

RECORD OF PROCEEDINGS

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS COLUMBINE LAKE WATER DISTRICT

HELD

Monday, November 29, 2017
3:00 p.m. at the Administration Building
1111 County Road 48
Grand Lake, CO 80447

ATTENDANCE:

A regular meeting of the Board of Directors of the Columbine Lake Water District was held as shown above, and in accordance with the applicable Statutes of the State of Colorado. The following Directors were present and acting:

Bill Heffron
Jim Kroepfl
Charlene Penson
Mark Trumbo
Geoffrey Schaney – By phone

Also present: Sally Blea, Katie Nicholls, and Mike Gibboni- Staff

CALL TO ORDER:

President Heffron called the meeting to order at 3:00 p.m.

MINUTES:

By **MOTION** and second, and unanimous vote, the Board accepted the October 16, 2017 Minutes as amended.

MATTERS BEFORE THE BOARD:

Public Hearing: User Fee rate increase consideration and Delinquent Fee rate increase consideration

President Heffron noted that there was no public present and closed the public hearing. A discussion ensued regarding the anticipated ending fund balance for 2017, water usage verses number of fixtures, upcoming projects, and more importantly overall future needs for the Reserve Fund that will improve the ability to qualify for future grants and funding.

By **MOTION** and second, and unanimous vote, the Board adopted a user fee rate increase commencing January 1, 2018 to include the 2016 inflation factor of 2.772% to be applied to both the flat rate and fixture rate. Additionally, after the inflation rate has been applied, a \$30 increase shall be applied to the flat rate, and an additional \$2.25 shall be applied per fixture, the flat rate increasing to \$264.32 and the per fixture rate being increased to \$20.49.

By **MOTION** and second, and unanimous vote, the Board directed Staff that any increases in the Denver-Boulder CPI be applied to the user fees for future budgets as part of the initial budget process. Final approval by the Board of the inflation increase will occur during the standard public hearing process.

With regard to the delinquent fee presently charged by the District, President Heffron explained that the current \$25 flat rate delinquent fee is minimal and is not discouraging late payment penalties. Colorado State Statute allows up to 5% a month late fee on the principal up to a maximum of 25% of the initial billed amount. Applying the maximum allowable amount of 5% per month will reduce the initial late fee cost for those less than 30 days late, but will increase the late fees on accounts delinquent more than 30 days.

By **MOTION** and second, and unanimous vote, the Board changed the method of delinquent fee assessment to 5% a month of the principal due for up to five months for a maximum penalty of 25% as allowed per Colorado State Statute.

Public Hearing: Budget 2018 – 1st hearing

President Heffron noted that no public was present and closed the public hearing. Sally noted that Staff would like to increase the Printing and Publication line item to \$1,000 due to an increase of copy costs and supplies. The Board approved the change. The new user rates will be applied to the budget which will allow for an increase in the amount to be transferred to the Reserve Fund. The Board directed Staff to proceed with finalization of the Budget documents for approval at the December meeting.

PUBLIC COMMENT: No public present

CHIEF OPERATOR REPORT:

Mike stated everything is working properly. A question was raised regarding what appears to be a decrease in water usage. Mike explained that it is likely that a water line break increased the usage in the previous year.

FINANCIAL STATEMENTS:

By **MOTION** and second, the checklist for October was accepted as presented. The Financial Statements were accepted as presented.

DISTRICT SECRETARY REPORT:

Online Bill Pay


Katie presented what is termed a "Point & Pay" online billing program. Point & Pay is currently used by Three Lakes and is well received. The service does not cost the District anything to implement. Customers pay a service fee to the provider based upon each payment amount processed. She further stated that ACH, which is a Bank program to allow automatic payment via a customer's checking account, has been looked into as an option. There are monthly fees charged to the District for this program. Due to the District's one-time billing and amount of user fees likely to be processed, it would be costly for the District. The Board discussed the service and directed Staff to move forward with setting up online bill pay only thru Point & Pay.

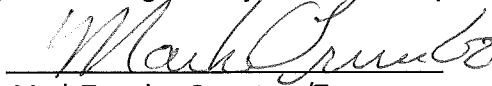
Election

Sally reported on the upcoming election. She stated that Directors Penson, Shaney, and Trumbo are up for re-election in May 2018. Each position is for a four-year term. The Board briefly discussed the election and nomination process.

The next meeting date will be December 20, 2017.

There being no further business to be brought before the Board, the meeting was adjourned at 4:55 p.m.


Sally Blea, District Manager


Mark Trumbo, Secretary/Treasurer