

***Subject to approval at the
December 11, 2018
City Council Meeting***

CITY OF LA JUNTA)
COUNTY OF OTERO) SS
STATE OF COLORADO)

A Regular Meeting of the Board of Utilities Commissioners of the City of La Junta, Colorado, was called to order by Chairman Lorenz Sutherland on Tuesday, November 13, 2018, at 4:00 p.m. in the Power Board Room of the Municipal Building.

Roll was called and the following Board Members were present:

Present Jim Goodwin, Commissioner
 Jeffri Pruyn, Mayor
 P. Lorenz Sutherland, Chairman

Absent: Mike Bourget, Commissioner
 Frank McKenzie, Vice-Chairman

Also present: Rick Klein, City Manager
 Bill Jackson, Asst. City Manager
 Phil Malouff Jr., City Attorney
 Melanie Scofield, City Clerk
 Tom Seaba, Director of Water/Wastewater
 Rick Gumke, Line Crew Chief
 Darren Adame, Director of Engineering
 Aliza Libby-Tucker, Director of Finance
 Elaine McIntyre, Council Member
 Kathy DelRio, La Junta
 Bette McFarren, Tribune Democrat

MINUTES OF PREVIOUS MEETING

Chairman Sutherland asked if there were any corrections to the minutes of the Regular Meetings of September 11, 2018 and October 9, 2018. Hearing none, he declared both sets of minutes approved as published.

CITIZEN PARTICIPATION

1. There was no citizen participation.

REPORTS

A. Water & Wastewater Treatment. Tom Seaba gave the following report:

1. R.O. Plant
 - Measuring static and drawdown levels on wells. To be completed this week.
 - Quarterly tank inspections completed.
 - Winterized wells and booster stations.
 - Placing signs delineating Source Water Protection areas.
2. Distribution
 - Continue working with contractors at Primary School and Lewis Bolt & Nut construction.
 - Completed new service for cemetery shops.
 - Began working with state agency with ISO Community Hazard Mitigation on flow testing hydrants to fulfill insurance requirements.
 - Service and hydrant repairs.
 - Two employees to Colorado Distribution & Collection Systems Short School in Loveland.

3. Wastewater

- WFI completed work on collection lines in the Industrial Park. Removed an incredible amount of debris (grit, roots, golf balls, you name it) but the lines are in good shape.
- New Rain Sentry inserts installed. Several manhole rings and lids replaced.
- Industrial pre-treatment effluent testing completed.
- Treated 31.62 million gallons. Removed 20 ft³ of screenings and 38 ft³ of grit.
- Jetted 3,161 feet of main in emergency calls and completed annual jetting program (west side of city) on 08/18/18.
- New plant rated at 77% complete.

4. All Departments

- New cab/chassis for crane truck received 11/13/18.
- Thanks to Darren Adame and crew for initiating the clean-up of King Arroyo. Water level drop has assisted Moltz in effluent pipe work.
- Meghan Yergert was featured in an article highlighting women in the water industry on the industry website Water Online.

B. Power Distribution. Rick Gumke gave the following report in Reuben's absence:**1. Line Crew**

- Helped service man with cut-offs on ease side, had 23 cut-offs.
- Finishing up on ripping the trees out under our 69 line on Jackson.
- Doing maintenance on LP52-2.
- Changing poles out from 7th to 8th on Colorado and Santa Fe.
- Setting transformers at Lewis Anchor Plant and running underground to them.
- Set new pole behind 714 Colorado and transformer for underground service.
- Helped service man with lights at High School parking lot.
- Still reading meters.
- Hooked up two house services on 13 E. 8th and 1418 Grace.
- Working on new electric trailer to be rented out, we will then have two trailers.
- Hooked up electric trailer at Veteran's ball field.
- Trenched line in for R.O. Plant electric gate.
- Cleaned trucks for annual inspection.
- Put up Christmas lights downtown, on the highway and at City Hall.
- Helped service man with west side cut-offs, had 11 cut-offs.
- Helped with new underground service to R.O. Plant new electric gate.
- Training on the new GIS mapping system.

C. Power Plant. Bill Jackson gave the following report:

1. Preliminary drawings were handed out. We continue to make progress. A more comprehensive plan should be ready by the first of the year.

BOARD OF UTILITIES COMMISSIONERS – November 13, 2018

D. Sanitation. Darren Adame gave the following report:

1. October report.

	Month to Date	Month to Date	Over/Under	Year to Date	Year to Date	Over/Under
October 2018	2018	2017	Month	2018	2017	Year
Special Pickups	2	4	(2)	38	75	(37)
40 Yd Box Service	19	8	11	145	146	(1)
20 Yd Box Service	5	10	(5)	89	91	(2)
Overages on Boxes	8	0	8	47	0	47
Containers from Shop	1	2	(1)	12	25	(13)
Compactor Box Service	4	2	2	34	36	(2)
New Dumpsters Rent	0	0	0	10	12	(2)
New 40 Yd Box Rent	1	1	0	27	28	(1)
New 20 Yd Box Rent	1	4	(3)	40	27	13
Bagster	0	0	0	1	0	1
Residential Accounts	2586	2569	17	2576	2610	(34)
Commercial Accounts	1112	1122	(10)	1117	1130	(13)
Municipal Accounts	87	86	1	88	85	2

NEW BUSINESS

A. A Resolution Recommending to City Council the Adoption of the 2019 Proposed Budget for the Electric Fund, Water Fund, Sewer Fund and Sanitation Fund. Resolution No. RUB-3-2018 was presented for the Board's consideration as follows:

WHEREAS, the proposed budget for the City of La Junta for 2019 has been prepared in conformance with the La Junta City Charter; and

