

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

8 JULY 2013

Mark Johns called the meeting to order at 4:06 PM. Those in attendance were the board members (Lynne Deane, Rick Moeller, Bill Hofgard and Bob Champ) and Peter O'Brien (Boulder Water Well Operator). Mary Wagner (Bookkeeper) was also present.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 10 June 2013 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 10 June 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 reviewed the financial statements and the transactions, which the board approved. Mary also noted that the water purchase for this month was an estimate. We should have another deposit from the County for property taxes and \$40k was transferred to Colotrust. A check for \$4870 was issued to Mike's Backhoe for installation of a meter on Spring Drive.

WATER SYSTEM OPERATIONS REPORT

Activities for the period of 06/08/13 – 07/07/13.

- 06/10/13
 - Pump house check 1.02 mg/l free outgoing
 - Board Meeting
 - Hook up data logger
 - Loaded paper on recorder with Frank
- 06/13/13
 - Pump house check 0.91 mg/l free
 - Hydrant flush 555 Apollo
 - Very little rust 0.41 mg/l free
 - After approx. 5 minutes flush 0.57 mg/l free
- 06/18/13
 - Locate request for 7509 Panorama Drive 1.0 mg/l outgoing
- 06/26/13
 - Delivered meter to Mike's, needs programming & radio
 - Pump house check 0.65 mg/l outgoing
- 06/30/13
 - Pump house check 0.84 mg/l outgoing
 - Meter reading
- 07/01/13
 - Pull e-coli sample from 881 Spring Drive 0.63 mg/l

- Pump house check 0.93 mg/l outgoing
- Locate request 7225 Spring Drive

Peter purchased two 5/8" meters from Dana Kepner. Peter will also install the radio read on the installed meters. Meter reading went flawlessly this month.

IT REPORT

Nick e-mailed a summary of the work accomplished during the last month. The report is attached to the minutes during on-line posting.

UNFINISHED BUSINESS.

UPDATE ON INSURANCE COVERAGE

Bill Hofgard had a hand out again summarizing the changes to our insurance policy. It is still pending endorsement.

CCR

Lynne completed the Consumer Confidence Report and mailed the necessary documentation to the state.

NEW BUSINESS

TAPS FOR 7249 SPRING DRIVE AND 7425 EMPIRE DRIVE

Tap fees have been paid by the above properties and meters are being installed. The Empire Dr. property will be connected to the high-pressure line (as opposed to the low pressure line which runs adjacent to the high pressure line).

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark will obtain a rack for storage in the pump house and also obtain a printer cartridge.

Peter will do the lead and copper mandatory testing prior to the August deadline.

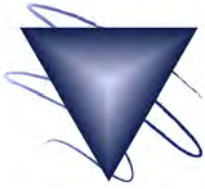
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 4:41 PM.

The secretary respectfully submits the above.

Bob Champ, 9 July 2013.

secretary@eastboulderwater.com



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July 8, 2013

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

RE: *IT Consultant Status Report for July 8, 2013 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through July 5, 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) In New Issues and Comments, one service and one software license will be renewed during July, 2013..

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the June 10, 2013 Meeting Minutes.
 - b) Published the May 2013 Financials.
 - c) Published the July 8, 2013 Regular Meeting Agenda. Reduced PDF file sizes for all 2013 Agendas and republished on the website to lower disk space usage.
 - d) Published the 2013 Consumer Confidence Report. Updated paragraph text and imbedded link to the City of Lafayette CCR on their website and included information on the Home page News Alerts section.
 - e) Website Summary Statistics for June 2013:

Summary					
Reported period	Month Jun 2013				
First visit	01 Jun 2013 - 00:26				
Last visit	30 Jun 2013 - 23:19				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic	417	1353 (3.24 visits/visitor)	3139 (2.32 Pages/Visit)	3459 (2.55 Hits/Visit)	71.52 MB (54.12 KB/Visit)
Not viewed traffic			7912	8144	260.05 MB

- 2) IT Maintenance
 - a) Computer System Updates
 - i) Windows Updates—13 applied
 - ii) JAVA update—June 7 Update 25
 - iii) AVG update and scan whole computer—clean
 - iv) Deleted temporary files
 - v) Defragmented hard disk

- b) Checked printer ink levels—all levels are less than 25% full. This is the original “Setup” cartridge which has less capacity than replacement cartridge.
- c) Phone status verification. Main level extension indicated “degraded” so pulled power and restored power to reset phone to “Online” status. Lower level extension indicated “offline” so pulled Ethernet cable and re-plugged in and is now in “Online” status. Need to determine why the extension went offline.
- d) Website Updates
 - i) Published in the 2005 Archive the monthly financials, with the exception of three months. If anyone has copies of June, July or August 2005 financials, please forward for publishing.

Operational Support

- 1) No activities this period.

General Support

- 1) No activities this period.

New Issues or Comments

- 1) Renewal of the domain name registration for the website is approximately July 21, 2013. The District’s credit card is on file with the account, so there should be automatic renewal for one year.
- 2) The license for Carbonite data backup is expiring on July 16, 2013 and it is set for automatic renewal for one year, using the District’s credit card.
- 3) Looking for June, July and August 2005 financials for publishing on the website.

Sincerely,

J. Nicholas Bennett
Principal