

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Agenda
December 12, 2022
4:00 PM at the Firestone Town Hall

- 1) **Roll Call**
- 2) **Consent Agenda**
 - a. Approval of November 14, 2022, Regular Meeting Minutes
- 3) **Public Comment – Please limit comments to 3 minutes**
- 4) **Action Items**
 - a. Payment of Bills
 - b. Acceptance of Financials
 - c. Adopt Resolution Correcting the 2023 Budget
- 5) **Discussion Items**
 - a. Policy on SVWA Financial Audits
 - b. Review and Discuss Resolution Designating Official Custodian of Records and Adopting CORA Resolution
 - c. 2023 Meeting Schedule
- 6) **Reports**
 - a. Ramey Environmental – Plant Operations
 - b. Water Treatment Plant Construction Update
 - c. Deep Injection Well Update
 - d. Administrative Services Request for Proposals
 - e. Status of insurance through the Pool and SDA membership
- 7) **Next Meeting**
 - a. January 9, 2023 at the Firestone Town Hall starting at 4:00 PM
- 8) **Any Other of Business**
- 9) **Adjournment**

Agenda Item 2(a)

St. Vrain Water Authority
DLG I.D. No. 67144
Board of Directors Meeting
Minutes
November 14, 2022
4:00 PM @ Firestone Town Hall

A regular meeting of the Board of Directors of the St. Vrain Water Authority convened on Monday, November 14, 2022, at 4:00 P.M. in the Firestone Town Hall located at 9950 Park Avenue, Firestone, Colorado. Any Director or consultant who was unable to physically attend the meeting could attend virtually.

The following Directors were in attendance, to-wit:

James Walker (2025)	Board Member	Present
Don Conyac (2025)	Treasurer	Present
Julie Pasillas (2024)	Vice-President	Present
Dave Lindsay (2024)	Secretary	Present
Julie Svaldi (2023)	President	Absent

Director Svaldi had contact Director Lindsay and said she would not be able to attend the meeting due to surgery.

Also, in attendance was Amber Kauffman (Little Thompson Water District) and Rusti Roberto (Town of Firestone). Juliana Anderson (LRE Water) and Tim Flynn (Collins Cole Flynn Winn & Ulmer) attended via Zoom.

A member of the public who identified himself as Bobby Mathews arrived a little before 5:00 PM just before the meeting concluded.

Agenda Item 1:

A quorum having been established, the meeting was called to order by the Authority's Vice-President, Julie Pasillas.

Agenda Item 2:

Director Pasillas referred the Board to the meeting minutes for the October 10, 2022 regular meeting.

Motion to approve the minutes was made by Director Conyac, Second by Director Lindsay, motion passed unanimously by voice vote.

Agenda Item 3:

There was no public present and there were no public comments made.

Agenda Item 4a:

Director Lindsay reported to the Board that there were three invoices that needed to be paid, including Black Hills Energy, State of Colorado-Division of Oil & Public Safety, and Legal Fees. Lindsay noted that the invoice from the State was related to inspection of the diesel fuel tank attached to the water plant's generator and included a late charge. Lindsay contacted the State regarding the late charge and determined that the original invoice was never received because

they were trying to mail it to the physical address and not to the PO Box mailing address. The State has corrected its file.

Motion to approve the payment of bills was made by Director Walker, Second by Director Conyac.

Motion was passed unanimously by voice vote.

Agenda Item 4b:

Director Lindsay noted that there was a current balance sheet and current profit-loss statement included in the packet.

Motion to approve acceptance of financials was made by Director Lindsay and Second by Director Pasillas.

Motion was passed unanimously by voice vote.

Agenda Item 5a:

Director Pasillas re-opened the Public Hearing for 2022 Budget Amendment at 4:09 PM.

Director Lindsay reminded the Board that the hearing had been originally opened at the October 10, 2022 meeting. At that time the budget director had not yet determined if an amendment would be needed for the 2022 Budget, so the Board continued the hearing until tonight. Lindsay reported to the Board that he was able to speak with Jessica Clanton, the Authority's budget director, and her determination is there is no amendment needed for the 2022 Budget. An amendment is only needed in the event the Authority were to spend more money that was appropriated in the adopted budget. That was not the case. No further action is needed.

The public hearing was closed at 4:11 pm.

Agenda Item 5bi:

Director Pasillas re-opened the Public Hearing for Resolution 2022-06 and Resolution 2022-07, Adopting the 2023 Budget at 4:11 PM.

Director Lindsay reminded the Board that the hearing had been originally opened at the October 10, 2022 meeting. At that time, the Board had no further comments on the Budget but wanted to postpone action until there was a determination on the need for an amendment to the 2022 Budget, so the Board continued the hearing until tonight.

The hearing was open to public comments. There were no comments offered.

Director Lindsay asked the Board if there were any further items requested or any further questions from the Board of Directors. Nothing further was needed and the public hearing was closed.

A motion to approve Resolution 2022-06, Adopting the 2023 Budget for the St. Vrain Water Authority, was made by Director Lindsay, and Second by Director Conyac.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
James Walker	X		
Don Conyac	X		
Julie Pasillas	X		
Dave Lindsay	X		
Julie Svaldi	(Absent)		

Motion was passed unanimously.

Agenda Item 5bii:

Motion to Adopt Resolution 2022-07 Appropriating Funds for the 2023 Budget for the St Vrain Water Authority, was made by Director Lindsay, and Second by Director Pasillas.

Roll-Call Vote

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
James Walker	X		
Don Conyac	X		
Julie Pasillas	X		
Dave Lindsay	X		
Julie Svaldi	(Absent)		

Motion was passed unanimously.

Agenda Item 6:

There were no additional discussion items.

