



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 APRIL 2012

CALL TO ORDER

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were board members Mark Johns, Rick Moeller, Bob Champ, Bill Hofgard, and Lynne Deane. Operations consultants Dick Winters and Frank Hauke were present as well as Nick Bennett (IT Consultant) and Peter O'Brien (Boulder Water Well Operator). No members from the public were present. Mary Wagner (Bookkeeper) wasn't able to attend due to her tax season schedule.

SECRETARY'S REPORT

Rick Moeller made the motion that minutes of the March 12, 2012 meeting be approved. Bob Champ seconded the motion. The minutes were approved unanimously.

REPORTS FROM CONSULTANTS AND COMMITTEES

FINANCE REPORT

Mary Wagner had e-mailed the February/March 2012 P&L and budget comparison statement to Board members prior to the meeting and had given checks and other items to Bob Champ.

Mark will get a signature card for new Board member Bill Hofgard and remove Nick Bennett's card from the Bank's files due to his resignation from the Board.

The Board reviewed the financial reports Mary had emailed. The revenue from water usage was down but consistent with March for the past three years.

The cost of water testing (required by the State) is higher than in past years because the cost of time to collect the sample and deliver it to the lab has been included with the testing cost in Boulder Water Well's bill. In prior years the labor cost was included in Frank and Dick's monthly consulting bill and the testing bill was received directly from the lab. When reviewing the Budget next October we will determine the best way to account for the costs of labor and lab testing.

Mark will ask Mary to transfer another \$40,000 from checking to Colotrust. The current yield is 2.4% yearly.

OPERATIONS

Winters/Hauke Status Report

- We put in 1.5 hr. monitoring and 6 hr. maintaining the system from February 7, 2012 through March 5, 2012.
- We did an outline hydrant on February 12 at 7529 Skyway Court. Color was clear: cl was 0.16 mg/l before flushing then 0.51 mg/l after flushing.
- We attended a meeting 1027 Paragon Drive on relocating the water meter.
- We worked with Pete on cleaning out the pump house.
- H. O. added oil to air compressors 1 & 2.

Mark added that the Linders at 1027 Paragon have decided to install a new tap and meter pit closer to their new house now under construction rather than running a new water line from their existing meter. They have sent a check for Mike's Backhoe's bid of \$3650 and he will start work on Wednesday April 11. The new service line won't be hooked up until the Linders move from their existing to the new house, at which time Mike will come back and dig up the existing tap, cap the main and

disconnect everything. Pete will look at the existing setup and check the yoke size and determine if a new meter is advisable. Any new equipment will match sizes of the old. The water district owns all meters.

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 cleaned and swept pump house
- 3/9/12 Took potability sample at 7435 Spring Drive; 0.53 free chlorine

Each month a couple of meters have to be hand checked, but not consistently the same ones. Pete has to drive to some locations to get readings. Mark recommended Pete check conditions on Benchmark each month because it is the oldest part of the system and leaks have occurred in the past.

All meter sizes are $\frac{3}{4}$ inch except the two at 821 and 954 Spring Drive, which are $\frac{5}{8}$. Mark will check with Terry Kenyon to see what sizes were originally specified. There are still questions about meter sizes of some customers who have included since the formation of the District. All meters Pete has replaced have been $\frac{3}{4}$ inch.

IT REPORT

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.

General Support

- 1) Pump House Remodel support
 - a) The lower level telephone needs to be mounted to the wall and connected by Ethernet cable to the router.

UNFINISHED BUSINESS

REMOTE METER READING

- 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 database 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.
 - c) Mary will be updated and assisted as needed to work with changes in the program.

MAINTENANCE AGREEMENT

The issue of maintenance fees for the AutoRead and AutoVu software programs has not been resolved. The Board agreed that Sensus's billing for the first year of maintenance should not have begun until all software issues were resolved and the District

“accepted” the system. Training was not completed until December 21st. Nick will continue to work with Don and Jeff to reach agreement on an appropriate start date, hopefully December 1, 2011 or after the completion date of training.

CROSS CONNECTION AGREEMENTS

According to Mary’s records there are still 8 Cross Connection Agreements outstanding. Mark had written another letter, which Mary included in the March bill to those who hadn’t yet responded. Nick has scanned 6 additional signed and returned Cross Connection Agreements. Each form (representing one property) was saved as a separate PDF file on the server. Bob will keep all original agreements and we will review the status at the May meeting. Once all agreements have been received Nick will submit them to the County for legal recording.

ELECTION

Rick Moeller has sent all completed election documentation to the State of Colorado, Division of Local Governments. The Oath of Office for Bob Champ will be taken at the May 14th Board meeting and for Bill Hofgard after his return from vacation May 24th. Rick will find out if the signed oaths also have to be submitted to the state.

INSURANCE REVIEW

Bill Hofgard had our policy reviewed by the Colorado Special Districts Property and Liability Pool and they have given a number of recommendations comparing present and proposed coverage and related premiums. The Board agreed Bill should meet with our broker, Gary Grenzke of Insurance Association of Estes Park to review the policy with our present carrier and compare it with the recommendations made by the Pool. Mark will ask Terry Kenyon of McLaughlin Water Engineers to give us an estimate of the replacement value of the District’s infrastructure.

REVIEW OF PARAGON/BARCELONA CORNER

There are still bare spots left from installation of the master valve at the corner of Paragon and Barcelona. Lynne will contact Terry Kenyon about the status of reseeding the corner.

NEW BUSINESS

Frank brought up the need to establish a policy for maintaining the generator. Dick keeps a record in the pump house of weekly equipment checks, indicating any problems and resolutions. Pete agreed to coordinate with Cummins to have them contact us every 2 years to schedule a maintenance appointment. It was agreed that someone from the district would be present to observe the work.

ADJOURNMENT

A motion was made to adjourn by Rick Moeller, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 5:51 PM.

The secretary respectfully submits the above.

Lynne Deane, 9 April 2012.