



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
303.554.0031 ♦ WWW.EASTBOULDERWATER.COM

Board of Directors Regular Meeting

St. Ambrose Episcopal Church

9 JANUARY 2012

The meeting was called to order by Mark Johns at 4:03 PM. Those in attendance were the Bboard members (Rick Moeller and Bob Champ). Dick Winters and Frank Hauke were present as consultants and retiring operators. Mary Wagner (Bookkeeper) and Bill Hofgard (possible Board member) were also present. Boulder Water Well (operator) was not able to attend; however, their report was delivered following the meeting. Nick Bennett represented JNB Services (IT and General Consultant). Phil Bostley from the public was present.

PUBLIC COMMENTS

Phil Bostley was present to obtain clarification on the recent mailings of the Cross Connect Agreement and to sit in on the meeting. Phil was informed that the Agreements were required by the State and were in place to protect the Water District users from contamination. Phil also showed interest in becoming a Director.

SECRETARY'S REPORT

The minutes of the 12 December 2011 meeting were discussed. Robert Champ made the motion that we approve the minutes of the 12 December 2011 meeting. Mark Johns seconded the motion, which was approved unanimously.

APPOINTMENT AND SWEARING IN OF NEW DIRECTOR

Mark Johns made the motion that the Board appoints Bill Hofgard as a Director of the East Boulder County Water District assuming the seat vacated by the resignation of Nick Bennett. Rick Moeller seconded the motion, which was passed unanimously. Mark then administered the oath of office to Bill and the necessary paperwork was signed by Mark and Bill. Mark will file the paperwork with the necessary Government agencies.

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.

Mary reviewed the transaction spreadsheet and the transactions were approved by the Board. The December water bill has not been received from Lafayette. We are awaiting the bill from the insurance carrier. Mark will call our agent to assure that the necessary bonds are in place. Mary will get that necessary paperwork ready for our auditor for the up coming audit.

Water revenue exceeded budget for 2011 and water purchase was less than budgeted; both favorable for the District.

OPERATIONS REPORT

Winters/Hauke Status Report

- We put in 1 hr monitoring, 1 hr maintaining the system from December 6, 2011 thru January 2, 2012.
- We did an outline hydrant on December 19 at 281 Ponderosa Drive. Color was light rust: cl was 0.00 mg/l before flushing then 0.02 mg/l after flushing.

Mark will discuss the low chlorine level with Peter O'Brien. This sample is taken from a dead end.

Dick is continuing to check the pump house once per week.

Boulder Water Well

The report was provided following the meeting and is attached.

IT REPORT

Nick e-mailed a summary (see attached document) of the work accomplished during the last month. This included maintaining the website and doing IT Maintenance. Nick also suggested we obtain a new e-mail address 'it.support@eastboulderwater.com' to be used for IT purposes. This was agreed to by the Board.

UNFINISHED BUSINESS

REMOTE METER READING AND REMOTE MONITORING

The Sensus training session was conducted on December 19-21, 2011 and was summarized in Nick Bennett's report (attached) to the Directors. A meter reading section will be added to the District's *Operations Procedure Manual* for reference purposes. The billing program is still being finalized.

Meter reading was still be read by driving the district but took minimal time (about 15 minutes). A location for an antenna is still being looked for which would cut this time further. A meter on Benchmark Drive remains problematic and may need the radio read sender to be raised.

STATE INSPECTION

CROSS-CONNECTION AGREEMENTS

The Cross-Connect Agreements which have been returned have been scanned by Nick and will be put on a DVD. Twenty of the agreements have not been returned and Mary will resend one more time before we have to contact the homeowners by phone.

PUMP HOUSE IMPROVEMENTS

The pump house remodel is now completed. Mark will perform a final check and then pay the contractor.

NEW BUSINESS

INCLUSION HEARING FOR 821 AND 954 SPRING DRIVE

Rick Moeller made the motion that we open the inclusion hearing for 821 and 954 Spring Drive. Mark Johns seconded the motion, which passed unanimously.

The notice for the inclusion hearing was published in the Daily Camera on 21 December 2011.

The property at 821 Spring Drive was discussed and it was noted that the property was in the district service area and adjacent to a main line and that it was advantageous to the district to include this property. All the necessary paperwork and the inclusion fee have been received.

Mark Johns made the motion that we include 821 Spring Drive in the East Boulder County Water District. Rick Moeller seconded the motion, which passed unanimously.

The property at 954 Spring Drive was then discussed. It was noted that this property was also in the district service area and adjacent to a main line and that it was advantageous to the district to include this property. All the necessary paperwork and the inclusion fee have been received.

Rick Moeller made the motion that we include 954 Spring Drive in the East Boulder County Water District. Mark Johns seconded the motion, which passed unanimously.

Mark will assemble the necessary paperwork together for our legal counsel so that the inclusion can be finalized.

Rick Moeller made the motion that we close the inclusion hearing. Mark Johns seconded the motion, which was passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Rick Moeller had written a letter to the Board, (with repair documentation provided following the meeting) regarding a leak in his sprinkler system which used an inordinate amount of water, asking the Board for some relief on his water bill. The Board agreed that Mary should recalculate the bill charging the base rate for water used above the estimated normal usage for the month in question.

ADJOURN

A motion was made to adjourn by Robert Champ, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:39 PM.

The above is respectfully submitted by the secretary.

