

# 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

14 JANUARY 2013

Rick Moeller called the meeting to order at 4:05 PM. Those in attendance were the board members (Bill Hofgard, Lynne Deane and Bob Champ) and Peter O'Brien (Boulder Water Well Operator) was present. Mary Wagner (Bookkeeper) was also present. Mark Johns was absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 10 December 2012 meeting were discussed. Lynne Deane made the motion that we approve the minutes of the 10 December 2012 meeting. Rick Moeller 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.

The Lafayette water bill has been received and it was \$2723.55. The water bill was billed at the 2013 rates but it was felt that the budget could incur this slightly higher cost. Areas that were at least 150% over budget in 2012 were Insurance, IT consultant, Maintenance, meter reading, election expense, miscellaneous expense and water testing. These were adjusted for the 2013 budget. Mary noted that Boulder had also raised their water rates. \$26K was transferred into reserves and water revenue for 2012 was 114% of budget.

The 2013 Budget has been put on the Division of Local Government portal. This year we will retire \$150K of long-term debt as compared to \$135K in 2012.

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

Peter noted that he checked the pump house 6 times in the last month and flushed 2 fire hydrants. Remote reading was problematic with respect to 7 meters and there was a problem transferring the readings via the billing software. This will be debugged, hopefully.

Peter noted that a house on Spring Drive might be interested in connecting to the system in the coming year.

#### 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 has posted the transparency notice on the website as required by the DLG.

## **UNFINISHED BUSINESS**

### **REMOTE METER READING**

The remote reading was discussed under operations.

## **NEW BUSINESS**

### **DESIGNATION OF OFFICIAL POSTING PLACE FOR AGENDA**

Rick Moeller made the motion that we designate the pump house as the official posting place for the meeting agenda. Lynne Deane seconded the motion, which passed unanimously.

### **CONFIRM TRANSPARENCY NOTICE POSTED**

As noted previously, the notice has been posted on the website.

### **CONFIRM CERTIFIED COPY OF ADOPTED BUDGET FILED WITH DLG**

Mary has put the budget on the DLG portal.

### **REVIEW OTHER NOTIFICATIONS TO GOVERNMENT AGENCIES**

Rick reviewed the memo sent to us by our legal consultant noting key responsibilities during the upcoming year. Mary noted that she could put the district boundary map on the DLG portal. Mark will review and decide how to handle this. Overall, we should have satisfied all the requirements.

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

Bill Hofgard reviewed our property and liability insurance. Bill will talk to our agent regarding increasing our personal property insurance on the pump house from 30K to 60K. If the cost is within reason this should be done.

Mary noted that she had still not received a final bill from Blanco. We should receive this so as to close this account. Mary will also get with our auditor regarding the exemption, which must be filed prior to 31 March. She can do the necessary paperwork and forward to Dan.

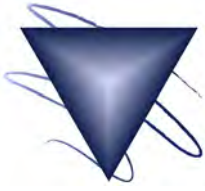
## **ADJOURN**

A motion was made to adjourn by Lynne Deane, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:08 PM.

The secretary respectfully submits the above.

Bob Champ, 15 January 2013.

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



# JNB SERVICES, LLC

P.O. Box 21496 • BOULDER, COLORADO • 80308-4496  
 303.324.2734 • J.NICHOLAS.BENNETT@JNB-SERVICES.COM

January 14, 2013

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

RE: *IT Consultant Status Report for January 14, 2013 Board Meeting*

Dear Board:

