



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
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Board of Directors Regular Meeting

St. Ambrose Episcopal Church

13 FEBRUARY 2012

Rick Moeller called the meeting to order at 4:04 PM. Those in attendance were the board members (Bill Hofgard, Lynne Deane, Mark Johns (later in meeting) and Bob Champ). Dick Winters and Frank Hauke were present as consultants. Mary Wagner (Bookkeeper), Nick Bennett (IT Consultant) and Peter O'Brien (Boulder Water Well Operator) were also present. No one from the public was present.

SECRETARY'S REPORT

The minutes of the 9 January 2012 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 9 January 2012 meeting. Robert Champ 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 last month comparison and the transaction report). Mary also e-mailed the 2011-year end Balance Sheet, P&L Budget vs. Actual, Transaction Detail by Account and the usage comparison spreadsheet.

Mary reviewed the transaction spreadsheet and the board approved the transactions.

Mary is preparing for the upcoming audit and purchased a new scanner to facilitate providing the information. The audit should be completed by the middle of June.

Nick will provide a monthly billing for the IT costs.

A new line item has been added for meters. There was discussion on 3/4" vs. 5/8" meters and new 100 gallon readout meters. We will change out any 100-gallon reading meters that were inadvertently installed. We will also obtain a list of the 5/8' and 3/4' meters in inventory.

OPERATIONS

Winters/Hauke Status Report – February 2012

- We put in 1 hr monitoring, 2 hr maintaining the system from 1/3/2012 through 2/6/2012.
- We did an outline hydrant on 1/16/2012 at 335 Majestic View Dr. color was clear: Cl was 0.12mg/l before flushing then 0.08 mg/l after flushing.
- H.O. did a pipeline locate at 292 Paragon Drive.
- Cummins Rocky Mountain LLC e-mailed me our generator is due for service.

It was decided that we would do maintenance on the generator once every two years. Frank gave Nick soft copies of the procedures, etc. so that they could be stored on the website.

Boulder Water Well Report 1/10/12 to 2/12/12 (Peter O'Brien)

1/10/12 Met Don with Dana Kepner; he had a warranty replacement MXU. Inventoried MXUs (5), 3/4 standard meter (6), 3/4S meter (1).

1/31/12 Meter Readings. Note: 10 Benchmark was not reading and 2 zero meters- Lot 64 Panorama, Lot 10 Spring (do these meters need to be replaced?).

2/7/12 Collected potability sample at 7302 Spring Court at the fire hydrant.

The potability sample passed (.37 mg/1 chlorine).

The meters on the vacant lots will be replaced prior to any construction occurring on the site.

IT REPORT

Nick e-mailed a summary of the work accomplished during the last month. This report will be added to the minutes during posting on the web site.

UNFINISHED BUSINESS

REMOTE METER READING AND REMOTE MONITORING

Nick's report covers the work on the billing software accomplished last month and is attached to the minutes. Peter noted that the overall time spent to read the meters was on the order of 1.5 to 1.75 hours. Work on an antenna to minimize this time will be looked into in the future. Work is now focusing on the billing software.

STATE INSPECTION

CROSS CONNECTION AGREEMENTS

106 Agreements have been returned and 16 remain outstanding. Nick will continue scanning and when all have been received we will file with the County (\$11/page).

PUMP HOUSE IMPROVEMENTS

The pump house remodel is now completed and we will pay the bill for the permit and the project will be closed.

NEW BUSINESS

ELECTION

Lynne Deane made the motion that we have a District Election for 2 Board of Director positions for the year 2012. Mark Johns seconded the motion, which passed unanimously.

Lynne Deane made the motion that we appoint Rick Moeller as the designated election official (DEO) for the 2012 election. Mark Johns seconded the motion, which passed unanimously.

Call for Nominations was published in the Daily Camera on 2/10/2012. Bill Hofgard and Bob Champ are up for reelection and they submitted their forms. Rick will collect the call for nominations and determine if an election needs to be held. Both Bob and Bill can withdraw their forms if there is interest in their positions so that a cost for an election does not have to be incurred.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mary had the insurance packet, which Bill will peruse. Mary will pay the invoice, which includes the bonds for the board positions.

Mark brought up the possibility that we could rotate board positions so that no one person gets overloaded with the responsibilities of one position (e.g. President). This will be discussed in future meetings.

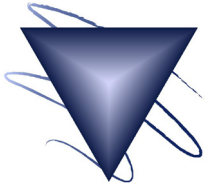
ADJOURN

A motion was made to adjourn by Lynne Deane, seconded by Rick Moeller and unanimously approved. The meeting was adjourned at 5:50 PM.

The secretary respectfully submits the above.

Bob Champ, 14 February 2012.

secretary@eastboulderwater.com



JNB SERVICES, LLC

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February 13, 2012

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

RE: IT Consultant Status Report for February 13, 2012 Board Meeting

Dear Board:

The following are the activities during this period.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Posted the January 2011 Minutes.
- 2) IT Maintenance
 - a) Normal system maintenance was performed, including Windows updates: AVG 2012 licensing (due to erroneous premature expiration resolved by Customer Support); Adobe Acrobat and Reader updates; removed Bing Bar from Internet Explorer.
 - b) Ensured Carbonite backup was completed.
- 3) IT Acquisitions
 - a) HP Photosmart 6510 All-in-One Printer opened and setup. Found a problem with the ribbon cable going to the print head. Will have to contact HP Product Support.
 - b) Netgear 5-port Gigabit Ethernet Switch installed and the desk telephone and laptop computer connected to the switch.

Remote Meter Reading Project

- 1) IOSNAS sent several versions of the Billing Software for testing. Activities have included:
 - a) Become familiar with over all structure of the software.
 - b) Begin the screen-by-screen testing of the information for the Sensus information:
 - i) Determined that the Read Time was required and IOSNAS has made those changes and provided a program to convert the existing data base to include the read time field.
 - ii) Account numbers will remain at 3 digits.
 - iii) It appears that some information is currently being required to be re—entered for the Sensus Radio Read information. This will be clarified with IOSNAS, with the objective to minimize re-entering existing information.

General Support

- 1) Pump House Remodel support
 - a) Removed non-IT equipment from the new equipment alcove (except for the file cabinet and blueprints).
 - b) Installed the IT equipment (modem, router, 12V power supply for the vehicle base unit) within the equipment alcove.
 - c) The lower level telephone needs to be mounted to the wall and connected to the existing Ethernet cable to the router.

2) Cross-Connection Management Program

- a) Scanned 11 returned, signed, Cross-Connection Agreements. Each form (representing one property) was saved as a separate PDF.
- b) Re-verified how to submit the Cross-Connection Agreements to the Boulder County Clerk and Recorder for filing with the property. Was told to bring the originals to the office and payment (\$11 per document) for them to process. The originals will be returned to the District. A total of 106 Agreements are eligible to be filed, at this time.

New Issues or Comments

- 1) None.

Sincerely,

J. Nicholas Bennett
Principal