Agenda Item 7a:

Director Lindsay spoke with Wayne Ramey earlier in the day. Mr. Ramey had nothing new to report. Director Lindsay indicated that Ramey operators were still attending the weekly construction progress meetings and have been involved in pump tests and operations training for the Deep Injection Well pump station.

Agenda Item 7b:

Director Lindsay reported that the new electricians had started work at the plant and have had 10-15 electricians on site the prior week. They are making good progress and the general contractor provided Firestone with an updated schedule that would have them initiating start-up and testing of the plant the first week of January 2023. That process will take about 6 weeks and then, barring any problems, the plant will begin operations.

Agenda Item 7c:

Director Lindsay reported that the bulk of the work related to the pump station was completed and Firestone was just waiting for the contractor to complete final punch list items and to schedule formal training for the Ramey staff related to the station controls.

Agenda Item 7d:

Director Lindsay reported that he had made no progress completing the RFP.

Agenda Item 8:

Next Meeting will be December 12, 2022 at Firestone Town Hall, starting at 4:00 PM

Agenda Item 9:

Director Conyac inquired if the Authority was going to have a General Manager, or a main point of contact for future information regarding the water treatment facility. Director Conyac is a firefighter and has had experience at another water treatment plant during an accident incident where they could not identify the person in charge.

Director Lindsay informed the Board that right now per the State/Federal compliance, the point of contact is Wayne Ramey from Ramey Environmental. He is the designated Operator in Responsible Charge (ORC). During the initial year of operation, Ramey operators will be at the plant 8 hours/day Monday-Friday and 2 hrs/day Saturday-Sunday and Holliday's. As part of Ramey's contracted services, they are preparing an emergency response plan and a safety plan, both of which will be reviewed by the fire district prior to the plant going into operation. Director Lindsay also explained that Mr. Ramey would be attending future Board of Directors meetings, once operations commence, to provide direct updates.

Agenda Item 10:

Motion to adjourn made by Director Conyac, Second by Director Lindsay. Motion passed unanimously by voice vote.

Agenda Item 4(a)

Invoices
Black Hills Energy, Comcast and SDA



blackhillsenergy.com
 help@support.blackhillsenergy.com
 888-890-5554
 Facebook @blackhillsenergy
 Twitter @bhenergy

Account: 2924 8496 80
Service for: ST V RAIN WATER AUTH
Bill date: 12/6/2022
Service address: 6211 ZINNIA AVE FIRESTONE, CO

Previous balance: \$27.92
Payment received 11/15/2022: -\$27.92
New charges: \$27.92

\$27.92
 Due by 12/27/2022

December energy usage

Meter read dates: 11/2/2022 - 12/2/2022

View your usage details at blackhillsenergy.com/my-account

This month

0 kWh | \$0.00

Last year

0 kWh | \$0.00

Reasons your bill may have changed since last month

↑ The current billing period is 1 day longer

December billing summary

Billing period: 11/2/2022 - 12/2/2022 (30 days)



Total new charges: **\$27.92**

Did you know

[Learn more at blackhillsenergy.com](http://blackhillsenergy.com)



Manage your online account

Understand your energy usage and trends in your home or business.
blackhillsenergy.com/my-account

Account number: 2924 8496 80

Detach and return with payment



PO BOX 6001
 RAPID CITY SD
 57709-6001



Due by 12/27/2022

\$27.92

Amount enclosed:

Help your neighbors in need with energy assistance through a donation to Black Hills Cares, part of Black Hills Corp. Foundation. Give online at blackhillscares.com/donate or through one of the following methods:

One-time \$ _____ Monthly \$ _____ Round-up (x) _____

MAKE CHECKS PAYABLE TO:



BLACK HILLS ENERGY
 PO BOX 7966
 CAROL STREAM IL 60197-7966



0181306-BHES221172-ST.NOPRIN-019070
 ST V RAIN WATER AUTH
 PO BOX 70
 FIRESTONE CO 80520-0070



292484968000000002792000000027920314

00010000

Usage history

December bill details

blackhillsenergy.com/bill

Rate Schedule RATE SC-1 N/SW CO162 (CO162)

Meter: **SG663810**

Therms

Reading	12/2/22	1	Hundred Cubic Feet (CCF)
Reading	11/2/22	-1	Hundred Cubic Feet (CCF)
		0	Hundred Cubic Feet (CCF)
		x 0.97450	Gas Pressure Factor
		x 1.0818	BTU Factor
		0	Total Billable Therms

Delivery and distribution: Costs to bring energy to your address. **\$22.00**

Billing Details for 11/02/22 - 12/02/22, 30 days.

Customer Charge	\$22.00
Volumetric Charge 0 Therms @ \$0.16681	\$0.00
GRSA Vol Charge 0 Therms @ \$0.00	\$0.00

Energy supply: Cost of natural gas. **\$0.00**

Billing Details for 11/02/22 - 12/02/22, 30 days.

GCA Commodity Cost 0 Therms @ \$0.63679	\$0.00
GCA Upstream Cost 0 Therms @ \$0.2818	\$0.00
EGCRR 0 therms @ \$0.16805	\$0.00

Other costs: Credits, adjustments and other charges. **\$4.26**

Billing Details for 11/02/22 - 12/02/22, 30 days.

DSMCA	\$3.38
BHEAP	\$0.13
DSMCA 0 Therms @ \$0.0279	\$0.00
EASBC	\$0.75

Taxes and fees: Local and state taxes and fees. **\$1.66**

Billing Details for 11/02/22 - 12/02/22, 30 days.


Franchise Fee 0 Therms @ \$0.0258	\$0.00
Franchise Fee \$25.51 @ 0%	\$0.00
State Sales Tax \$25.51 @ 2.9%	\$0.74
City Sales Tax \$25.51 @ 3.6%	\$0.92

Total charges this month **\$27.92**

Messages


If you smell natural gas, leave the area immediately and call 911 and then call Black Hills Energy at 888-890-5554.