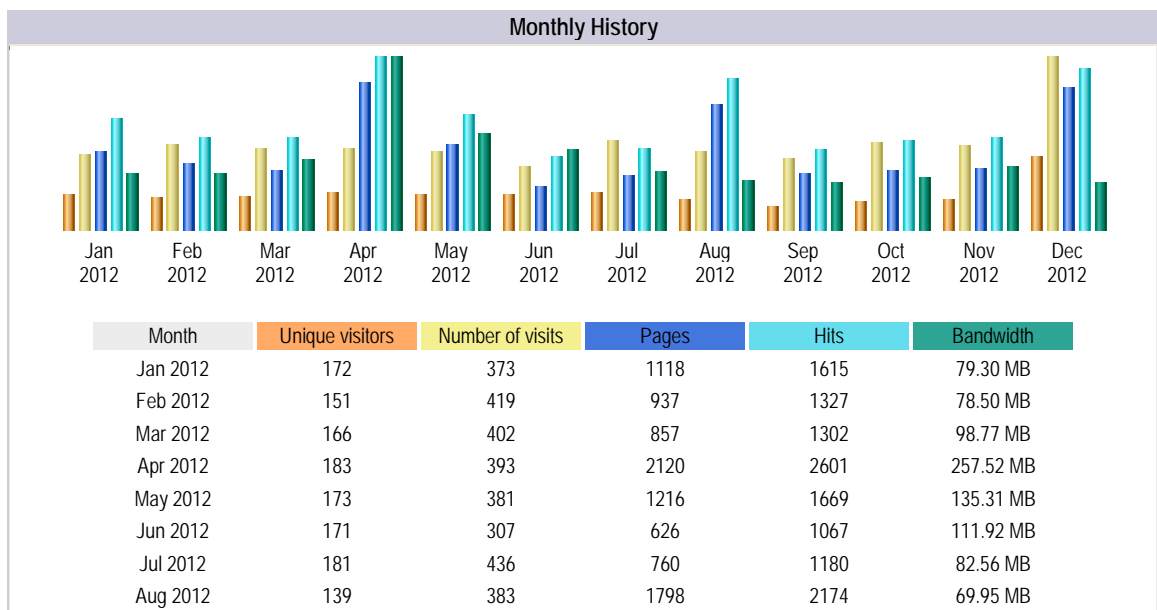
The following are the activities during this period. Activities performed through January 11, 2013 have been billed to the District.

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Posted the December 2012 Meeting Minutes.
  - b) Posted the January 14, 2013 Agenda.
  - c) Website Summary Statistics for December 2012:

December Summary					
Reported period	Month Dec 2012				
First visit	01 Dec 2012 - 03:25				
Last visit	31 Dec 2012 - 23:30				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	354	884 (2.49 visits/visitor)	2023 (2.28 Pages/Visit)	2331 (2.63 Hits/Visit)	67.17 MB (77.8 KB/Visit)
Not viewed traffic *			5096	5153	178.30 MB

- d) Website Monthly Summary Statistics for 2012:



Sep 2012	117	352	802	1142	66.18 MB
Oct 2012	131	424	866	1272	74.17 MB
Nov 2012	141	407	872	1305	89.56 MB
Dec 2012	354	884	2023	2331	67.17 MB
<b>Total</b>	<b>2079</b>	<b>5161</b>	<b>13995</b>	<b>18985</b>	<b>1.18 GB</b>

e) Build 2012 Archive:

- i) Establish folder structure.
- ii) Update main Archive page.
- iii) Copy 2012 financial documents from main page to archive.
- iv) Copy 2012 meeting documents from main page to archive.
- v) Identified additional documents that need to be maintained in the annual archives.
- vi) Corrected hyperlinks associated with the main pages and the archive pages.
- vii) Deleted old files that substantially reduced the amount of disk space used on the web server.

2) IT Maintenance

- a) Normal system maintenance was performed, including Windows updates (8); AVG update and full computer scan; verified all phones online; recycled modem and router; checked website server (446 MB of 500 MB used; this number has been lowered to 322 MB through the 2012 Archive activities) and email server (482 MB of 500 MB used) disk space; computer disk cleanup and defragmentation; and, ensured Carbonite backup was completed.
- b) AVG (virus protection and firewall) product is coming up for renewal, with the expiration date of 1/31/2013. The renewal options are: 1 year for \$58.99 and 2 years for \$84.99. It is recommended that the District renew for 1 year. The renewal process is through the software and will require the District's credit card.
- c) E-Mail Status

The more restrictive setting is working well and we are no longer having as much of a SPAM-identified email problem. However, there are lots of emails in each mailbox that are of a commercial nature and that have not been marked as SPAM and thus cannot be immediately identified and removed.

