**East Boulder County Water District**

**P.O. Box 18641, Boulder, Colorado 80308-1641**

**303.554.0031** ◆[www.eastboulderwater.com](http://www.eastboulderwater.com)

Board of Directors Regular Meeting

Meeting Held at St. Ambrose Church

8 January 2024

Marsh Lavenue (Vice President) called the meeting to order at 4:17 PM. Those in attendance were the board members Bob Champ and Yvonne Gates. Mary Wagner (Bookkeeper) and Peter O’Brien (Operations) were also present. Mark Johns and Catherine Gee were absent (excused).

Public Comments

Gordon Banks was present to discuss the unauthorized cross connection at his property on Spring Drive, which is under construction.

Secretary’s Report

The minutes of the 11 December 2023 meeting were discussed.

Yvonne Gates made the motion that we approve the minutes of the 11 December 2023 meeting. Marsh Lavenue seconded the motion, which was unanimously approved.

Reports from Consultants and Committees

## Finance Report

Mary Wagner had e-mailed the financial packet to the board. The water usage spreadsheet was also e-mailed.

Mary noted that she would be getting a new computer set up at her house, which would be used to facilitate the billing process. It was also noted that the district loss $73868.05 last year.

Mary went through the rest of the financial statements and the board approved the financial statements and the transactions.

## IT Report

The usual maintenance occurred for the month (cost $105).

**December System Operations Report– 12/1/2023 to 12/31/2023**

|  |  |
| --- | --- |
| 12/06/2023 | * (JR) pump house check 0.33 mg/l free, added oil to compressor #2
 |
| 12/11/2023 | * (JR) Board meeting
 |
| 12/12/2023 | * (JR) collect water sample 996 Paragon and delivered to the lab
 |
| 12/13/2023 | * (JR) Pump House check 0.44 mg/L free
 |
| 12/20/2023 | * (JR) Pump House check 0.59 mg/L free
 |
|  12/27/2023 | * (JR) pump house check 0.48 mg/L free
 |
| 12/31/2023 | * (JR) monthly meter reads
 |

**System Operations Report FIRE WORK– 12/1/2023-12/31/2023**

|  |  |
| --- | --- |
| 12/04/2023 | * (JR) 10 Locates
 |
| 12/06/2023 | * (JR) 8 Locates
 |
| 12/11/2023 | * (JR) 3 Locates
 |
| 12/13/2023 | * (JR) 4 Locates
* (JR) Program and install meter at 7274 Panorama Drive
* (JR) water line inspection 2 Benchmark Drive
* (JR) document damage to meter pit and meet with owner Tim McCormick to explain damage. I installed an old meter bonnet and cover over the damage. First looked at damage on 12/4 to hopefully prevent further damage from either freezing or someone hitting it again.
* (JR/Sam) Hydrant Flushing
 |
| 12/14/2023 | * (JR) Document open meter pit found at 7387 Panorama Dr while locating; and report to EBCWD
* (JR) 11 Locates
 |
| 12/18/2023 | * (JR) meet with Q3 contracting Shawn and Lupe about work at 7481 Spring Dr. advised them of all the buried pipes, and underground storage tank under the driveway on the north end of the property. They indicated that they are working on the southeast corner of the property.
 |
| 12/19/2023 | * (JR) Locate 7 Benchmark and center island for water leak on benchmark. I located unknown, not mapped shut off valve in the median and organized Cap Excavating for repairs on water line leak repair Benchmark. Cap excavating started digging around noon, and that need to organize parts for the repair. The water valve in the median was shut off to prevent their pit from flooding until the following morning when they could return with materials.
 |
| 12/20/2023 | * (JR) 4 Locates
* (JR) meet with cap excavating to finish digging, repair water line, turn water back on, and flush water line. A short section of cast iron pipe was removed along with a 1-in tap going to 7 Benchmark drive. A couple of repair couplers, saddle tap and some PVC pipe, a short section of 1-in type K copper piper, and coupler, were used to make the repair.
 |
| 12/26/2023 | * (JR) 2 Locates
* (JR) document damage to 7214 Spring drive hydrant valve box, dirt was frozen in the area, most likely hit on or about 12-20-2023 by landscape company J&S landscaping was moving materials with a skid steer that they had piled in and around the area of valve box within inches
 |
| 12/27/2023 | * (JR/Sam) Hydrant flushing
* (JR) Placed new traffic cone over the damage at 7289 Spring Drive and secured with a piece of lumber that was already there, and some rooks that I obtained nearby.
* (JR) I had attempted twice be3fore to contact Gil with Sopris homes, I spoke with Jamie at Sopris homes regarding damage to 7214 Spring Court. He contacted the owner; the owner was aware of the damage. The owner was going to arrange to have the dirt vacuumed out of the hole to prep it for repairs.
* (JR) water line inspection at 7509 Panorama for CAP excavation
 |
| Monthly | * (Dustin) time spent in office coordinating locate tickets and managing CDPHE paperwork, updating spreadsheets, contractor requests for testing and inspections, etc.
 |

Peter discussed the broken valve box at 7214 Spring Ct. noted on 12/26. He noted that only J&S Landscaping had requested a locate in this area. Also discussed was the incident on 12/13 with Mr. McCormick regarding damage to the meter pit. In these instances Peters time will be billed to the homeowners for repairs.

Pete then reviewed the by pass of the meter at the Banks construction site. He discussed the photos documenting the bypass and the unauthorized use of our water and noted that both he and Mark had talked to the contractor regarding the matter. Mary summarized the invoice associated with this unauthorized connection and use of water and the water service line inspection, which came to $4450.

At this time the floor was given to Gordon Banks so that he could discuss the bypass of our meter at his house, which is under construction at 7469 Spring Drive. Gordon was emphatic that neither he nor his homebuilder had any knowledge of the cross connection. At this point no one has any knowledge of who made this cross connection. It was noted that the district in the past has made exceptions to fines based on our good neighbor policy and this instance may apply. It was decided to table this topic for further discussion when the full board was present.

**Unfinished Business**

**Marshall Fire**

Grants

 Again, Yvonne noted that no news had yet been received on the possible state grant and that Mark’s e-mail will be the one to receive any notification. Yvonne reviewed a letter she will send to the EPA regarding grants provided by them. Catherine noted in an e-mail prior to the meeting that she had contacted CDHPE regarding our situation with respect to flushing and locates.

**Water Service Lines Survey**

Marsh noted that he would be talking to the state regarding this matter tomorrow morning. .

New Business

**State Required Annual Actions**

Every year we must note the meeting time and place, submit a map of the district to the Dept. of Local Governmentandpublish the transparency notice.

Marsh Lavenue made the motion that we post all such notices on the Internet as allowed by the State under Title 32. Yvonne Gates seconded the motion, which passed unanimously.

**Tree Work at Pump House**

It was noted that the homeowners had been contacted regarding this matter and notified that the pump house is on an easement and the district does not own the property. Thereby, they are responsible for the landscaping of the property.

Directors Comments and Other Matters to Come Before the Board

Based on the Banks incident, it was thought that a note be placed in the next billing telling homeowners that tampering with our infrastructure or unauthorized use of water is prohibited and fines will be applied. Also discussed was whether we should place such a notification on meters and hydrants. This should be discussed in a future meeting.

Adjourn

A motion was made to adjourn by Marsh Lavenue, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 5:25 PM.

The secretary respectfully submits the above.

Robert Champ; 1/08/24