Effective Dec. 1, 2022, the payment fee for commercial customers when using the Speedpay payment system will increase from \$7.50 to \$9.99.

 Manage your account at blackhillsenergy.com/my-account

- Save payment options for future use
- Start, stop and transfer service
- View usage details
- See your billing and payment history
- Download bill statements
- Change your address

If you wish to dispute any charges on your bill, please contact us at 888-890-5554. If we're unable to resolve your issue, you have the right to contact the Colorado PUC by calling 303-894-2070, or outside the (303) calling area contact 800-456-0858, or in person or in writing at 1560 Broadway, Suite 250, Denver, CO 80202. Tariff and rate schedule information is available at blackhillsenergy.com/rates.

 Ways to pay your bill at blackhillsenergy.com/pay

-  **Log in to pay**
Pay with your checking or savings account.
-  **Guest pay**
Pay without an online account.
-  **Auto pay**
Have your payment auto-deducted from your checking or savings account.
-  **Credit card**
Pay with a credit or debit card through Speedpay. Convenience fees may apply.
Online: internet.speedpay.com/bhe
Phone: 866-537-9039



Glossary of terms

Customer charge A fixed monthly charge, separate from energy usage, that recovers a portion of fixed operating costs, such as customer accounting and services, as well as costs associated with our investments in customer-related equipment, such as meters and service lines.

Demand side management cost adjustment (DSMCA) The DSMCA recovers costs associated with the utility's energy efficiency programs, as authorized by the Public Utilities Commission (PUC). These charges cover rebates, labor, materials and administrative costs of the program.

Energy Assistance System Benefit Charge (EASBC) is a mandatory charge collected from utilities' gas and electric customers unless customers opt-out or are otherwise exempted. The mandatory charge was enacted into Colorado law in 2021 (House Bill 21-1105). The mandatory charge provides bill payment assistance for income-qualified customers. The assistance is administered by Energy Outreach Colorado (EOC). Customers may call EOC at 1-866-HEAT-HELP. Black Hills Energy customers may opt out of the monthly charge by emailing eaoptout@blackhillsenergy.com.

Extraordinary gas cost recovery rider (EGCRR) The EGCRR recovers additional gas costs incurred during an extreme weather event in February 2021.

Gas cost adjustment (GCA) commodity cost The GCA commodity cost recovers costs associated with the cost of natural gas purchased to serve customers. These costs are passed through to customers dollar-for-dollar.

Gas cost adjustment (GCA) storage cost The GCA storage cost is a cost associated with storing natural gas for specific natural gas customers on the western slope of Colorado. These costs are passed through to customers dollar-for-dollar.

Gas cost adjustment (GCA) upstream cost The GCA upstream cost recovers costs associated with reserving space in third-party owned pipelines to move natural gas from the point of purchase to the customer. These costs are passed through to customers dollar-for-dollar.

General rate schedule adjustment (GRSA) volumetric charge The GRSA is calculated as a percentage of the volumetric charge to reflect an increase or decrease to base rates. The GRSA does not apply to the charges determined by the GCA, DSMCA, SSIR or EGCRR.

General rate schedule adjustment (GRSA) customer charge The GRSA is calculated as a percentage of the monthly customer charge to reflect an increase or decrease to base rates. The GRSA does not apply to the charges determined by the DSMCA, BHEAP or EASBC.

Low-income program funding fee The Black Hills Energy Affordability Program (BHEAP) charge is a monthly charge required by the PUC to fund BHEAP, which provides energy assistance to eligible residential low-income customers in Colorado.

System safety and integrity rider (SSIR) The SSIR recovers costs associated with investments in pipeline repair and replacements to bolster the safety and integrity of natural gas infrastructure.

Volumetric charge This variable charge is billed based on the customer's usage. The volumetric charge is designed to collect all other (non-customer service-related) costs incurred by the company.

Important Information

If you're struggling to pay your utility bills, you might qualify for exemption from the Energy Assistance System Benefit Charge (EASBC) and be eligible for utility bill payment assistance. Please call 1-866-HEAT-HELP to see if you qualify.

Si tiene dificultades para pagar sus facturas de servicios públicos, es posible que califique para la exención del Cargo por Beneficio del Sistema de Asistencia de Energía (Energy Assistance System Benefit Charge - EASBC) y ser eligible para asistencia con el pago de servicios públicos. Por favor llame al 1-866-HEAT-HELP para ver si califica.



Account Number 933702299	Invoice Number 161227505	Bill Date Dec 1, 2022	Customer Service 1-800-741-4141	Payment Terms Net 30
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Previous Balance 26,508.76	Payments 24,692.68	Adjustments/Credits 0.00	Past Due Amount 1,816.08	Current Amount 1,266.37	Total Amount Due \$ 3,082.45
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St. Vrain Water Authority
PO BOX 70
Firestone, CO 80520

Payment Due Date Jan 1, 2023
Late Fee Eligible \$ 23,563.26
Late Payment Charge \$ 353.45

SUMMARY OF CHARGES AND CREDITS

(Billing activity up to and including Nov 30, 2022)

Recurring Charges	909.95
Total Customer Charges	909.95
Total Taxes and Surcharges	2.97
Late Payment Charge	353.45
Invoice Amount	1,266.37
Remaining Balance	1,816.08
Total Amount Due	\$ 3,082.45 \$2,729.00

Aging Balance Summary

Current	\$ 1,266.37
1 - 30	\$ 942.96
31 - 60	\$ 873.12
61 - 90	\$ 0.00
91 - 120	\$ 0.00
120+	\$ 0.00

Pay your invoice online by visiting www.comcastpaymentcenter.com

If paying by mail, please return this section with your payment

Account Number 933702299	Invoice Number 161227505	Payment Due Date Jan 1, 2023	Total Amount Due \$ 3,082.45	Amount Enclosed
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(For further information on how to pay please turn over)

St. Vrain Water Authority
PO BOX 70
Firestone, CO 80520

Comcast
PO Box 37601
Philadelphia, PA 19101-0601

How to Pay

For your convenience, Comcast Business accepts checks, credit card, and ACH payments.

