



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

JUNE 11, 2012

CALL TO ORDER

Mark Johns called the meeting to order at 4:04PM. Those in attendance were board members Mark Johns, Bob Champ, Lynne Deane, and Bill Hofgard. Rick Moeller was away on a family vacation. Operations consultants Dick Winters and Frank Hauke were present as well as Nick Bennett (IT Consultant), Peter O'Brien (Boulder Water Well Operator), and Mary Wagner (Bookkeeper). Terry Kenyon of McLaughlin Water Engineers arrived at 5PM. No members from the public were present.

SECRETARY'S REPORT

Bob Champ made the motion that the minutes of the May 14, 2012 meeting be approved. Lynne Deane seconded and the motion carried.

REPORTS FROM CONSULTANTS AND COMMITTEES

FINANCE REPORT

Mary Wagner had e-mailed the April/May 2011 reports to Board members prior to the meeting. A payment received from Pinnacle was an annual dividend not a refund. A payment made to UMB was for the annual bond collection fee. The Board reviewed and approved these and all other transactions.

Regarding past due accounts, Mary will send Mark an email with the names and amounts in arrears so that he can make reminder phone calls.

A motion was made by Mark and seconded by Bob that the Board pass a Resolution requiring all active EBCWD Board members to complete new signature cards to be kept on file at First National Bank. Active Board members include Mark Johns, Bob Champ, Rick Moeller, Lynne Deane and Bill Hofgard. A signature card previously signed by Nick Bennett will be withdrawn due to Nick's resignation from the Board. The motion passed unanimously and the Resolution is sited herein.

OPERATIONS

Winters / Hauke status report

- We put in 1.0 hr. monitoring and 2.0 hrs. maintaining the system from May 4, 2012 through June 4, 2012.
- We did an outline fire hydrant at 11 Bench Mark. Color was clear: Cl was 0.49 mg/l before flushing then 0.69 mg/l after flushing.
- We checked and added oil to the air compressors.
- Frank and Dick also did a complete drive by of the district to check for any leaks. All was found to be in order.

Boulder Water Well Report

- 5/31/12 Meter readings – reports did not automatically generate when John and Don read the meters
- 6/7/12 Collected potability sample 509 Spring Drive
- Upcoming issue: The Consumer Confidence Report must be distributed to all homeowners prior to July 1st. A discussion regarding the CCR followed and it was agreed Lynne would draft this year's report and send it to Mark and Nick for review and posting to the website. Lynne will also send the CCR Certification of Delivery form to the State.

IT REPORT

Nick e-mailed a summary of 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

Nick will do a test run of the auto read software the 3rd week of July. If all goes well the auto read and billing software interface will be complete and ready for the end of July meter reading.

MAINTENANCE AGREEMENT

Nick is still waiting for feedback from Don regarding the existence of a formal contract for our yearly maintenance agreement with Sensus. Pending the outcome, an original start date will have to be negotiated.

Mark will send another email to Rhonda at the Sensus billing department to explain the reason for the delay of payment.

CROSS CONNECTION AGREEMENTS

Four Cross Connect agreements are still outstanding.

INSURANCE REVIEW

Mark had invited Terry Kenyon of MWE to join us at the meeting to help with some of the insurance questions. We asked Terry to develop three separate proposals for the following;

1. Calculate the replacement cost of the pump house and equipment;
2. Develop an emergency plan for water delivery in the event of catastrophic disruption (assuming 1 to 3 scenarios).
3. Research a reverse 911 emergency notification system.

AUDIT

The audit will be completed in time for the July Board meeting

NEW BUSINESS

MCLAUGHLIN WATER ENGINEERS

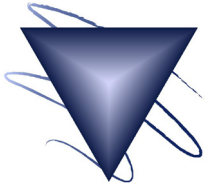
Terry Kenyon joined us during the meeting to announce that a company called Merrick has acquired McLaughlin Water Engineers. Terry explained the circumstances of the ownership change and assured us that our working relationship would remain the same as in the past. The company name will most probably stay the same, and be known as a subsidiary of Merrick.

ADJOURNMENT

A motion was made to adjourn by Bob, seconded by Mark and unanimously approved. The meeting was adjourned at 5:30 PM.

The secretary respectfully submits the above.

Lynne Deane, July 5, 2012.



JNB SERVICES, LLC

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June 11, 2012

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

RE: IT Consultant Status Report for June 11, 2012 Board Meeting

Dear Board:

The following are the activities during this period. Only activities performed through May 31, 2012 have been billed to the District.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Posted the May 2012 Meeting Minutes.
 - b) Posted the May 2012 Financials.
 - c) Posted the June 11, 2012 Agenda.
- 2) IT Maintenance
 - a) Normal system maintenance was performed, including Windows updates; AVG update and full computer scan; disk cleanup and defragmentation; and, ensured Carbonite backup was completed.
- 3) IT Support
 - a) Resolved issue with Adobe Acrobat reported by Don Kluth

Remote Meter Reading Project

- 1) IOSNAS Billing Software continued to undergo testing. Activities have included:
 - a) Data conversion utility (discussed below) is being verified.
- 2) Determined that the easiest conversion strategy with the most accurate data for moving to full vehicle base station radio read would be:
 - a) Received the data load conversion utility from ISONAS and it is undergoing testing.
 - 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, once testing is completed.
- 3) Implementation approach:
 - a) Discussed with Peter O'Brien (Boulder Water Well) how we want to convert to complete system, including Billing.
 - b) The timing will have to be June, since Peter will not be reading meters in May. His backup(s) at Boulder Water Well will provide the service.
 - c) The implementation will require modifications to the route file used to radio-read the meters. If we encounter any problems, they will either have to be fixed, which may take some time, or we revert back to the old route file. It is recommended that we work with the system until it is fixed, if at all possible.
- 4) Sensus software maintenance billing
 - a) No update has been received from Dana Kepner concerning Sensus maintenance billing issue.

General Support

- 1) Cross-Connection Management Program
 - a) Three (3) more Agreements were received and scanned.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal