



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

12 MARCH 2012

Mark Johns called the meeting to order at 4:06 PM. Those in attendance were board members Bill Hofgard, Lynne Deane, Mark Johns, and Rick Moeller who arrived later in the meeting. Bob Champ's absence was excused. Dick Winters and Frank Hauke were present as Operations consultants. Mary Wagner (Bookkeeper), Nick Bennett (IT Consultant) and Peter O'Brien (Boulder Water Well Operator) were also present. No members from the public were present.

SECRETARY'S REPORT

Mark Johns made the motion that minutes of the February 13, 2012 meeting be approved. Bill Hofgard seconded the motion and the minutes were approved unanimously.

REPORTS FROM CONSULTANTS AND COMMITTEES

FINANCE REPORT

Mary Wagner had e-mailed the January/February 2012 P&L and budget comparison statement to Board members prior to the meeting. At the meeting she pointed out we had received our first 2012 tax revenue check of almost \$8,000 and reviewed other expenditures including the election expense which was for publishing the Call for Nominations.

A bill from Sensus had been received but not paid. A discussion about modifying the payment was held later in the meeting.

Nick Bennett questioned whether the Lafayette water meter reading should be used for budgeting purposes rather than individual customer meter usage. Mary explained it didn't really matter since the figures in the report were estimates and they are updated monthly. Measurements from individual meters are less accurate because readings are in thousands of gallons and amounts under 1000 gallons don't show up. The unbilled amounts would be picked up in the following month's billing when accumulated usage is reflected in the current reading.

Regarding the Audit, Mary had sent the preliminary financials to the CPA some time ago as directed along with an email requesting they contact her when ready to begin work. She hasn't heard back but will send updated information and scanned bank statements as needed when work on the Audit begins.

OPERATIONS

Winters/Hauke Status Report

- We put in 0.5 hr. monitoring and 2.5 hrs. maintaining the system from February 7, 2012 through March 5, 2012.
- We did an outline hydrant on February 19 at 555 Apollo Drive. Color was light rust: cl was 0.10 mg/l before flushing then 0.39 mg/l after flushing
- On March 2, 2012 I turned on the water at 292 Paragon Drive as requested by them to do drywall work requiring water inside.

Water was turned on at Rick's Mom's house on Paragon as well as the house behind hers which had shown 4000 gallons used in February.

The Linder residence at 1027 Paragon will run a water line from their existing meter to the new house under construction rather than move their pit and meter location. The old house will be scraped after construction is completed.

Frank pointed out the need to clean out the pump house. It was decided the operators would get together to see what should be kept and dispose of what was no longer needed. Pete will coordinate a meeting time.

Boulder Water Well Report

- 2/13/12 Took meter reading at 7641 Spring Drive
- 2/27/12 Installed and programmed two radios
- 2/29/12 Performed meter readings and swept pump house
- 3/9/12 Took potability sample at 7435 Spring Drive; 0.53 free chlorine

A discussion of water meter sizes followed Pete's report. Mark requested a list of meters replaced since Don (Dana Kepner) became involved so he could match addresses of original members, who were thought to all have 5/8 meters, and addresses of customer who were included later. If some original members had 3/4 meters which were later replaced with readable 3/4 inch meters, the question would be how they got the 3/4 inch meters in the first place?

It wasn't until after 2005 that Lafayette gave EBCWD the option of meter sizes. When Benchmark included Dick and Frank installed 3/4 meters at each lot because prior to inclusion the lots had been served by a water line without meters. The additional cost for a larger 3/4 meter vs. a 5/8 inch meter is \$500 and Board members felt it would be important to know if customers paid for the size meter they have.

After determining the existing meter sizes, the next step will be to review the situation with Terry.

IT REPORT

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

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

Nick reported most billing software issues have been worked out. As requested Mary had sent Nick a backup of the latest billing and the next step will be to finish testing the remote meter readings and then enter the coordinating location data per account number into the billing software. Anticipating only minor adjustments, Nick believed the remote reading could then be automatically fed into the billing software program for the March billing.