Paying Online

For recurring or one-time payments, please visit comcastpaymentcenter.com.

Paying by Mail

Detach the payment slip and return it with your check or money order made payable to Comcast Business in the envelope provided. Make sure to include the check details on the reverse side of the payment slip. Please allow 7-10 business days for processing.

Change in Customer Details?

For any change in customer details, including address, billing arrangements, or reporting requirements, please let us know by calling 1-800-741-4141.

Please note that any billing dispute regarding this invoice must be submitted to Comcast within the time period specified in your customer agreement.

**Business Voice and Trunk Services are provided by Comcast IP Phone, LLC.
Any issues with these services can be addressed by contacting us at (877) 543-3961
Unless noted otherwise in the Service Details section of this bill, all other services on this bill are provided by Comcast Business Communications, LLC.**

Account Statement

Our advanced solutions will help your business fuel innovation, improve efficiencies, and create memorable interactions with customers. If you have any questions about your services, or to learn more about our full suite of products, please call us at the phone number listed at the top of page one.

Is your business moving to a new location soon? If so, please be sure to notify us at least 60 calendar days in advance of your relocation in order to avoid service interruptions. Call us at the phone number at the top of page one of this invoice, and we'll be happy to assist you with any changes to your account.

Attention Business Trunk Customers:

Did you know you can turn off your International Long Distance (ILD) to prevent fraud? If you would like to make any changes to your Trunking service, please call 1-877-543-3961.

Payments

Date	Method of Payment	Invoice Number	Amount
Nov 12, 2022	Check	Multiple	2,002.54
Nov 29, 2022	Check	156834032	22,690.14
Total			24,692.68

Summary of Charges

Local Billing Reference Number:

Recurring Charges	909.95
Total Customer Charges	909.95

Taxes, Surcharges, and Fees

State Taxes and Surcharges	
Sales Tax (State)	1.01
Total State Taxes and Surcharges	1.01
County Taxes and Surcharges	
Sales Tax (County)	0.73
Total County Taxes and Surcharges	0.73
City Taxes and Surcharges	
Sales Tax (City)	1.23
Total City Taxes and Surcharges	1.23
Total Taxes and Surcharges	2.97

Service Summary

Ethernet Dedicated Internet	
Recurring Charges	875.00
Total Ethernet Dedicated Internet	875.00
Ethernet Equipment Fee	
Recurring Charges	34.95
Total Ethernet Equipment Fee	34.95
Total Charges	909.95

Service Details

Ethernet Dedicated Internet : 60.VLXP.084185..CBCL..

Location A: 6211 ZINNIA AVE, Firestone, CO

Summary of Charges

Service Charges

Recurring Charges	875.00
Total Service Charges	875.00
Total Charges	875.00

Recurring Charges

Description	Date Range	Amount
Port - 60.KRGS.057448..CBCL.. - Gig E - FIBER	Dec 1, 22 to Dec 31, 22	
Bandwidth - 60.VLXP.084185..CBCL.. - 300 Mbps	Dec 1, 22 to Dec 31, 22	850.00
IPv4 Static Address Block /29 Qty: 1	Dec 1, 22 to Dec 31, 22	25.00
Total Recurring Charges		875.00

Service Details

Ethernet Equipment Fee : EQP-1000469976

Location A: 6211 ZINNIA AVE, Firestone, CO

Summary of Charges

Service Charges

Recurring Charges	34.95
Total Service Charges	34.95
Total Charges	34.95

Recurring Charges

Description	Date Range	Amount
Ethernet Equipment Fee	Dec 1, 22 to Dec 31, 22	34.95
Total Recurring Charges		34.95



Profiles

[< Back](#)

Invoice - SDA Annual Membership

Special District Association
225 E 16th Ave, Ste 1000 Denver CO 80203

St Vrain Water Authority
P. O. Box 70
Firestone, CO 80520

Please send check to:

Special District Association
225 E 16th Ave, Ste 1000
Denver, CO 80203

Pay By Check \$673.05

Membership Year: 2023
Invoice Date: 11/16/2022

25% Discount Applied

Renewals done by March 1st receive a 25% discount as long as payment is received by July 1st. If payment is not received by July 1st, the 25% discount is no longer valid. ALL RENEWALS DONE AFTER MARCH 1ST ARE NOT ELIGIBLE FOR DISCOUNT.

If payment is not received by July 1, the 25% discount is no longer valid and the district will need to pay 100% of the dues calculation.

Membership Dues

Budgeted Expenditures	\$547,199.00
Debt Service	\$0.00
Lease Purchase Agreements	\$0.00
Capital Outlay	\$0.00

Dues Calculation

Net Appropriated Expenditure	\$547,199.00
Dues for 2023	\$897.40
Applied Discount	\$224.35
Inactive according to Colorado Law	No

PLEASE PAY \$673.05

Phone: 303-863-1733 • Toll Free: 800-866-1733

225 E 16th Ave, Ste 1000 Denver, CO 80203

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Agenda Item 4(b)
Balance Sheet

St. Vrain Water Authority

Balance Sheet

As of December 7, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10.1010 - Checking	7,569.38
Total Bank Accounts	\$7,569.38
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Total Current Assets	\$7,569.38
TOTAL ASSETS	\$7,569.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Retained Earnings	56,090.61
Net Income	-48,521.23
Total Equity	\$7,569.38
TOTAL LIABILITIES AND EQUITY	\$7,569.38

