



# 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

10 SEPTEMBER 2012

The meeting was called to order by Rick Moeller at 4:05 PM. Those in attendance were the board members (Bill Hofgard, Lynne Deane 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 also present. Nick Bennett (IT consultant) was absent (excused). Mark Johns (Board member) were absent (excused). Terry Kenyon (Engineering) was present to address the problem encountered with the booster pump (#3).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 13 August 2012 meeting were discussed. Lynne Deane made the motion that we approve the minutes of the 13 August 2012 meeting. Bob 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 the usage comparison spreadsheet and the customer past due list.

The \$100 payment to Co. Dept. of Public Health is a one-time yearly fee. The \$1,300 paid to JNB Services is predominately for radio read work. The Lawn Barber's check was for maintaining the landscaping around the pump station and was for 2 months (\$107). Boulder Water Well submitted an invoice during the month that did not have the cost of meter reading on it. Peter noted a change in their office and another invoice should be forthcoming. Mary noted that the District's taxed valuation went up by about \$150K which may lower the mill levy for next year's budget. Mary also noted that she received a letter from Xcel stating that we may be put on a demand rate schedule because of our high energy usage.

Mary reviewed the remaining entries in the transaction spreadsheet and the transactions were approved by the Board. Water Revenue continues to run slightly ahead of budget.

#### OPERATIONS REPORT

##### *Winter/Hauke Status Report*

- We put in 2.5 hr monitoring and 10.5 hrs maintaining the system from August 6, 2012 through September 3, 2012.
- We did an outline fire hydrant at 281 Ponderosa Drive. Water was clear: cl was 0.10 mg/l before flushing then 0.58 mg/l after flushing.
- Worked with owner at 7289 Spring Drive on high water usage. Problem was traced to an irrigation valve not turned off.
- Worked with owner at 562 Ponderosa Drive on no pressure in part of their irrigation system. Problem was a well pump turned off.
- We ran a test on booster pump #3. Nick reported on the test results.
- H. O. & I analyzed the event recorder tape. I will give a summation of what we found.
- We suggest a change in one of the channels of the event recorder to record booster pump #3 activity.

The test run by Frank, Dick, Peter and Nick was discussed in some detail by those present in the meeting. When there is an extremely high water usage pumps 1 and 2 cannot keep up with the usage rate thereby activating the booster pump #3. This 40 hp pump quickly raises the pressure in the system (about 7 seconds) and then shuts down. This cycle continues causing the booster pump to overheat and cease operation which necessitates a resetting of the pump once it cools. This only happens under extremely high usage conditions. Frank noted that during the late-summer morning hours (3 am to 7 am) was the period of time that demand in the District was highest and, thereby, this condition could possibly occur.

Terry Kenyon, Water Engineer, discussed some of the solutions to this possible problem. They included a Variable Frequency drive for the booster pump for about \$10K to \$15K. Other alternatives include upping the horsepower of pumps 1 and 2 when they need replacing (cost of a pump is about \$10k to \$15k). Because this is a rare occurrence, we can plan to do any upgrades in future years. In the meantime, we can put in an auto dialer system and convert one of the channels on the strip chart recorder to include the #3 pump. Terry is going to itemize these possible solutions in a document for the board. Mary noted that we could go to even and odd addresses watering on alternate days thereby alleviating the demand during peak hours.

The following is a synopsis of a report e-mailed to the board by Boulder Water Well:

***Boulder Water Well—8/13/12 to 8/31/12***

<b>Date</b>	<b>Service</b>
8/15/12	Worked with Nick on the data file. Took part in the testing of the pumping system referenced above.
8/30/12	Test on handheld with Nick. A problem was noted with 1000 gallon readings for import to billing.
8/31/12	Meter Readings—used VGB (vehicle-based reading devise) to read meters. Had to read one meter with the handheld.

**IT REPORT**

Nick e-mailed a summary of the work accomplished during the last month. This included maintaining the website and doing IT Maintenance. Also included in the report was IT Support and work on the remote reading project. Nick also summarized the results of the pump test in a separate report to the board, *Results of Operational Pump Tests Conducted August 15, 2012*. The *IT Consultant's Report* is added to the minutes during the posting on the website.

**UNFINISHED BUSINESS**

**REMOTE METER READING**

Discussed in Nick's *IT Consultant Report*.

**NEW BUSINESS**

**BUDGET**

Mary will have a preliminary budget for the Board at the next meeting.

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

Rick noted that he had a pressure valve fail on a boiler resulting in an unnoticed leak of about one gallon per minute which increased his water bill. The Board agreed to use the same algorithm as used in previous cases to determine an equitable bill for the water used (normal months usage plus a lower rate for the higher usage caused by the leak). Another customer also had a water leak and Mary will determine their bill in the same manner. .

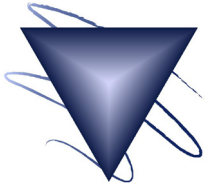
**ADJOURN**

A motion was made to adjourn by Lynne Deane, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:30 PM.

