



# 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 DECEMBER 2012

Mark Johns called the meeting to order at 4:07 PM. Those in attendance were the board members (Rick Moeller, Bill Hofgard, Lynne Deane and Bob Champ). Dick Winters and Frank Hauke were present as the retiring in-district operators. Peter O'Brien (Boulder Water Well Operator) was present. Mary Wagner (Bookkeeper) was also present.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 12 November 2012 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 12 November 2012 meeting. Bill Hofgard 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 water usage comparison spreadsheet.

Mary reviewed the transaction spreadsheet and the board approved the transactions.

Mark took the *Cross-Connect Agreements* to the county and the cost for recording was \$1419.00. The Director's fees for the year were paid (\$600.00 per director). SDA dues were paid. Money is still outstanding for the work Blanco did at the Master Meter. Mary will issue them the final payment. Mike Deck and Nick Bennett will be removed from the District signers for Colotrust transfers.

The 2013 Budget has been mailed to the appropriate Government Agencies.

#### BOULDER WATER WELL – 11/1/12 – 12/1/12

Peter noted that he spent time with Frank and Dick finalizing the rollover of responsibilities for operating the District. The water has now been connected at 754 Wells Drive. The pump house was checked at various times during the month when Peter was in the area for other duties (e.g. Meter reading). The fire hydrant on Skyway drive was purged and Chlorine was measured and passed. The pressure regulator at 7481 Spring Drive was adjusted to a higher pressure. Peter gave other Boulder Water Well personnel initial training.

The meters were read and forwarded to Mary via the billing software. Some of the new meters could not be read and many meters not in the district were read for some unknown reason. This will be discussed with Sensus. Mark will check on abandoning the tap for the house being razed on Paragon Drive. Various locates were performed during the month.

Frank and Dick will be available for aiding Peter if necessary.

#### 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. Nick will also post the final budget documents to the website. In the coming year Nick's work will be coordinated through Mark and primarily be concerned with posting documents and maintaining the website.

## **UNFINISHED BUSINESS**

### **REMOTE METER READING**

The operation still has a few minor problems, which are being addressed with the vendor.

### **PUMP HOUSE MAINTENANCE**

The painting work has been done (downspouts, eaves and door) and the pump house looks much improved.

## **NEW BUSINESS**

### **Water Rates**

Nick is finalizing the spreadsheet on water rates for inclusion in the January billing.

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

Peter will get 2 meters to have on hand for the coming year. Mary will write a check to the church for the upcoming year. It was noted that we might have a couple of residences coming on line in the new year. Some of Mary's files will be stored in the filing cabinet located in the pump house.

Gifts were given to Mary, the operators and IT consultant for their efforts during the last year.

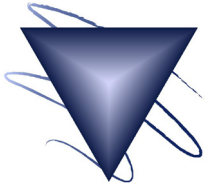
## **ADJOURN**

A motion was made to adjourn by Mark Johns, seconded by Lynne Deane and unanimously approved. The meeting was adjourned at 5:37 PM.

The secretary respectfully submits the above.

Bob Champ, 17 December 2012.

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



# JNB SERVICES, LLC

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December 10, 2012

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

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

Dear Board:

The following are the activities during this period. Activities performed through December 7, 2012 have been billed to the District.

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Posted the November 2012 Meeting Minutes.
  - b) Posted additional 2013 Budget documents.
  - c) Website Summary Statistics for November 2012:

Summary					
<b>Reported period</b>	Month Nov 2012				
<b>First visit</b>	01 Nov 2012 - 01:46				
<b>Last visit</b>	30 Nov 2012 - 23:39				
	<b>Unique visitors</b>	<b>Number of visits</b>	<b>Pages</b>	<b>Hits</b>	<b>Bandwidth</b>
Viewed traffic	<b>141</b>	<b>407</b> (2.88 visits/visitor)	<b>872</b> (2.14 Pages/Visit)	<b>1305</b> (3.2 Hits/Visit)	<b>89.56 MB</b> (225.32 KB/Visit)
Not viewed traffic			<b>5512</b>	<b>5575</b>	<b>160.07 MB</b>

- 2) IT Maintenance
  - a) Normal system maintenance was performed, including Windows updates; AVG update and full computer scan; JAVA updates; verified all phones online; recycled modem and router; checked website server and email server disk space; computer disk cleanup and defragmentation; and, ensured Carbonite backup was completed.
  - b) Transfer Operational Email and Phone Support for Boulder Water Well.

Set up [operations@eastboulderwater.com](mailto:operations@eastboulderwater.com) to be accessed by Pete O'Brien and Dustin Martin (backup) directly from the EBCWD mail server. Sent the instructions for setting up email clients on Pete's and Dustin's computers to Pete. Setup Phone.com to notify Pete via SMS if a voicemail was left for Operations, continuing the process of not forwarding calls but taking voicemails (leaves a record of calls on the District's phone system). The website Contact Us page was updated.
  - c) SPAM E-Mail Issue Status

Looks like the more restrictive setting is working well and we are no longer having as much of a SPAM email problem.
  - d) Website Statistics and E-mail Disk Space Usage

This month's IT report includes just the summary of the website statistics, as approved in last month's board meeting. It is a minor increase in the size of the report but saves considerable email server space compared

with sending the full report to each board member, etc. The Webmaster (IT Consultant) has the full details in case there are any questions.

e) Service and Software Maintenance

Received an inquiry from Mary on an invoice-like document for backup DNS services. Researched the document and the company. EBCWD does not use that company nor do we use a backup DNS service. Hover is the domain registrar and we last renewed in July 2012. Mary was told not to pay the invoice, as we did not want to establish that service.

### Operational Support

- 1) Started review of operational procedures in preparation of Frank Hauke and Dick Winter's retirement becoming official in December.
- 2) 2013 Water Rates  
Started the process to update the Water Rate Calculator and the Rate Letter for the new rates approved by the Board. The older process was somewhat complicated and is being simplified for use from now on. The new documents will be ready for inclusion into the December 2012 bills sent in January 2013.

### General Support

- 1) Transparency Disclosure  
Reviewed the requirements for notification of the annual Transparency Notice provided by the SDA. There are no anticipated problems.

### New Issues or Comments

- 1) Received the Board's IT Proposal and have undertaken a preliminary review and held an initial discussion with Mark Johns.
- 2) Next period I will be working on preparing for archiving of the information for 2012 and setting up the main web pages for 2013 so the website can go live on January 1, 2013. Planning on leaving the first bond issue information only in the archives, since all of those bonds have been called and paid.
- 3) Mary is interested in storing some documents in the Pump House. While concerned with all paper records located where there is lots of water, the file cabinet might be a place. There is a less of a concern if the documents have been scanned and stored digitally. Currently, the file cabinet is storing tools and parts and these would need to be relocated.
- 4) Recommend that the IGA be scanned and saved on the server. A decision may be made later as to if it should be made available to everyone via the website, versus just being "backed-up" on the server.
- 5) Since it was such a lengthy process to file the Cross-Connect Agreements, a number of homes (including 754 Wells Drive) have been sold. Should the new buyers (do not know what should be the cut-off date) which is anyone currently owning a home that did not sign a Cross-Connect Agreement be notified of its existence by letter (and a copy of Cross-Connect Agreement)?
- 6) The painting of the eaves and gutters and downspouts of the Pump House looks really good.

Sincerely,

J. Nicholas Bennett  
Principal