Profit and Loss

St. Vrain Water Authority

Profit and Loss

January 1 - December 7, 2022

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
10.6010 - Office Supplies	792.78
10.6110 - Legal Fees	23,168.70
10.6115 - Contract Operations	17,381.93
10.6300 - Dues and Fees	1,275.62
Utilities	5,902.20
Total Expenses	\$48,521.23
NET OPERATING INCOME	\$ -48,521.23
NET INCOME	\$ -48,521.23

Agenda Item 4(c)

RESOLUTION 2022-08

ST. VRAIN WATER AUTHORITY
BOULDER, LARIMER AND WELD COUNTIES, COLORADO

A RESOLUTION OF THE ST. VRAIN WATER AUTHORITY CORRECTING CERTAIN LINE-ITEM ERRORS IN THE AUTHORITY'S ADOPTED 2023 BUDGET AND AUTHORIZING THE CORRECTED BUDGET TO BE FILED WITH THE DIVISION OF LOCAL GOVERNMENT

WHEREAS, on November 14, 2022, the Authority by Resolution 2022-06 adopted its Budget for calendar year 2023; and

WHEREAS, the Authority recently discovered that certain revenues were incorrectly identified in the 2021 Actual column in the adopted Budget as being operating revenues when in fact, those revenues are non-operating revenues; and

WHEREAS, the error did not affect the total anticipated revenues for the Authority for calendar year 2023 nor did it affect the amount of revenue that the Authority appropriated for expenditure in calendar year 2023; and

WHEREAS, the version of the adopted 2023 Budget attached hereto as **Exhibit A**, correctly identifies the Authority's operating and non-operating revenues for calendar year 2021; and

WHEREAS, the Authority's Board desires to file the attached corrected version of the Authority's adopted 2023 Budget with the Division of Local Government.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the St. Vrain Water Authority, Counties of Boulder, Larimer and Weld, Colorado, as follows:

Section 1. The attached corrected 2023 Budget is hereby approved, ratified and confirmed as being the Authority's 2023 Budget.

Section 2. It is hereby ordered and directed that the attached version of the Authority's 2023 Budget be filed with the Division of Local Government.

Section 3. This Resolution shall take effect and be enforced immediately upon its approval by the Board of Directors of the Authority.

The foregoing Resolution was approved and adopted this 12th day of December 2022.

ST. VRAIN WATER AUTHORITY

By: _____
Julie Svaldi, President

Attest:

David Lindsay, Secretary

EXHIBIT A

**St. Vrain Water Authority
Comparative Budget Statement
2023 Budget**

	2021 Actual	2022 Adopted Budget	2022 Year-End Forecasts	2023 Proposed Budget
<u>OPERATING REVENUES</u>				
Cash Contribution - Firestone	-	-	-	25,000.00
Cash Contribution - LTWD	-	-	-	5,000.00
Water Ops Base Charge - Firestone	-	291,935.83	115,248.53	348,544.17
Water Ops Base Charge - LTWD	-	58,387.17	23,049.71	69,708.83
Water Sales - Firestone	-	300,000.00	567.00	103,477.50
Water Sales - LTWD	-	-	-	-
<u>TOTAL OPERATING REVENUE</u>	\$ -	\$ 650,323.00	\$ 138,865.24	\$ 551,730.50
<u>OPERATING EXPENDITURES</u>				
<u>Administration</u>				
Salaries and Benefits	-	123.00	123.00	123.00
Office Supplies	72.00	650.00	100.00	100.00
Dues and Fees	90.00	100.00	3,149.74	3,307.00
Contract Services	21,220.57	287,000.00	120,594.00	319,720.00
Telephone System	-	-	3,500.00	-
Rate Study	-	-	-	35,000.00
Permit and Licensing	350.00	350.00	-	-
Other	-	-	-	-
Total Administration	\$ 21,732.57	\$ 288,223.00	\$ 127,466.74	\$ 358,250.00
<u>Facilities</u>				
Insurance	-	2,100.00	2,100.00	2,700.00
Utilities	-	50,000.00	7,731.50	42,503.00
Grounds Maintenance	-	10,000.00	1,000.00	10,000.00
Building/Facility Maintenance	-	-	-	4,800.00
Total Facilities	\$ -	\$ 62,100.00	\$ 10,831.50	\$ 60,003.00
<u>Operations and Maintenance</u>				
Chemicals	-	300,000.00	35,000.00	120,000.00
Utilities	-	-	1,991.00	8,946.00
Equipment Maintenance	-	-	-	-
Equipment Purchases	-	-	-	-
Total Operations and Maintenance	\$ -	\$ 300,000.00	\$ 36,991.00	\$ 128,946.00
<u>TOTAL OPERATING EXPENSES</u>	\$ 21,732.57	\$ 650,323.00	\$ 175,289.24	\$ 547,199.00
<u>OPERATING GAIN (LOSS)</u>	(21,732.57)	\$ -	(36,424.00)	\$ 4,531.50
<u>NON-OPERATING REVENUES</u>				
Subscription Fee - LTWD	287,361.00	-	-	-
Total Non Operating Revenue	\$ 287,361.00	\$ -	\$ -	\$ -
<u>NON-OPERATING EXPENSES</u>				
Repayment of Capital Contributions	-	-	217,969.00	-
Total Non-Operating Expenses	\$ -	\$ -	\$ 217,969.00	\$ -
<u>NON-OPERATING NET GAIN (LOSS)</u>	\$ 287,361.00	\$ -	\$ (217,969.00)	\$ -
Fund Balance, Beginning of Year	\$ -	\$ 265,628.43	\$ 265,628.43	\$ 11,235.43
Fund Balance, End of Year	\$ 265,628.43	\$ 265,628.43	\$ 11,235.43	\$ 15,766.93