Bob Champ, 10 January 2012.

secretary@eastboulderwater.com

East Boulder County Water District

Water System Operation Report
12-13-11 to 1-9-12

<u>Date</u>	<u>Service</u>
12/19/11	Completed 4 hours of training; received replacement MXU and meter from Dana Kepner.
12/20/11	Completed 7.25 hours of training
12/21/11	Completed 2.25 hours of training
12/30/11	Meter readings
01/04/12	Collected potability sample at 1 Benchmark. 0.23 free chlorine



STANDARD BACTERIOLOGICAL WATER TEST

BOULDER COUNTY PUBLIC HEALTH
LABORATORY SERVICES
5605 N 63RD STREET · BOULDER, CO 80301 · 303-413-7426

DATE SAMPLE TAKEN: 1/4/12
TIME TAKEN: 11:20
NAME OF OWNER: EBCWD
COUNTY: Boulder
SAMPLE TAKEN BY: JL
CHLORINE RESIDUAL: .23 MGA, pH

() COMMUNITY () NON-COMMUNITY () PRIVATE () WELL DEPTH IN FEET
 PWSID: 107236 () REALTOR () RE-TEST - CHECK ONLY IF PREVIOUS TEST FAILED

SERVICE ADDRESS: 1 Benchmark
PHONE: 303 442-1911 FAX:
EMAIL: HOPE@WATERWELL.CO
RETURN TO: BOULDER WATER WELL
ADDRESS: 2365 5TH ST.
CITY/STATE: BOULDER, CO ZIP: 80301

SEE REVERSE FOR SAMPLE INSTRUCTIONS AND DEFINITIONS (Rev. 12/10)

mail@email

TO BE BILLED

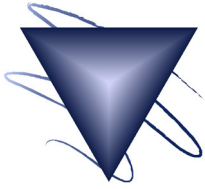
MF TEST	MPN
DIRECT	
VERIFIED	

120021

STANDARD BACTERIOLOGICAL PRESENCE/ABSENCE WATER TEST RESULT	
RESULTS	
ABSENT	TOTAL COLIFORM /100 ML
ABSENT	E. COLI /100 ML
COMMENTS	PASS
THE PRESENCE OF COLIFORM INDICATES NON-COMPLIANCE WITH MINIMUM DRINKING WATER STANDARDS	

DO NOT WRITE IN THIS SPACE

DATE: 1/4/12
TEMP: 34.9°C
TIME: 11:51
DATE: 1/4/2012
TIME: 11:15
REC'D: JAB INT
ON TEST: LWB INT



JNB SERVICES, LLC

754 WELLS DRIVE ♦ BOULDER, COLORADO ♦ 80303-5031
303.324.2734 ♦ J.NICHOLAS.BENNETT@JNB-SERVICES.COM

January 9, 2012

Board of Directors
East Boulder County Water District
P.O. Box 18641
Boulder, CO 80308-0641

RE: IT Consultant Status Report for January 9, 2012 Board Meeting

Dear Board:

The following are the activities during this period.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Posted the December 2011 Minutes.
 - b) Archived the appropriate information for 2011 and structured the main web pages for 2012 information.
- 2) IT Maintenance
 - a) Normal system maintenance was performed in preparation for Sensus Radio Read software installation and training.
 - b) Ensured Carbonite backup was completed.
- 3) IT Acquisitions
 - a) HP Photosmart 6510 All-in-One Printer
 - b) Netgear 5-port Gigabit Ethernet Switch

Remote Meter Reading Project

- 1) Finished preparation for Sensus training scheduled for December 19-21, 2011.
- 2) Prepared for and attended the Sensus Radio Read Meter Reading training:
 - a) Documented the interface file for the Billing Program and Sensus AutoRead software and submitted draft to Sensus and ISONAS.
 - b) Training included:
 - i) Day 1—Started about 1:25 PM at St. Ambrose Episcopal Church. Topics included: overall system description and interactions (AutoRead, AutoVu and billing interface); AutoRead software and configuration overviews; and, AutoRead software details. Determined how the operations and billing functions would interact and how the software would be utilized. This caused some revisions to the interface file field definitions. Learned about some reports that will substantially reduce the time required to prepare the data for input by Billing.
 - ii) Day 2—Topics include: AutoRead and AutoVu configuration, operational scenarios and reporting.
 - iii) Day 3—Topics include: Reinstalled AutoRead and AutoVu under a new operational user id on the laptop for use in meter reading. Tested AutoRead and AutoVu new installation in reading a few meters. Reviewed past problem list and review troubleshooting processes.
 - b) Revised Interface File field definitions based on training and sent them to ISONAS and Sensus. Received and initial assessment of the work required by Sensus (not expected to be significant 2-3 days) and that it would be ready for the January 2012 billing process.

- c) Started the documentation of the District's meter reading and billing procedures section to be included within the District's Billing and Operations Procedures Manual.

General Support

- 1) Pump House Remodel support
 - a) Identified a few changes that needed to be made by the remodel contractor.
 - b) Returned IT, meter reading and related equipment from the Pump House after the remodel activities were completed.
- 2) Special District Association Transparency Compliance
 - a) Updated the SDA website with the Districts information, including Bill Hofgard being the new director.
- 3) Cross-Connection Management Program
 - a) Scanned 95 returned, signed, Cross-Connection Agreements. Each form (representing one property) was saved as a separate PDF.
 - b) Several questions were raised on several of the forms and have not been scanned.

New Issues or Comments

- 1) Suggest getting a new e-mail address, it.support@eastboulderwater.com, to be used to register software, hardware, get technical support, etc. The associated mail could be easily accessed by the IT Support contractor (and others within the District).

Sincerely,

J. Nicholas Bennett
Principal