



# 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 AUGUST 2012

The meeting was called to order by Mark Johns at 4:02 PM. Those in attendance were the board members (Rick Moeller and Bob Champ). Dick Winters and Frank Hauke were present as the in District operators. Peter O'Brien (Boulder Water Well Operator) was present. Mary Wagner (Bookkeeper) was present later in the meeting. Nick Bennett (IT consultant) was present. Bill Hofgard and Lynne Deane (Board members) were absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 9 July 2012 meeting were discussed. It was noted that Dan Schommer name was misspelled. Mark Johns made the motion that we approve the minutes of the 9 July 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 YTD comparisons and the transaction report. Mary also e-mailed a Radio Read Transaction Expenses Report and the usage comparison spreadsheet.

Mark reviewed the transaction spreadsheets and the transactions were approved by the Board. Water Revenue continues to run slightly ahead of budget.

#### OPERATIONS REPORT

##### *Winters/Hauke Status Report –August 2012*

- We put in 1.5 hr monitoring and 4.5 hrs maintaining the system from July 3, 2012 through August 5, 2012.
- We did an outline fire hydrant at 7225 Empire Drive. Water was rust color: cl was 0.01 mg/l before flushing then 0.23 mg/l after three flushes.
- H.O. did a locate at 7487 Empire Drive.
- We investigated high water usage at 7780 Spring Drive. Problem was a leaky pipe in the irrigation system.
- Pump #2 controller kick out, we do not know why. It is operating OK now.
- We think the 40 hp pump was acting as a replacement for the #2 pump, cycling on and off many times for a total of 17 minutes.
- When doing the heavy flushing of the outline hydrant we discovered the 40 hp pump controller had kicked out. We are questioning if this is normal and should we run some kind of test for this situation.

##### *Boulder Water Well –7/10/12 to 8/13/12*

Date	Service
7/25/12	Data load file and definitions with Nick
7/26/12	Test on handheld with Nick

7/31/12 Meter Readings  
8/13/12 Sample Collected  
Sample had 0.3 mg/l chlorine.

The kicking out of the 40 hp pump caused a loss of water pressure at the higher levels of the District. Frank, Dick and Peter will test the 40 hp pump to see if they can determine the cause of the failure.

## **IT REPORT**

Nick e-mailed a summary of the work accomplished during the last month. This included maintaining the website and doing IT Maintenance. His report is added to the minutes during the posting on the website.

## **UNFINISHED BUSINESS**

### **REMOTE METER READING**

Nick feels we are close to integrating the meter reading with the billing software. A credit on the maintenance agreement was issued by Sensus via e-mail to Mark. The maintenance period was now to begin on 9/1/12 and will run for a year. There were some indications that the temperature in the pump house was not holding to the thermostat setting. This will be monitored.

### **CROSS CONNECTION AGREEMENTS**

The cross connect agreements were taken to the County Clerk for recording but this could not be accomplished because of a formatting problem (the top header needs to be about ¼ inch wider). Mark had a list of acceptable places that could scan the documents in such a manner that they would be acceptable to the County Clerk. He will investigate further to come up with an acceptable way to get the job done.

## **NEW BUSINESS**

### **POLICY FOR PAST DUE ACCOUNTS**

Discussion on this matter was tabled until the October Meeting when all board members should be present.

### **OUTSIDE WATER RESTRICTIONS**

Lafayette has issued water restrictions for their residents prohibiting outside irrigation during the hours of 10 am to 6 pm until this October. After some discussion, the Board determined that we should approve such water restrictions. Mary had mailed a notice in the last bill asking that customers adhere to these parameters. The website Home page was updated to include the message as well. It was decided that we should go along with Lafayette's restrictions and ask our customers to not irrigate during these hours.

Robert Champ made the motion that residents in the East Boulder County Water District not irrigate outside during the hours of 10 am to 6 pm. Mark Johns seconded the motion, which was unanimously approved.

## **DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD**

Mark noted that he would be absent for the September meeting and that Rick will preside over that meeting.