2023 Budget Showing Correction

**St. Vrain Water Authority
Comparative Budget Statement
2023 Budget**

Approved 2023 Budget
with incorrect 2021 Actual

	2021 Actual	2022 Adopted Budget	2022 Year-End Forecasts	2023 Proposed Budget
<u>OPERATING REVENUES</u>				
Cash Contribution - Firestone	-	-	-	25,000.00
Cash Contribution - LTWD	-	-	-	5,000.00
Water Ops Base Charge - Firestone	287,361.00	291,935.83	115,248.53	348,544.17
Water Ops Base Charge - LTWD	-	58,387.17	23,049.71	69,708.83
Water Sales - Firestone	-	300,000.00	567.00	103,477.50
Water Sales - LTWD	-	-	-	-
<u>TOTAL OPERATING REVENUE</u>	\$ 287,361.00	\$ 650,323.00	\$ 138,865.24	\$ 551,730.50
<u>OPERATING EXPENDITURES</u>				
<u>Administration</u>				
Salaries and Benefits	-	123.00	123.00	123.00
Office Supplies	72.00	650.00	100.00	100.00
Dues and Fees	90.00	100.00	3,149.74	3,307.00
Contract Services	21,220.57	287,000.00	120,594.00	319,720.00
Telephone System	-	-	3,500.00	-
Rate Study	-	-	-	35,000.00
Permit and Licensing	350.00	350.00	-	-
Other	-	-	-	-
Total Administration	\$ 21,732.57	\$ 288,223.00	\$ 127,466.74	\$ 358,250.00
<u>Facilities</u>				
Insurance	-	2,100.00	2,100.00	2,700.00
Utilities	-	50,000.00	7,731.50	42,503.00
Grounds Maintenance	-	10,000.00	1,000.00	10,000.00
Building/Facility Maintenance	-	-	-	4,800.00
Total Facilities	\$ -	\$ 62,100.00	\$ 10,831.50	\$ 60,003.00
<u>Operations and Maintenance</u>				
Chemicals	-	300,000.00	35,000.00	120,000.00
Utilities	-	-	1,991.00	8,946.00
Equipment Maintenance	-	-	-	-
Equipment Purchases	-	-	-	-
Total Operations and Maintenance	\$ -	\$ 300,000.00	\$ 36,991.00	\$ 128,946.00
<u>TOTAL OPERATING EXPENSES</u>	\$ 21,732.57	\$ 650,323.00	\$ 175,289.24	\$ 547,199.00
<u>OPERATING GAIN (LOSS)</u>	265,628.43	\$ -	(36,424.00)	\$ 4,531.50
<u>NON-OPERATING REVENUES</u>				
Misc.	-	-	-	-
Total Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -
<u>NON-OPERATING EXPENSES</u>				
Repayment of Capital Contributions	-	-	217,969.00	-
Total Non-Operating Expenses	\$ -	\$ -	\$ 217,969.00	\$ -
<u>NON-OPERATING NET GAIN (LOSS)</u>	\$ -	\$ -	\$ (217,969.00)	\$ -
Fund Balance, Beginning of Year	\$ -	\$ 265,628.43	\$ 265,628.43	\$ 11,235.43
Fund Balance, End of Year	\$ 265,628.43	\$ 265,628.43	\$ 11,235.43	\$ 15,766.93

St. Vrain Water Authority
Comparative Budget Statement
2023 Budget

2023 Budget
with correction to 2021 Actual

	2021 Actual	2022 Adopted Budget	2022 Year-End Forecasts	2023 Proposed Budget
<u>OPERATING REVENUES</u>				
Cash Contribution - Firestone	-	-	-	25,000.00
Cash Contribution - LTWD	-	-	-	5,000.00
Water Ops Base Charge - Firestone	-	291,935.83	115,248.53	348,544.17
Water Ops Base Charge - LTWD	-	58,387.17	23,049.71	69,708.83
Water Sales - Firestone	-	300,000.00	567.00	103,477.50
Water Sales - LTWD	-	-	-	-
<u>TOTAL OPERATING REVENUE</u>	\$ -	\$ 650,323.00	\$ 138,865.24	\$ 551,730.50
<u>OPERATING EXPENDITURES</u>				
<u>Administration</u>				
Salaries and Benefits	-	123.00	123.00	123.00
Office Supplies	72.00	650.00	100.00	100.00
Dues and Fees	90.00	100.00	3,149.74	3,307.00
Contract Services	21,220.57	287,000.00	120,594.00	319,720.00
Telephone System	-	-	3,500.00	-
Rate Study	-	-	-	35,000.00
Permit and Licensing	350.00	350.00	-	-
Other	-	-	-	-
Total Administration	\$ 21,732.57	\$ 288,223.00	\$ 127,466.74	\$ 358,250.00
<u>Facilities</u>				
Insurance	-	2,100.00	2,100.00	2,700.00
Utilities	-	50,000.00	7,731.50	42,503.00
Grounds Maintenance	-	10,000.00	1,000.00	10,000.00
Building/Facility Maintenance	-	-	-	4,800.00
Total Facilities	\$ -	\$ 62,100.00	\$ 10,831.50	\$ 60,003.00
<u>Operations and Maintenance</u>				
Chemicals	-	300,000.00	35,000.00	120,000.00
Utilities	-	-	1,991.00	8,946.00
Equipment Maintenance	-	-	-	-
Equipment Purchases	-	-	-	-
Total Operations and Maintenance	\$ -	\$ 300,000.00	\$ 36,991.00	\$ 128,946.00
<u>TOTAL OPERATING EXPENSES</u>	\$ 21,732.57	\$ 650,323.00	\$ 175,289.24	\$ 547,199.00
<u>OPERATING GAIN (LOSS)</u>	(21,732.57)	\$ -	(36,424.00)	\$ 4,531.50
<u>NON-OPERATING REVENUES</u>				
Subscription Fee - LTWD	287,361.00	-	-	-
Total Non Operating Revenue	\$ 287,361.00	\$ -	\$ -	\$ -
<u>NON-OPERATING EXPENSES</u>				
Repayment of Capital Contributions	-	-	217,969.00	-
Total Non-Operating Expenses	\$ -	\$ -	\$ 217,969.00	\$ -
<u>NON-OPERATING NET GAIN (LOSS)</u>	\$ 287,361.00	\$ -	\$ (217,969.00)	\$ -
Fund Balance, Beginning of Year	\$ -	\$ 265,628.43	\$ 265,628.43	\$ 11,235.43
Fund Balance, End of Year	\$ 265,628.43	\$ 265,628.43	\$ 11,235.43	\$ 15,766.93