The above is respectfully submitted by the secretary.

Bob Champ, 11 September 2012.

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



# JNB SERVICES, LLC

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September 10, 2012

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

*RE: IT Consultant Status Report for September 10, 2012 Board Meeting*

Dear Board:

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

## **General IT Consulting Activities**

- 1) Website Maintenance
  - a) Posted the August 2012 Meeting Minutes.
  - b) Posted the August 2012 Financials.
  - c) Posted the September 10, 2012 Agenda.
  - d) Included information on the City of Lafayette's announcement of water taste and odor on the Home page with link to the City of Lafayette's website.
  - e) Corrected in July Minutes the spelling of the auditor's name, Schommer.
- 2) IT Maintenance
  - a) Normal system maintenance was performed, including Windows updates; Adobe Acrobat update (10.1.3); AVG update and full computer scan; disk cleanup and defragmentation; and, ensured Carbonite backup was completed.
  - b) Received notification for Intermedia (web and email hosting location) that we had exceeded our space quota for email. Are quota is 500 MBs and we were using 503 MBs. To avoid having to acquire additional disk space with a recurring monthly charge, an effort was undertaken to purge selected emails from the individual mailboxes:
    - i) Used Intermedia Hostpilot interface, webmail with Roudcube client to review emails.
    - ii) Set defaults to delete trash on logoff and do not save every 5 minutes when editing emails.
    - iii) Filtered on SPAM in the subject of the email.
    - iv) Reviewed, briefly, the messages to see if they might be legitimate (found only a few).
    - v) Deleted the remaining SPAM messages.Saved over 58 MB of space so no longer close to the 500 MB disk space quota.  
Sent email notifying everyone what had been done with the mailboxes.
- 3) IT Support
  - a) Created a telephone extension, 10, for IT Support, and associated voicemail box. This would aid in call-backs from vendors. The extension is set to notify the individual supporting the District.
  - b) Worked with HP Support and arranged for a replacement to the HP Photosmart 6510 Inkjet printer that was not working. The replacement should arrive on September 10, 2012 at which time the old printer will be shipped out to HP. The new printer will be installed prior to the end of September, 2012.
  - c) Installed the Microsoft Windows Help32 module in order to read program Help files. This was needed in order to more fully understand Sensus AutoRead program functions, etc.

### Remote Meter Reading Project

#### 1) ISONAS Utility Manager and Sensus AutoRead Implementation

There was considerable progress made with only a few, relatively minor issues needing to be resolved. Activities included:

- a) Updated the latest version of the accounting database from Mary with the Sensus base information (GIS information, MXU and Meter IDs, etc).
- b) Built billing system files on District's laptop to be able to work with Sensus Technical Support interactively.
- c) Updated MXU type to "C" in all of the records per Sensus Technical Support, which was different than the documentation indicated should be specified "B", and which was specified to ISONAS in the Data Load Utility. The Utility Manager software has been updated to default to "C" in all new additions to the database.
- d) Encountered problem with the Export records from Utility Manager being varying lengths. Worked with Sensus and ISONAS and it was determined to try right-justifying the Last Name field in the Export record to ensure fixed-length records. ISONAS will provide an updated Utility Manager.
- e) Tested right-justified Last Names and it worked fairly well, allowing 40 records to be Imported into AutoRead. Found a problem in the content of the Last Name field and ISONAS corrected the problem.
- f) New version of Utility Manager was received and was about to Import 128 records into AutoRead. Six records are missing Meter IDs that will be individually corrected.
- g) Tested meter reading using the Hand Held and achieved success in reading about sixteen accounts from the Pump House. On Import to Utility Manager, ran into a problem where the account record had previous reading in gallons and the records from AutoRead had usage in 1000s of gallons. Was not able to resolve this issue before Labor Day weekend.
- h) Notified Mary that several months of readings were not in the last version of the database she sent over. She is working with ISONAS on what might be the cause.

Testing will resume when I return from out-of-town and before September meter reading.

#### 2) Sensus software maintenance billing.

- a) No further information is available.

### Operational Support

- 1) Participated in the testing of various operating scenarios of the three pumps, relative to the cut-off of Pump 3 (booster pump).
- 2) Developed a report, *Results of Operational Pump Tests Conducted August 15, 2012*, documenting the findings of various operational scenarios of the three pumps at the Pump House, stating our hypotheses of what was happening and possible solutions.

### General Support

- 1) Cross-Connection Management Program
  - a) Corrected the Cross-Connect Form to increase the top margin to 1.25". Submitted a copy to Mark to verify room at top. New version passed and posted to the website.
- 2) Pump House
  - a) Raised the temperature setting from 76° to 78° to judge impact on the utility bill around August 28, 2012. Preference once the computer systems are continually running will be to have the temperature no warmer than 74°, possibly 76°.

**New Issues or Comments**

None

Sincerely,

J. Nicholas Bennett  
Principal