.

We do not have any of these production meters in place. The town did start requiring the housing for these 2nd meters at the time of grandfathering in the first 28 systems. This means the 6 samples out of these 28 that

need meters will need to be reconstructed to have a 2nd meter housing put in. Then we need to install all of the production meters.

It has sounded like any new meters that we decide on for our standard electric meter can also be used as the 2nd or production meter and get the needed MEAN data. We will want to verify this. We would still need a way to get this data back to our system.

MEAN has also been working with a Verizon meter that uses the Verizon phone network to report the data directly to MEAN. These meters are \$140 each. MEAN has advised they do now have a couple of communities using this option and will report back to me how it is going.

Finally I did find out MEAN is starting to officially implement there fees with regard to the DG data this month, September. If we do not provide actual data from meters to MEAN then they use the total Name Plate Capacity off all the systems to do the calculating. That is the total energy that the solar systems can produce and for Lyons is currently around 220 Kilowatts. If they get the meter data then they look at Lyons Peak Capacity or usage time and see how much our solar systems are producing at that time. With Lyons that is usually between 7 and 10 PM and our solar systems would probably be producing 0 Kilowatts. I do have a note to see if MEAN could take our peak usage time into consideration and knowing our DG is producing 0 KW at this time, use 0 at least for the time being.

The calculation that MEAN uses this for is takes a 36 month average. So having a higher first few months will not make that much difference. Also note MEAN takes this calculation from April until Mar of the following year because that is their fiscal year and when they do the calculating.

TOWN OF LYONS

AMR/AMI PROPOSAL PRICING

Item #	Description	Units	#	Unit Price	Total
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Base Proposal - AMR					
A1	Mobilization	LS	1		\$0.00
A2	Meters Furnish Install and Locate	EA	1100		\$0.00
A3	Train Employees	EA	3		\$0.00

Total \$0.00

Alternative A – AMI Infrastructure					
		Units	#	Unit Price	Total
B1	Base Metering Infrastructure (Town Hall)	EA	1		\$0.00
B2	AMI Metering Repeaters	EA	3		\$0.00
B3	Provide Web Hosting	Yr	5		\$0.00

Alternative B					
		Units	#	Unit Price	Total
C1	Provide Software and Updates for Town Hosting	Yr	5		\$0.00

Alternative C					
		Units	#	Unit Price	Total
D1	Install Secondary Meter Sockets at existing Solar Locations for Production Meters	EA	10		\$0.00

LMC Chapter 13 modifications # 8,9,10

8- what is the effect of entering into a payment plan? Temporary cure? The legal effect of this needs to be clarified. Is this mandatory for the town?

This is handled in Sec 13-1-250 listed below. From the first line it appears that it is currently mandatory for the town to offer a payment plan. Would we want to change this for any reason? It would be a legal agreement between the consumer and the town and failure to follow through on the payment plan would lead to the penalties listed in the code for delinquency, such as interest and shut off of service. It is temporary in that it cures the current outstanding balance owed the town and then the agreement ends.

Sec. 13-1-250. - Cure of deficiencies.

Residential and nonresidential consumers delinquent in any Town Utility Department account shall be provided an opportunity to cure such deficiency as follows:

(1) Within ten (10) days of mailing of a Notice of Delinquency or prior to the issuance of a Notice of Delinquency, the consumer shall submit to the Town Clerk in writing a request to cure all outstanding deficiencies in accordance with this Section. Failure to timely provide a written request to cure the deficiency to the Town Clerk shall void the consumer's opportunity to cure any deficiency as permitted by this Section.

(2) Residential consumers timely requesting to cure outstanding deficiencies in accordance with this Section shall be provided an opportunity to execute and enter into an agreement with the Town, which shall permit the outstanding delinquent amounts to be paid in **six (6)** equal monthly installments, commencing on the next billing period, until such delinquency is paid in full.

(3) Nonresidential consumers timely requesting to cure outstanding deficiencies in accordance with this Section shall be provided an opportunity to execute and enter into an agreement with the Town, which shall permit the outstanding delinquent amounts to be paid in **three (3)** equal monthly installments, commencing on the next billing period, until such delinquency is paid in full.