Agenda Item 5(a)

2020 Audited Financials

**TOWN OF FIRESTONE
ST. VRAIN WATER AUTHORITY
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET AND ACTUAL
Year Ended December 31, 2020**

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Charges for Services	\$ 234,667	\$ 234,667	\$ 60,000	\$ (174,667)
Intergovernmental	50,000	50,000	-	(50,000)
Total Revenues	<u>284,667</u>	<u>284,667</u>	<u>60,000</u>	<u>(224,667)</u>
EXPENDITURES				
General Government	104,400	104,400	51,569	52,831
Total Expenditures	<u>104,400</u>	<u>104,400</u>	<u>51,569</u>	<u>52,831</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>180,267</u>	<u>180,267</u>	<u>8,431</u>	<u>(171,836)</u>
NET CHANGE IN FUND BALANCE	<u>\$ 180,267</u>	<u>\$ 180,267</u>	8,431	<u>\$ (171,836)</u>
FUND BALANCE AT BEGINNING OF YEAR			<u>-</u>	
FUND BALANCE AT END OF YEAR			<u>\$ 8,431</u>	

2021 Audited Financials

**TOWN OF FIRESTONE
OTHER SUPPLEMENTARY INFORMATION
COMBINING STATEMENT OF NET POSITION
NON-MAJOR PROPRIETARY FUND
December 31, 2021**

	<u>St Vrain Water Authority</u>
CURRENT ASSETS	
Cash and Investments	\$ <u>278,782</u>
Total Current Assets	<u>278,782</u>
 CURRENT LIABILITIES	
Accounts Payable	<u>223,210</u>
Total Current Liabilities	<u>223,210</u>
 NET POSITION	
Unrestricted	<u>55,572</u>
Total Net Position	<u>\$ 55,572</u>

**TOWN OF FIRESTONE
OTHER SUPPLEMENTARY INFORMATION
COMBINING STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
NON-MAJOR PROPRIETARY FUND
Year Ended December 31, 2021**

	<u>St Vrain Water Authority</u>
OPERATING REVENUES	
Charges for Services	<u>\$ 287,361</u>
Total Operating Revenues	<u>287,361</u>
 OPERATING EXPENSES	
Administration	<u>240,220</u>
Total Operating Expenses	<u>240,220</u>
 OPERATING INCOME (LOSS)	 <u>47,141</u>
 CHANGE IN NET POSITION	 47,141
 NET POSITION - BEGINNING OF YEAR	 <u>8,431</u>
 NET POSITION - END OF YEAR	 <u><u>\$ 55,572</u></u>

TOWN OF FIRESTONE
OTHER SUPPLEMENTARY INFORMATION
COMBINING STATEMENT OF CASH FLOWS
NON-MAJOR PROPRIETARY FUNDS
Year Ended December 31, 2021

	Business-Type Activities
	St Vrain Water Authority
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Received from Customers	\$ 297,361
Cash Paid to Suppliers	(18,642)
Net Cash Provided by Operating Activities	278,719
Net Increase in Cash and Cash Equivalents	278,719
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	63
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 278,782
RECONCILIATION OF OPERATING INCOME TO	
NET CASH FROM OPERATING ACTIVITIES	
Operating Income	\$ 47,141
Adjustments to Reconcile Operating Income to Net Cash Flows from Operating Activities	
(Increase) Decrease in Accounts Receivable	10,000
Increase (Decrease) in Accounts Payable	221,578
	221,578
NET CASH FLOWS FROM OPERATING ACTIVITIES	\$ 278,719

**TOWN OF FIRESTONE
OTHER SUPPLEMENTARY INFORMATION
ST VRAIN WATER AUTHORITY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION -
BUDGET AND ACTUAL (NON GAAP BUDGETARY BASIS)
Year Ended December 31, 2021**

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Charges for Services	\$ 287,361	\$ 287,361	\$ 287,361	\$ -
Intergovernmental	26,400	26,400	-	(26,400)
Total Revenues	<u>313,761</u>	<u>313,761</u>	<u>287,361</u>	<u>(26,400)</u>
EXPENDITURES				
General Government	196,770	262,700	240,220	22,480
Total Expenditures	<u>196,770</u>	<u>262,700</u>	<u>240,220</u>	<u>22,480</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>116,991</u>	<u>51,061</u>	<u>47,141</u>	<u>(3,920)</u>
NET CHANGE IN FUND BALANCE	<u>\$ 116,991</u>	<u>\$ 51,061</u>	47,141	<u>\$ (3,920)</u>
FUND BALANCE AT BEGINNING OF YEAR			<u>8,431</u>	
FUND BALANCE AT END OF YEAR			<u>\$ 55,572</u>	

Agenda Item 5(b)

RESOLUTION 2023-

ST. VRAIN WATER AUTHORITY
BOULDER, LARIMER AND WELD COUNTIES, COLORADO

A RESOLUTION OF THE ST. VRAIN WATER AUTHORITY DESIGNATING THE AUTHORITY'S OFFICIAL RECORDS CUSTODIAN AND ADOPTING A POLICY FOR RESPONDING TO OPEN RECORDS REQUESTS