Regarding the bill from Sensus, Nick pointed out the noted start for the year of free support was shown as April 2011, which was before Sensus had worked out bugs in the installed system and before the December 2011 training sessions. The recent billing shows a renewal date of the yearly support as April 2012. Nick will talk to Don (Dana Kepner) to change the start of the free operation support year to coincide with completion of training and acceptance on December 21/22, 2011, then the renewal date or start of the first chargeable year would be either December 2012 or January 2013.

CROSS CONNECTION AGREEMENTS

All 6 new agreements have been scanned into the web site. There are now 11 outstanding. Mary read the names and Mark will write a tougher letter which will be included with the March billing. When all of the agreements have been received and signed by Bob they will be filed with the County at a cost of \$11/page.

ELECTION

Rick Moeller summarized his work to date explaining that Notices of Cancellation of Election should be posted at the Church, the pump house, and his house. Bob Champ has been reelected and Bill Hofgard elected. Rick gave Bill an official letter confirming his election to the Board.

Rick has sent all required information to the Association of Local Governments, including proof of publishing the Call for Nominations in the Daily Camera, the Resolution appointing Rick as the designated election official, and the Notice of Cancellation of Election. Due to Bill's vacation schedule his Oath of Office will be postponed until May 23rd.

NEW BUSINESS**INSURANCE**

The bill for our Property and Liability insurance premium had been received by Mary and Bill Hofgard had been asked to review the Policy prior to paying the bill. He has contacted the Colorado Special Districts Property and Liability Pool, which handles most of this type of insurance, including our District's since inception. Bill sent them a copy of the current policy asking the Administrator for a review. Since additional information was needed, the Administrator sent Bill a General Liability Schedule asking the Board to review it for applicable District infrastructure so that the Administrator could advise whether the

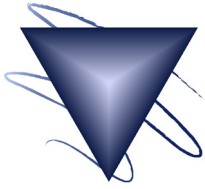
blanket \$187,000 property liability limit was enough coverage for the District. Bill will review the information with the Administrator and report back to the Board at the April meeting.

ADJOURNMENT

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

The secretary respectfully submits the above.

Lynne Deane, 12 March 2012.



JNB SERVICES, LLC

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March 12, 2012

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

RE: IT Consultant Status Report for March 12, 2012 Board Meeting

Dear Board:

The following are the activities during this period. Only activities performed through February 29, 2012 have been billed to the District.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Posted the February 2012 Minutes.
 - b) Posted the February 2012 Financials.
 - c) Posted the March 2012 Meeting Agenda.
- 2) IT Maintenance
 - a) Normal system maintenance was performed, including Windows updates; 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.

Remote Meter Reading Project

- 1) IOSNAS sent several revisions 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.
- 2) Determined that the easiest conversion strategy with the most accurate data for moving to full vehicle base station radio read would be:
 - a) Requested IOSNAS to create a conversion utility that would take selected fields (Meter ID, MUX ID, GPS Latitude, GPS Longitude, Previous Read) from the current Excel file and propagate those fields to the Sensus Data fields being added to the Lot File within the Utility Manager billing program. The estimate was \$200.00 which would likely be less than manually entering the information and would certainly be accurate, compared to possible errors associated with the manual entering. Mark John's has approved this cost.
 - b) The Sensus AutoRead program will have the next interchange file definitions created to match what is being exported and imported by the Utility Manager billing program.

General Support

- 1) Pump House Remodel support

- a) 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 6 returned, signed, Cross-Connection Agreements. Each form (representing one property) was saved as a separate PDF.

New Issues or Comments

- 1) The issue of software maintenance fees for the AutoRead and AutoVu programs has been raised due to the District being invoiced for 2012. Presented the case to Mark Johns that we should not be billed until the software was “accepted” by the District, which could arguably be identified as when training was delivered at the end of November, 2011. It is recommended that the District tries an negotiate December 1 as the acceptance date for the purposes of license renewals.

Sincerely,

J. Nicholas Bennett
Principal