Also noted was that we should appoint a Budget Officer so that a rough draft of a budget can be presented at the October meeting.

Rick Moeller made the motion that we appoint Mary Wagner as the Budget Officer for the East Boulder County Water District. Mark Johns seconded the motion, which passed unanimously.

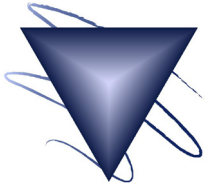
## **ADJOURN**

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

The above is respectfully submitted by the secretary.

Bob Champ, 14 August 2012

[secretary@eastboulderwater.com](mailto:secretary@eastboulderwater.com)



# JNB SERVICES, LLC

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August 13, 2012

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

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

Dear Board:

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

## **General IT Consulting Activities**

- 1) Website Maintenance
  - a) Posted the July 2012 Meeting Minutes.
  - b) Posted the July 2012 Financials.
  - c) Posted the August 13, 2012 Agenda.
  - d) Updated Bill Hofgard's and Bob Champ's term expiration on the Contact Us page.
  - e) Posted the 2011 Audit Report on the Financials page and a notice of its availability on the Home page.
  - f) Included information on the City of Lafayette's decision to restrict daytime watering for their residential customers on the Home page.
  - g) Renewed the District's domain registration. Changed the contact e-mail to [it.support@eastboulderwater.com](mailto:it.support@eastboulderwater.com), instead of the IT consultant's own e-mail address.
  - h) Fixed several broken links to the 2012 Budget documents on the Financials page.
- 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) Mary Wagner reported some problems associated with the clarity of voicemail messages. It was determined that the problem was when the voicemails were accessed through the Internet. When the attached copy of the voicemail was referenced within the email, it was clear. Some additional research and suggestions have been performed and provided to improve Internet performance in order to make listening to voicemails through the Internet clearer.

## **Remote Meter Reading Project**

- 1) ISONAS Utility Manager and Sensus AutoRead Implementation
  - a) Worked with Boulder Water Well to load the latest meter reads into the billing database, to create the Hand Held meter reader configuration information for the new record layout, and reviewed the testing plans.
  - b) Converted the June 29, 20120 database for the Sensus data.
  - c) Added account 200 for the Master Meter, without any costing of water, assigned to EBCWD.
  - d) Identified a need for the date of the meter read and default the Low and High Limits to 0s in the Data Load Utility and communicated requirements to ISONAS.

- e) Tested Sensus AutoRead and found a problem with the ISONAS Utility Manager Export function. Manually corrected one record for a Hand Held test, which worked correctly for the meter read. Import function failed, but determined that the filename was too long and corrected that problem.
  - f) Assessed all testing results and documented findings for ISONAS.
  - g) Discussed software changes required with ISONAS. Reviewed our processing and findings through Go-To-Meeting and sent copies of our files for their own testing. Received an updated version of Utility Manager and the Data Load Utility and it all checks out so far.
  - h) The next scheduled test is scheduled for August 13, 2012 prior to the Board Meeting, with the August meter reading utilizing the new system.
- 2) Sensus software maintenance billing.
    - a) No further details have been provided on the resolution to the maintenance charge.

### **General Support**

- 1) Cross-Connection Management Program
  - a) All Agreements still in the consultant's possession were given to the Secretary or President so they would not be accidentally moved.
- 2) Consumer Confident Report

The State of Colorado's office received the certificate of our 2012 Consumer Confidence Report, but not the report itself (including the City of Lafayette's). An indication of any direct notification to our customers was provided by sending a copy of a June water bill showing the note that the report was available. A PDF was created and sent to the appropriate contact individual. We were not marked as being in "non-compliance" since they received the certificate. No further action is anticipated.
- 3) Pump House
  - a) Raised the temperature setting from 74° to 76° to judge impact on the utility bill around July 31, 2012. Preference once the computer systems are continually running will be to have the temperature no warmer than 74°.

### **New Issues or Comments**

None

Sincerely,

J. Nicholas Bennett  
Principal