

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

11 MARCH 2013

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 11 February 2013 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 11 February 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, Monthly income and expense comparisons and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary gave Peter a copy of a recently received bill from Boulder Water Well for August 2012 to obtain explanation on the tardiness of the bill. Peter will investigate the situation.

Problems are still being observed with our phone.com service. Mark will talk to Nick regarding the problems.

It was noted that the line item 588 on Income and Expenses should no longer contain the word backup. The Lafayette water bill for the month was an estimate. The audit exemption is complete and we are awaiting confirmation from the state. Pinnacol refunded some of the workmen's comp money.

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

OPERATIONS

Water System Operations Report 2/12/13 – 3/08/13

2/13/13

- Pump house check. 0.42mg/l
- Started inventory of pump house
- Replace meter @7551 Panorama
- Replace register @ Lot 64 Panorama.
- Read meters 100% read.

2/15/13

- Locate 7641 Spring Drive. Spoke with Jeff, marked hydrant line, remainder is clear.

2/20/13

- Pump house check. 0.49mg/l
- Work on pump hour data sheet.

2/28/13

- Pump house check. 0.46mg/l
- Meter reading. 99.231%, 1 meter on spring drive did not read, covered with snow.
- Inventory and write report.
- Hydrant flush 7225 Empire, 0.06 mg/l start , 0.19 mg/l finish.

3/5/13

- Locate request, Scott Cox 7641 Spring.

3/6/13

- Pump house check. 0.41mg/l

3/8/13

- Pump house check. 0.48 mg/l outgoing
- Inspect 7531 Spring Drive
- Collect water sample from hydrant at 7581 Spring Drive

Mary noted a high water usage at 895 Paragon Drive that might possibly denote a leak. Peter will check.

Only one meter did not read this month and this was possibly due to the snow.

Fire flow was checked at the hydrant near 7641 Spring Drive. The flow was 1180 gal/min and 1300 gal/min.

A cross-connect agreement was received for the house under construction at 7531 Spring Drive.

Peter will obtain 3 more 3/4" meters for our inventory.

IT REPORT

Nick e-mailed a summary of the work accomplished during the last month. No normal maintenance was performed during the month. It was brought up that perhaps we do not need monthly maintenance but can extend it to bi-monthly.

UNFINISHED BUSINESS

Update on Insurance Coverage

Bill Hofgard had a hand out which summarized our insurance coverage. Also attached was Peter's inventory list of the EDCWD property. It was decided that the 100K storage tank did not need Insurance coverage and this amount (\$87K) could be applied to district property. Bill will check with our insurance agent regarding our coverage.

NEW BUSINESS

7531 Spring Drive

The tap fee has been paid (3/4" meter) and the meter installed. The cross connection agreement has been received and Mark will file with the county clerk. This residence is now considered on-line.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark brought up whether we should review our obligations as a water district with respect to the Northern Colorado Conservancy District. Mark will talk to our legal consultant concerning this topic.

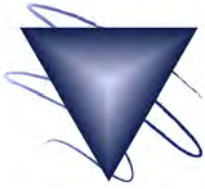
ADJOURN

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

The secretary respectfully submits the above.

Bob Champ, 12 March 2013.

secretary@eastboulderwater.com



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March 11, 2013

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

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

Dear Board:

The following are the activities during this period. Activities performed through March 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) Phone.com Extension Issues.

Changes made to the Billing and President extensions, and to the Operations extension, prevented email notifications of messages and added \$21.xx per month to the costs. The IT Consultant did not make these changes, and does not believe the time to correct the issues should be considered as an approved extra activity. See General IT Consulting Activities, Item 2) c).

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

Recommend the acknowledgement of Frank and Dick continue through March and be considered for archiving in April, possibly May.

General IT Consulting Activities

1) Website Maintenance

a) Published the January 2013 Financials

b) Published the February 11, 2013 Agenda.

c) Published the February 11, 2013 Meeting Minutes.

d) Published the 2012 Exemption from Audit filing . This required reformatting the document to get the pages in order.

e) Website Summary Statistics for February 2013:

Reported period	Month Feb 2013				
First visit	01 Feb 2013 - 00:29				
Last visit	28 Feb 2013 - 23:17				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic	369	1187 (3.21 visits/visitor)	1837 (1.54 Pages/Visit)	2149 (1.81 Hits/Visit)	78.12 MB (67.39 KB/Visit)
Not viewed traffic			6769	6818	291.14 MB

2) IT Maintenance

a) No normal system maintenance was performed for the month, due to heavy travel by the consultant.

b) E-Mail Server Capacity

- i) Developed instructions for the cleaning up of non-district related emails and sent to all board members. To quickly reduce usage before extra charges were incurred, the accounts for Director1 and Director2 were reviewed and non-district messages were deleted.

It was unanticipated that Billing and Secretary messages were deleted in total.

For public records purposes, all messages dealing specifically with district business need to be kept. Discussed with Mark and requests to restore the mailboxes were made to Intermedia (web/email vendor). Next month, they will be re-loaded into the appropriate email mailbox.

- ii) Operations Report Email

The Boulder Water Well operations reports (scanned PDFs) are averaging about 1 Megabytes each, and a copy is sent to each member of the Board. Programs that can create PDFs often have options to reduce the size of the resulting PDF. It is recommended that this be explored to reduce the email size.

c) Phone Extension Voicemail Problems

Mark reported a problem receiving voicemail notifications on his emails. Research showed that changes had been made to the president and billing extensions Phone.com settings. The main floor telephone had been changed to unlimited minutes at \$21.xx additional per month. All of the other extensions were properly configured. The IT Consultant did not make these changes. The time required to correct these changes are unbudgeted and should not negatively affect the IT Consulting budget for 2013. Recommended use of email accounts was made to Mark.

Both extensions settings were corrected and the unlimited minutes feature was removed from the main floor phone extension. Phone.com was contacted and it was confirmed that there would be no charges to the District.

d) Change in IP Address for Webserver

Verified with Intermedia and Hover that everything was in order for the migration to new IP address on March 20, 2013. This activity was initiated by Intermedia and was unbudgeted, as changes to IP addresses is extremely rare (unless a change is made to the hosting location by the customer).

Operational Support

- 1) No Activities This Period

General Support

- 1) No Activities This Period

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