The table below shows the current amount of storage and the number of messages associated with each mailbox. Please remember, we need to save the messages associated with the workings of the District and it is expected that, over time, there will be a need to add storage.

Click on the mailbox name to change the properties of your POP mailbox. You can search by Display Name or Email Address by typing the first letter(s) into the search box.

0-9 a b c d e f g h i j k l m n o p q r s t u v w x y z [View all](#)

Email Address   Search

<input type="checkbox"/> <a href="#">Mailbox</a>	<a href="#">Display Name</a>	<a href="#">Aliases</a>	<a href="#">Forward To</a>	<a href="#">Disk Space (MB)</a>	<a href="#">Messages</a>
<input type="checkbox"/> <a href="#">billing</a>	Mary Wagner	mary.wagner@comcast.net		101	572
<input type="checkbox"/> <a href="#">director1</a>	William G. Hofgard	bhofgard@hofgardins.com		61	418
<input type="checkbox"/> <a href="#">director2</a>	Lynne Deane	lynnejd@comcast.net		62	299
<input type="checkbox"/> <a href="#">it.support</a>	IT Support			33	99
<input type="checkbox"/> <a href="#">operations</a>	System Operations			34	215
<input type="checkbox"/> <a href="#">postmaster</a>	postmaster			0	0
<input type="checkbox"/> <a href="#">president</a>	Mark A. Johns	eastboulderwater@gmail.com		90	759
<input type="checkbox"/> <a href="#">secretary</a>	Robert Champ	rchamp39@comcast.net		38	230

<input type="checkbox"/>	<b>treasurer</b>	Mark A. Johns	president@eastboulderwater.com	0	2
<input type="checkbox"/>	<b>vicepresident</b>	Richard Moeller	moeller@msudenver.edu	51	566
<input type="checkbox"/>	<b>webmaster</b>	Web Master		13	54

There are several elements to address the space issue:

- i) For each mailbox, the user should login, and do a manual review of the emails, and delete those from outside the District that are no longer required. Emails between District members, customers and contractors are to be kept, per the records retention requirements for open meetings, etc. Instructions to access the mailbox have been previously provided, but will be re-sent if required. If desired, I can assist with a user's mailbox clean-up.
- ii) At this point, it is also recommended that additional space be acquired for the Email server. The cost would be \$0.20 per MB per month added. The system only allows additional space to be acquired in increments of 25 MB (*e.g.*, 25, 50, 75). Thus, for example, adding 25 MB of email space would add \$5.00 per month (\$60 per year).

It is recommended that the deletion of the extraneous messages begin at once. Secondly, acquire an additional 25 MB to provide a cushion of unused disk space. How long it would remain available depends on the mailbox clean-up success. The changes in how website statistics, etc. are distributed are slowing the growth of internally generated content that consumes disk space.

d) Phone System Updates

The extension for the president has been updated to forward a text message to Mark's cell phone if a voicemail message is left on the system.

## Operational Support

1) 2013 Water Rates

The Water Rate Calculator was enhanced to easily accept changes in rates from the City of Lafayette, and to remove integration into the old rate determination system. The Rate Letter was simplified for the new rates approved by the Board. The new documents were provided to Billing for inclusion into the December 2012 bills sent in January 2013.

An issue was identified that will need to be addressed, starting in 2014. As a result of the 2010 bond refinancing, non-linear adjustments were made to various marginal rates in order to achieve a reduce amount of water revenue. In order to accommodate the 5 percent increase in 2013 water costs from the City of Lafayette, these modified marginal rates had to be further adjusted to provide only a 5 percent increase in water rates, as approved by the Board. As part of the 2014 water rate determination, the approach to eliminating these unique adjustments should be determined.

## General Support

1) Transparency Disclosure

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

Contacted the DOLA to verify compliance. Have not heard back, as of yet. Will follow-up on January 14, 2013.

2) Acknowledgement of Frank's and Dick's Retirement

Developed an acknowledgement of the contributions by Frank and Dick to the District, including information solicited from Mike Deck. The second draft is currently in review.

**New Issues or Comments**

- 1) 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. There is significant available disk space for storing documents.

Sincerely,

J. Nicholas Bennett  
Principal