



# EAST BOULDER COUNTY WATER DISTRICT

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## Board of Directors Regular Meeting

St. Ambrose Episcopal Church

12 DECEMBER 2011

The meeting was called to order by Mark Johns at 4:05 PM. Those in attendance were the board members (Rick Moeller, Lynne Deane and Bob Champ), Water System Operator Peter O'Brien (representative from Boulder Water Well) and IT Consultant Nick Bennett (principal of JNB Services, LLC). Dick Winters and Frank Hauke were also present as consultants and retiring operators. Mary Wagner (Bookkeeper) was also present. Bill Hofgard (possible board member) was also present.

### PUBLIC COMMENTS

Bill stated that he was interested in becoming a board member. It was discussed that no particular knowledge of the district was needed in order to become a board member as we hire out the legal, engineering, operation, maintenance and computer skills necessary to operate the district. Bill can be appointed to the board and then become an elected member after the spring election. The board is discussing offering the position to Bill.

### SECRETARY'S REPORT

The minutes of the 14 November 2011 meeting were discussed. Mark Johns made the motion that we approve the minutes of the 14 November 2011 meeting. Rick Moeller seconded the motion, which was approved unanimously.

### REPORTS FROM CONSULTANTS AND COMMITTEES

#### FINANCE REPORT

Mary Wagner had e-mailed the financial packet to the board (Balance Sheet, P&L Budget vs. Actual, P&L YTD comparisons and the Transaction Report). Mary also e-mailed a Construction Transaction Expenses Report and the usage comparison spreadsheet.

Three invoices were paid to McLaughlin Water Engineers. It was decided to check with Terry Kenyon and release the amount withheld from Blanco.

Mary presented the transactions for the month and the transactions were reviewed and approved by the Board.

The budget remains on target year to date and the water revenue exceeded the budget for the year.

#### OPERATIONS REPORT (BOULDER WATER WELL – PETER O'BRIEN)

Date	Service
11/23/11	Corrected reading errors; swept pump house; tested V60
11/29/11	Locked meter at 292 Paragon
11/30/11	Meter Readings
12/02/11	Unlocked at 292 Paragon and tested meter
12/08/11	E-Coli – 7274 Panorama Cl2 Free=.53

The meter at 292 Paragon is now hooked in and operative. Initial reading was somewhat problematic but will be monitored. Meter reading went reasonably well with some reading errors because of a letter being omitted from the meter S/N. Meters were read from the truck and took about 20 minutes. It was noted that if the Cl<sub>2</sub> level drops below .2 ppm at the storage tank we must report it to Lafayette. We have never been this low on incoming water. Peter noted that the October readings are still trying to be located.

**WINTERS/HAUKE STATUS REPORT - DECEMBER 2011**

- We put in 1.5 hrs monitoring, 1.5 hrs maintaining the system from November 11 thru December 5, 2011.
- We did an outline hydrant on November 18 at 7225 Empire Drive. Color was clear; cl was 0.05 mg/l before flushing then 0.11 mg/l after flushing.
- Frank worked on removing the lock at 292 Paragon Drive.

**WEBSITE*****General IT Consulting Activities***

- 1) Website Maintenance
  - a) Posted the November Minutes.
  - b) Posted the 2012 Budget documents. Several of the updated signed documents will need to be scanned and posted.
- 2) IT Maintenance
  - a) Normal system maintenance was performed: scanned for viruses, updated Firefox.
  - b) Ensured Carbonite backup was completed.
  - c) Updated the letterhead to the current directors.

**UNFINISHED BUSINESS****REMOTE METER READING AND REMOTE MONITORING**

- 1) Preparation for Sensus training scheduled for December 19-21, 2011 and the District's billing software interface requirements:
  - a) Received contact information for Sensus person from Dana Kepner. Worked with John Stroup on what would be covered in the training, by day The initial schedule includes:
    - i) Day 1—Start about 1:00 PM at Pump House, if remodel is completed. Topics include: reinstallation of all software components on a single user account on the District's laptop; System description and interactions (AutoRead, AutoVu and billing interface); AutoRead software and configuration overviews; and, AutoRead software details.
    - ii) Day 2—Topics include: Complete AutoRead software details, AutoVu software and configuration overviews, and AutoVu software details.
    - iii) Day 3—Topics include: Follow-up on all software. Review past problem list and review troubleshooting processes.
  - b) Worked with Sensus to clean-up the configuration for AutoRead. Removed a number of configuration and communication files. Created copies of key files and emailed them to Sensus.
  - c) The Appendix B in the manual for AutoRead is where the field descriptions are that are used by AutoRead and the District's billing software.
    - i) Studied the detailed field descriptions and reviewed them with Sensus to clarify some details in preparation to discussions with the District's billing software developer.
    - ii) Discussed findings with Mary Wagner (Bookkeeper) to ensure the proper direction is being taken and it was determined that JNB Services will work with the billing software developer to get the necessary software changes made.
    - iii) A subset of the possible fields was prepared to send to the billing software developer for creating the proper interfaces.

Nick, Peter, Mark and Mary will attend the Sensus training session or portions thereof.

## STATE INSPECTION

### CROSS CONNECTION AGREEMENTS

Approximately 78% of the Agreements have been returned. These were given to Nick for scanning into the web site. The agreement will be re-mailed to those who have not returned the agreement in the January billing. After this, the individual homeowners will be called (Rick Moeller has volunteered).

### PUMP HOUSE IMPROVEMENTS

Nick performed the following services with respect to the pump house:

- 1) Removed IT, meter reading and related equipment from the Pump House in preparation for the remodel activities.
- 2) Developed cabling requirements for the remodeled Pump House.
  - a) Discussed with Mark Johns the possibility of using a security camera to monitor the west wall of the Pump House and it was decided to prepare the cabling, but to not install the camera at this time. No monitoring of the lower level or generator was believed to be required.

Mark suggested that we let the contractor paint the inside of the pump house. The board agreed with this suggestion. We should also ensure that the alarm light is re-installed. The heater/AC should be installed prior to the training session with Sensus. Mark will look into using the church as the meeting site for the training session.

## NEW BUSINESS

### 2012 WATER RATES

Nick had generated the Water Rate Announcement letter and Water Rate Schedule that will be mailed to the district by Mary. The water rates remain the same as this year as even with the Lafayette increase of 5% for our cost, we project that the water revenue and cost will be as listed in our budget.

### SCHEDULING OF INCLUSION HEARING FOR 821 AND 954 SPRING DRIVE

A petition for inclusion has been received for both 821 and 954 Spring Drive. Lynne Deane made the motion that we schedule an inclusion hearing for the next regular meeting in January and noticed in the Daily Camera. Rick Moeller seconded the motion, which passed unanimously.

### APPOINTMENT OF NEW DIRECTOR

Nick provided his letter of resignation, which was effective November 14, 2011. He will continue as the IT consultant for the district. A message announcing the need for a new director went out in last month's billing. Bill Hofgard was the only person (so far) who has shown interest in being a member of the board. The search for other directors is on-going.

## DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mary noted that our former insurance agent has joined another insurance company and contacted her about providing insurance to the district. We will obtain a quote and make a decision on the matter.

Rick presented gift cards to our retiring operators (Frank and Dick) and also to Mary in appreciation of their extraordinary service over the past year. Rick also provided sandwiches and drinks to those in attendance.

## ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 6:41 PM.

The above is respectfully submitted by the secretary.

Bob Champ, 15 December 2011.

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