(4) Agreements for payment of delinquent accounts shall require that all future monthly fees, rates and charges be timely paid in full in addition to the payment of the required monthly installment amounts. Interest otherwise due and owing upon outstanding and delinquent amounts as provided by this Chapter shall continue to accrue on all amounts to be paid in accordance with the agreement permitted by this Section. Such agreement shall provide that any default or failure to pay amounts in accordance with the agreement shall result in the Town's collection and enforcement of payment in accordance with the provisions of this Article and Chapter, including the imposition of liens, accrual of interest and the termination of services. **(Do we want or need to keep the following section?)** All agreements shall permit the consumer four (4) nonconsecutive months in which the consumer may request, and the Town shall grant, a forbearance of the obligation to make the monthly installment owing under the agreement in the event that the consumer determines that the required payment during such month would present a hardship **(What constitutes a hardship?)**. The exercise of the right to request Town forbearance in a month shall effectively extend the permitted payment period by one (1) additional month, provided that interest on all outstanding amounts shall continue to accrue and shall become due and owing. In no event shall any consumer be granted more than four (4) months of Town forbearance of the required monthly payment, and no forbearance may be requested by the consumer or granted by the Town in consecutive months.

(5) All agreements shall be standardized and substantially uniform in their application to delinquent consumers and shall include such other provisions deemed necessary or convenient by the Town Attorney. The Board of Trustees may approve the use of a standardized agreement for administering this Section, and the Town Administrator shall have the authority to execute such approved agreements on behalf of the Board of Trustees where such agreement is substantially in the form approved by the Board of Trustees.

9- need for a trigger to inform BoT of excessive delinquency?

We could add another sub section to 13-1-250

(6) If a consumer refuses to enter into a payment plan or if 2 consecutive monthly payments are missed, the Town Administrator shall notify the Board of Trustees. (Do we add an amount? Something like “and the outstanding balance is over \$2,000” Do we only require this for commercial accounts?)

10- privacy of utility data? Under what circumstances can data be released? For what purposes?

There are no state standards for municipal utilities. There are for investor owned utilities.

The UEB could talk to APPA or CAMU. This is not specifically a code modification.

To prevent possible lawsuits and protect confidentiality maybe we leave this as something handled by staff.

Residential Fire Sprinkler Systems (RFSS)

A property modification on Apple Valley is being required by Boulder County to have a Sprinkler system installed. This property currently uses Lyons Water. They could dig a well or increase the size of their water tap.

Longmont's process when required is to up size from 3/4 to 1 in line at no additional charge, rather than have a separate line and 2nd meter put in.

Request that the Fire Dept. require a permit and/or an inspection certification for the tap. This would be how the town is notified that someone will be tapping the town water line. Here's Longmonts document <https://www.longmontcolorado.gov/home/showdocument?id=1450>

Require Backflow prevention,

Are our standard meters OK for this or do they need something special. A meter that is used for this, <https://muellersystems.com/meters/fire/>

We can call these taps 3/4 in tap upsized to 1 in for fire suppression. Longmont will consider these 3/4 in for their water tap documentation.

What fees are paid? Only used when there is a fire. no water share. tap fee? base fee? Some discussion on this on page 19 of Guidance below.

Residential Fire Sprinkler Systems Guidance for Water Utilities from American Water Works Association - <https://www.awwa.org/Portals/0/AWWA/ETS/Resources/ResidentialFireSprinklerSystems.pdf>

The recommendation is only for homes that already have a Lyons Water Tap. I would change the wording because the homes don't really need another tap, they need more water for their sprinkler system and we are allowing them to increase the size of their tap. I also do not see the need to limit to Apple Valley. At some point the town may adopt that part of the International Building Code and this may be needed for all new homes. The town purposely postponed that requirement for now but that will most likely change at some point.

Here is a possible starting for the code for this.

"Properties currently using Lyons Water, when required by Boulder County and/or Lyons Fire Protection District to install a Residential Fire Suppression System, may request from the Town of Lyons to enlarge a 3/4 inch tap to a 1 inch tap for this purpose."

We want to acknowledge that Longmont Water has advised that they would still consider this a 3/4 inch tap for water rights and share allocation and therefore the town will not charge the standard additional tap fee required to enlarge a tap. If that changed we might have to make changes.

Note that the town will be monitoring the usage and any if the usage is found to go over that of a 3/4 inch tap without a fire incident or sprinkler discharge will result in full tap fee charges currently charged for an increase in tap size.

Should they have to pay for the meter?. We also need to decide if there will be other additional charges involved such as an increased base rate, maybe.