WHEREAS, the St. Vrain Water Authority (“Authority”) is a quasi-municipal corporation and political subdivision of the State of Colorado established pursuant to the St. Vrain Water Authority Establishing Contract dated April 24, 2019 (“Establishing Contract”) entered into by and between the Town of Firestone and the Little Thompson Water Authority (“Water Authority” and collectively the “Members”); and

WHEREAS, pursuant to the Establishing Contract and C.R.S. 29-1-204.2, the Authority’s Board of Directors (“Board”) is charged with conducting the business and affairs of the Authority; and

WHEREAS, the Board is expressly authorized to adopt regulations and by implication, policies and procedures with respect to the exercise of its powers and for carrying out the purposes of the Authority; and

WHEREAS, the Authority has determined that it is necessary and in the best interest of the Authority to designate an official records custodian and adopt policies on responding to Open Records Requests; and

WHEREAS, the Board of Directors fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of Authority records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (“CORA”), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and

WHEREAS, it is the policy of the Authority that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and

WHEREAS, public records are defined by CORA as all writings made or maintained by the Authority, including email correspondence regardless of the format or medium of the records, subject to certain exceptions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the St. Vrain Water Authority, Counties of Boulder, Larimer and Weld, Colorado, as follows:

Section 1. Official Records Custodian.

(a) The Authority's Secretary is hereby designated as the Official Records Custodian ("Records Custodian") responsible for the maintenance, care and keeping of all records of the Authority, except as provided herein.

(b) The Records Custodian shall have the authority to designate such agents as he/she shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

Section 2. Policy on Responding to Open Records Request. The following are general policies concerning the release of public records:

(a) All public records of the Authority shall be open for inspection at the times designated herein, unless prohibited by the provisions of CORA or policies adopted by the Board of Directors in conformance with CORA.

(b) Upon receipt, all requests by a citizen, entity or federal or state agency, Authority member, subpoena, administrative or court order or other legal process to inspect and/or copy any Authority record (collectively referred to a "Records Request") shall immediately be sent to the Authority's Records Custodian.

(c) Every Records Request shall be submitted to the Authority's Records Custodian in writing and be specific as to the information desired. If any question arises as to the propriety of fully complying with a Records Request, the Records Custodian shall immediately forward it to the Authority's legal counsel.

(d) The Authority's legal counsel shall determine the Authority's obligations under applicable federal and/or state law. If the Authority is permitted to comply with the Records Request in whole or in part, the Authority's legal counsel will so notify the Authority's Records Custodian, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable federal or state law.

(e) If the Authority's legal counsel determines the Authority in the exercise of its discretion should not or is not permitted by federal or state law to comply with the Records Request in either whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

(f) Pursuant to CORA, all records must be made available for inspection within three (3) working days unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within the statutory period. The Records Custodian may set the time during normal office hours and the place for records to be inspected and require that the Records Custodian or a delegated employee be present while the records are examined.

Inspection of the Authority's public records shall be made, where permitted by law, during normal business hours Monday through Friday, except on holidays, or at an hour specifically set by the Records Custodian for each particular request for inspection.

(g) A public record stored in a digital format that is neither searchable nor sortable will be provided in such digital format. Public records stored in a digital format that is searchable and/or sortable will be provided in such digital format, unless: (1) the public record is in a searchable or sortable format and producing the record in the requested format would violate the terms of any copyright or licensing agreement between the Authority and a third party; (2) producing the record would result in the release of a third party's proprietary information; (3) after making reasonable inquiries, it is not technologically or practically feasible to provide a copy of the record in a searchable or sortable format; or (4) if the Records Custodian would be required to purchase software or create additional programming functionality in its existing software to remove the propriety or protected information. Altering an existing digital public record, or excising fields of information that the Records Custodian is either required or permitted to withhold under this subsection, does not constitute the creation of a new public record under Section (2)(h)(iv) of this Resolution.

(h) The Records Custodian may charge the following fees (collectively, the "Fees") for responding to a Records Request:

(i) Printouts, photographs, and copies, when requested, will be provided at a cost of twenty-five cents (\$0.25) per standard page, and at the actual costs of production for any non-standard page ("Copying Fee"). A standard page shall mean an 8.5-inch by 11-inch black and white copy.

(ii) When it is impractical to make the copy, printout, or photograph of the requested record at the place where the record is kept, the Records Custodian may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities and the cost of providing the requested records will be paid by the person making the request ("Outside Copying Fee").

(iii) If a copy, printout, or photograph of a public record is necessary or requested to be provided in a format other than a standard page, the costs will be assessed at the actual cost of production ("Production Fee").

(iv) If data must be manipulated in order to generate a record in a form not otherwise used by the Authority, such data manipulation will be assessed at the actual costs to the Authority ("Manipulation Fee"); however, the Authority is in no way obligated to generate a record that is not otherwise kept, made, or maintained by the Authority.

(v) The cost for transmitting the requested records will be charged at the actual cost of such delivery ("Transmission Fee"). Transmission Fees will not be charged for transmitting any record via electronic mail, when requested.

(vi) When the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than: one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty-three dollars and fifty-eight cents (\$33.58) per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council, whichever is greater (“Research and Retrieval Fee”).

(vii) If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the Authority may charge the actual costs of creating a privilege log identifying the privileged records (“Privilege Fee”). If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

(i) If the estimated Fees to produce the records will exceed three-hundred dollars (\$300), the Authority may require a thirty percent (30%) deposit of the estimated Fees prior to commencing work to produce the records. Payment of the remainder of the Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies.

(j) No person shall be permitted to inspect or copy any records of the Authority if, in the opinion of the Records Custodian after consultation with the Authority’s legal counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

Section 3. Severability. If any part, section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Section 4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board of Directors of the Authority.

The foregoing Resolution was approved and adopted this ____ day of _____, 2023.

ST. VRAIN WATER AUTHORITY

By: _____
Julie Svaldi, President

Attest:

David Lindsay, Secretary