WHEREAS, the Board of Utilities Commissioners has reviewed the proposed budget for the Electric Fund, Water Fund, Sewer Fund, and Sanitation Fund over which the Board of Utilities Commissioners has review and authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF UTILITIES COMMISSIONERS OF THE CITY OF LA JUNTA THAT THE PROPOSED 2019 BUDGET FOR INCOME AND EXPENDITURES FOR ALL FUNDS BE RECOMMENDED TO THE CITY COUNCIL FOR THE COUNCIL'S CONSIDERATION AND ADOPTION:

1. Electric Fund	-	\$ 12,634,100
2. Water Fund	-	\$ 3,954,800
3. Sewer Fund	-	\$ 7,540,000
4. Sanitation Fund	-	\$ 1,038,800

MOTION TO ADOPT RESOLUTION NO. RUB-3-2019: Goodwin

SECOND: Pruyn

DISCUSSION: There was no discussion

VOTE: The motion carried 3-0 (Bourget, McKenzie absent)

B. A Resolution concerning Utility Policies – Meter Deposits/Hook Ups. Resolution No. RUB-4-2018 was presented for the Board's consideration as follows:

WHEREAS, the Board of Utility Commissioners has authorized the creation and use of policies for management of the City Utility Department; and

WHEREAS, the City Council has approved and adopted these policies.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF UTILITY COMMISSIONERS OF THE CITY OF LA JUNTA, as follows:

SECTION 1: Section 2.13(a) is repealed in its entirety

SECTION 2: Section 2.13(a) of the Utility Policy is amended as follows:

A. **METER DEPOSITS:** All new customers requesting utility services from the City system will be required to pay a deposit against future services. No deposits will be waived.

1) The initial residential deposit shall be \$300.00.

2) For residential customers residing in governmentally owned properties, the "Government-Owned Residential" Rate shall be \$100.00

3) The deposit for commercial customer shall be the total of the previous occupant's bill for three months. If the commercial customer did not previously exist, the deposit shall be determined by the collection supervisor after consultation with the electric and water superintendent.

B. Payment of deposit payments may be spread over three months as may be approved by the Director of Finance.

SECTION 3: A new Section 4.3 of the Utility Policy is enacted to include the following provisions:

4.3 LEASE PROVISIONS AS A REQUIREMENT FOR HOOK-UP:

A. Every non-owner shall be required to provide a copy of the written lease, as a condition to eligibility to hook up any City utilities.

B. The following lease provisions are required to be included in the lease before any tenant is authorized to have utilities hooked up.

1. The lease must be signed by both the landlord and tenant.

2. Within the lease, the Tenant must grant permission to the City to allow a copy of any sent cut-off notice or other billing information to be sent to the landlord.

3. The lease must name all tenants (adults and children) who will live on premises.
4. The lease must be signed by all adults living on the premises.
5. In the event of non-payment by the Tenant, the City should send confirmation to a respective landlord of the landlord's liability for unpaid water bills (pursuant to current ordinance).

- C. The City will not provide a "form lease" nor provide any legal advice to the landlord or the tenant other than to provide a copy of this policy (if requested).

SECTION 4: The effective date of these changes in policy shall be January 1, 2019.

MOTION TO ADOPT RESOLUTION NO. RUB-4-2018: Pruyn

SECOND: Goodwin

DISCUSSION: There was no discussion

VOTE: The motion carried 3-0 (Bourget, McKenzie absent)

C. A Resolution Concerning Utility Policies – Sanitation Containers. Resolution No. RUB-5-2018 was presented for the Board's consideration as follows:

WHEREAS, the Board of Utility Commissioners has authorized the creation and use of policies for management of the City Utility Department; and

WHEREAS, the City Council has approved and adopted these policies.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF UTILITY COMMISSIONERS OF THE CITY OF LA JUNTA, as follows:

SECTION 1: Section 32.1 is repealed in its entirety.

SECTION 2: A new section 32.1 is enacted as follows:

32.1(a) Container Requirements: Only City issued or approved containers will be serviced. All Residential customers are required to use a city issued tote(s).

32.1(b) All recycle customers are required to use recycle approved containers.

32.1(c) All City issued tote(s) are required to be removed from street curb back to the residence within 24 hours after scheduled service day to prevent obstruction to pedestrians, bicyclist or vehicular traffic.

32.1(d) All recycle tote(s) and containers are required to be removed from street curb back to the residence within 24 hours after scheduled service day to prevent obstruction to pedestrians, bicyclist or vehicular traffic.

32.1(e) In the case of multi-family structures with more than two dwelling units, a dumpster may be used in lieu of multiple totes. The option of using a dumpster(s) shall be at the discretion of the City.

SECTION 3: The effective date of these changes in policy shall be December 1, 2018.

MOTION TO ADOPT RESOLUTION NO. RUB-5-2018: Goodwin

SECOND: Pruyn

DISCUSSION: There was no discussion

VOTE: The motion carried 3-0 (Bourget, McKenzie absent)

D. City Manager’s Comments.

1. Thanked all supervisors for the accomplishments made this year. Aliza working on the efficiency of the accounting program, Darren with his work on GIS, Bill with the C.O.R.E. building and Tom with the WWTP project. These items will push the City of La Junta forward.

E. City Attorney’s Comments.

1. Always a pleasure and privilege to be here.

F. Governing Body’s Comments.

1. There were no governing body comments.

There being no further business, the meeting adjourned at 4:37 p.m.

CITY OF LA JUNTA

ATTEST:

P. Lorenz Sutherland, Chairman

Melanie R. Scofield, City Clerk