Board of Directors Regular Meeting

St. Ambrose Episcopal Church

11 FEBRUARY 2013

Mark Johns called the meeting to order at 4:03 PM. Those in attendance were the board members (Bill Hofgard, Lynne Deane, Rick Moeller and Bob Champ) and 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 14 January 2013 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 14 January 2013 meeting. Lynne Deane 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.

It was decided to add a line item in the budget for IT hardware and software expenditures.

Meter reading is about $230 per month and should be about this much once troubleshooting is completed. Peter spent about 3.5 hours trouble shooting the meters that were not reading properly.

The Comcast bill is included in the line item for utilities. Because we have no employees we are expecting a refund from Pinnacol for workmen's comp.

Mary went through the transaction detail report and the board approved the transactions.

BOULDER WATER WELL – 1/11/13 – 2/11/13

1/11/13	Located a line for 7542 Panorama Dr.
1/23/13	Pump house check. .60 Cl outgoing.
	Flush hydrant @ 7214 Spring Dr.
1/30/13	Change radio read @ 7551 Panorama
	Meter reads, pump house check
	Couldn't read meter @ 7391 Spring Dr. – snow covered
2/6/13	Repaired meter @ 895 Paragon
	Test system and check for meters not reading.
	Changed programming to read all meters.
2/11/13	E-coli sample @ Barcelona Dr. - .19 mg/l free
	Pump house check

Peter thought that the radio read system was sufficiently debugged so that it should be operable next month. Peter will also obtain the radio-sending unit from the meter that was abandoned on Paragon Dr. Mary will get an updated Homeowners list with phone numbers for Peter's files.

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.

The board members will review their e-mail and delete accordingly to free up space as suggested by Nick. The line item for software and hardware will also be added to the budget.

UNFINISHED BUSINESS

REMOTE METER READING

The remote reading was discussed under operations. It is close to being fully operational.

UPDATE ON INSURANCE COVERAGE

Bill Hofgard reported on his discussion of coverage with our insurance agent. There was some ambiguity with respect to coverage being split between a pump house and a pump station. Bill will clarify and increase our coverage to the limit of our premium (or a $50 increase in premium). Peter will create an Inventory of equipment and it's value that is located in the pump house.

UPDATE ON 1027 PARAGON DR.

Peter will obtain the radio read head from the meter. The line to the meter has been abandoned.

NEW BUSINESS

AUDIT EXEMPTION

Mary had put together the data for the exemption and forwarded it to the auditor. They developed the necessary paperwork, which Mary had for the board signatures and approval.

Mark Johns made the motion that we approve the application for audit exemption for 2012. Bill Hofgard seconded the motion, which passed unanimously.

The paperwork was signed and Mary will send to the appropriate government agency.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

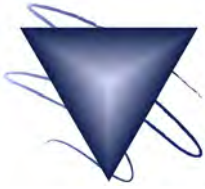# ADJOURN

A motion was made to adjourn by Bill Hofgard, seconded by Lynne Deane and unanimously approved. The meeting was adjourned at 5:32 PM.

The secretary respectfully submits the above.

Bob Champ, 12 February 2013.

secretary@eastboulderwater.com

February 11, 2013

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

RE: IT Consultant Status Report for February 11, 2013 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through February 8, 2013 have been billed to the District.

Action Items

This section identifies any issues that require Board action or decisions. The issue(s) are summarized here, with details in the appropriate section of the report.

1) Tracking IT-related expenses.

   Recommend adding two addition line items in the budget (chart of accounts) relative to IT expenses. Currently there is the IT Consultant line item to track expenses for the labor associated with IT activities (I do not believe any dollars for software or hardware were included when the 2013 budget was adopted). There probably should be an IT Software line item (for software license renewals or acquisitions, *e.g.,* the just completed AVG license renewal, the upcoming Carbonite renewal, maybe the Sensus software maintenance expenses) and an IT Hardware line item (for hardware acquisitions and maintenance). These new line items would allow separation of these costs from the Office Expenses account.

2) Additional E-mail server space.

   Under the IT Maintenance heading, review item "c) E-Mail Status" for some different actions that can be performed relative to the space used on the E-mail server.

General IT Consulting Activities

1) Website Maintenance

   a) Published the January 14, 2013 Meeting Minutes.

   b) Published the February 11, 2013 Agenda.

   c) Website Summary Statistics for January 2013:

Summary					
Reported period	Month Jan 2013				
First visit	01 Jan 2013 - 00:04				
Last visit	31 Jan 2013 - 23:24				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	453	1259 (2.77 visits/visitor)	1969 (1.56 Pages/Visit)	2468 (1.96 Hits/Visit)	64.58 MB (52.52 KB/Visit)
Not viewed traffic *			4128	4185	123.18 MB

2) IT Maintenance

   a) Normal system maintenance was performed, including Windows updates (13); AVG had expired (see item b) below); updated Acrobat 10.1.4; verified all phones online; recycled modem and router; computer disk cleanup and defragmentation; printer ink levels are less than ½ on average for the setup cartridges that have been

installed (not full capacity cartridges) and replacements should be order within the next month, or so; and, ensured Carbonite backup was completed.

b) AVG (virus protection and firewall) product license expired on January 31, 2013. No direction had been received from the Board's January 2013 meeting concerning renewal. To minimize the potential of the system being compromised, the Windows Firewall and Windows Defender (basic firewall and anti-virus software) were activated, updated and the system scanned. When AVG product is eventually renewed, then the updates and system scan will have to be repeated. This extra effort could have been avoided with timely direction on AVG renewal, as requested in the January 14, 2013 report. Later conversations with the Mark Johns provided the authorization to renew the AVG product license for 1 year at $58.99. This was performed, AVG was updated and the system rescanned.

c) E-Mail Status (this information originally provided in the January 14, 2013 IT Consultant's Report)

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

	Mailbox	Display Name	Aliases	Forward To	Disk Space (MB)	Messages
☐	**billing**	Mary Wagner		mary.wagner@comcast.net	101	572
☐	**director1**	William G. Hofgard		bhofgard@hofgardins.com	61	418
☐	**director2**	Lynne Deane		lynnejd@comcast.net	62	299
☐	**it.support**	IT Support			33	99
☐	**operations**	System Operations			34	215
☐	**postmaster**	postmaster			0	0
☐	**president**	Mark A. Johns		eastboulderwater@gmail.com	90	759
☐	**secretary**	Robert Champ		rchamp39@comcast.net	38	230
☐	**treasurer**	Mark A. Johns		president@eastboulderwater.com	0	2
☐	**vicepresident**	Richard Moeller		moeller@msudenver.edu	51	566
☐	**webmaster**	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).

Recommendation: 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 implemented changes in how website statistics are distributed, etc. are slowing the growth of internally generated content that consumes disk space.

Operational Support

1) No Activities This Period

General Support

1) Transparency Disclosure

A "problem" was reported associated with the version of the Transparency Notice submitted to the DOLA. The concern was that the election year of 2014 was associated with all directors on the form. Researched the issue and found that the DOLA form allows only one election year to be specified. For each director, a box is checked if they are up for election in the specified year and a separate box indicates if it is for a two or four year term. No check boxes are marked for directors not up for election. The form as completed is correct. The SDA form is correct and, as always, the Contact Us page has the term expiration year for each director, and it is correct.

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

The final version was posted on the website's Home page, and will be there for at least an additional month.

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