



UEB Meeting Minutes, 4 May 2016

Meeting Time and Location: Began at 4:04 at Lyons Town Hall

Attendance: Aaron Caplan, Coco Gordon, Steve Wratten, Lee Hall, John Cowdry, Chuck Keim, Dan Reitz

Staff: Jim Blankenship, Kyle Miller **Liaisons:** **Guests:** Jay Stott

Agenda Amendments: Moved 2016 Q1 Financial Review to come after 2015 Review 2016 Goals

Previous Minutes: Reviewed and Approved Minutes from Apr 20th. It was noted that the RFP for the new SCADA system for the Water Utility has not yet been posted for bidding. It was also noted that as an advisory board the UEB is not suppose to direct Town Staff. This was in regards to our action item to direct staff to talk to the establishments that might need wastewater pretreatment.

BOT Update:

Staff Update: The Pump at the water pumping station was replaced.

MEAN said they have, could get, a generator that could provide electricity to the entire town if we needed one to take down the substation for maintenance.

The state said we needed to make some changes to the modified electric rate and capital improvement RFP's. When that is done staff hopes to post and have a contractor chosen by early June.

RGA, the contractor for the water and wastewater study, is ready to come back for their 2nd meeting with the UEB, maybe May 18th.

JUB, the sewer expansion feasibility study contractor, is also ready to come to a meeting, maybe our 1st or 2nd June meeting.

ICON, the stormwater master plan contractor should also be ready to present at a meeting, maybe our 2nd Jun or 1st July meeting.

2015 Review & 2016 Priorities: We modified these and came up with the final drafts attached to present to the Board of Trustees at their May 18th meeting.

2016 Q1 Financial Review: We noted that the numbers for revenue and the purchase of electricity from MEAN came up to be 24 and 25% of what we budgeted for the year. We noted how we only have 2 debt payments in the 2nd and 4th quarter which is why there was 0 spent on debt and that the town has not started the electric meter upgrades, a capital improvement that we budgeted \$100,000 for the year or \$25,000 a quarter, which is why the town only spent 2% of budgeted capital expense. In looking at Water and Wastewater it was noted how irrigation of landscapes increases water consumption in the summer and so when the UEB just divides its annual budget in four the estimates

for one quarter are not always going to come out close to actual spend.

We then went on to discuss what does the town legally need in restricted funds. **Aaron would work with staff to find out what town ordinances and resolutions there might be as well as requirements for various Bonds and Loans.** After we determine what is legally required we can then try and determine what we want in a restricted or rate stabilization account to cover other unforeseen events. As an example the town is billed for electric usage after it is used and we are then given 30 days to make that payment. The town collects payments from its customers before it has to pay its bill for usage. There is not much risk for those funds. We do have to pay around \$30,000 a month in (?) fees even if we use no electricity so we may want to be sure we have that much in a reserve account.

Wastewater Pretreatment: We discussed the fact that there is a lot of information online about breweries and wastewater pretreatment. Can the UEB use this information and develop the code for LMC for wastewater pretreatment? We don't know. It can get complex but there is a lot of information available.

Should we form a subcommittee? I mentioned that I try and let members decide what they want to put their interests towards and not direct specific members towards specific projects. **How much time do UEB members expect to put towards the UEB?**

One thought was that all businesses could be asked to describe the waste they expect from their business. Maybe this could be asked as part of a business license renewal. The goal is to prevent companies from overburdening the wastewater system. It was also mentioned to take a look at what Fort Collins has done with wastewater pretreatment.

Meeting ended: 5:50 pm. **Minutes Submitted by:** Aaron Caplan