

# 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

12 AUGUST 2013

Mark Johns called the meeting to order at 4:05 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 absent.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 8 July 2013 meeting were discussed. Lynne Deane made the motion that we approve the minutes of the 8 July 2013 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, Monthly income and expense comparisons and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mark reviewed the financial statements and the transactions, which the board approved. Meter reading was noted to be above the budget projections due to the annual maintenance fee charged by Sensus. This maintenance fee was discussed in some detail and it was thought that we should review it yearly to make sure that it was necessary. This fee will maintain the software of our meter reading system. We will have to reconsider our meter reading costs in the upcoming budget.

#### WATER SYSTEM OPERATIONS REPORT FOR 07/07/13-08/11/13

Peter reviewed the operations report for the month. It included routine pump house checks, meter reading and obtaining samples from 5 homeowners for lead and copper testing. The hydrant on Skyview Ct. was flushed. A locate request was also done at 504 Paragon Drive.

It was decided that Peter would exercise valves in the district to assure their being operable. He will do this to 6 valves in the next 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.

We will check with Mary regarding soft files of monthly financial reports prior to 2005 for posting on the web site. Hard copies are available. It was thought that if they weren't readily available that not posting them on the web site would not be an issue.

### UNFINISHED BUSINESS

#### UPDATE ON INSURANCE COVERAGE

We are still awaiting endorsement.

## **NEW BUSINESS**

### **TAP FOR 7425 EMPIRE DRIVE**

Mark noted that the tap had been installed and that the service line was to be installed. The service line pipe material was to be Polyethylene pipe rated for potable water and pressure, not copper (believed to be required as per Rules and Regulations). Peter noted that it was common to use this pipe for service lines. It was decided that we should make this change to our Rules and Regulations.

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

Mark noted that he contacted our bank regarding the check signing authorization cards. There are varying levels of responsibilities from just signing checks to total control of the account. It was decided that Mark, Rick and Mary would have the higher level of responsibility and the remaining board members have only check signing responsibility.

Mark will not be able to attend next month's meeting so Rick will chair the meeting.

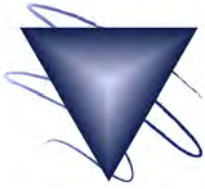
## **ADJOURN**

A motion was made to adjourn by Lynne Deane, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 5:12 PM.

The secretary respectfully submits the above.

Bob Champ, 12 August 2013.

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



# JNB SERVICES, LLC

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August 12, 2013

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

RE: *IT Consultant Status Report for August 12, 2013 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through August 9, 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) See under "Website Updates" information concerning early District financial reporting.

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Published the July 8, 2013 Meeting Minutes.
  - b) Published the June 2013 Financials.
  - c) Published the August 12, 2013 Regular Meeting Agenda.
- 2) Website Summary Statistics for July 2013:

Summary					
Reported period	Month Jul 2013				
First visit	01 Jul 2013 - 00:40				
Last visit	31 Jul 2013 - 23:49				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic	466	1311 (2.81 visits/visitor)	2541 (1.93 Pages/Visit)	2968 (2.26 Hits/Visit)	89.22 MB (69.68 KB/Visit)
Not viewed traffic			10749	11166	246.62 MB

- 3) IT Maintenance
  - a) Computer System Updates
    - i) Windows Updates—17 applied
    - ii) AVG update and scan whole computer—clean
    - iii) Deleted temporary files
    - iv) Defragmented hard disk
    - v) Carbonite backup verified
    - vi) E-mail server space checked. No issues at this time.
  - b) Phone status verification. Called the Lower Level extension from the Main Level extension and the extension could be heard ringing. Still need to determine why the Lower Level extension went offline previously.
  - c) Website Updates

- i) The IT Consultant does not have any monthly financial reports prior to 2005. Checks of the old website did not uncover any of the reports. This was at the time that personal emails were used, instead of the District e-mail addresses, so they are not on the e-mail server. It is requested that any financial reports (i.e., spreadsheets) prior to 2005 be forwarded to the IT Consultant for publishing within the website Archives.

**Operational Support**

- 1) No activities this period.

**General Support**

- 1) No activities this period.

**New Issues or Comments**

- 1) Looking for 1999-2004 financial reports for publishing on the website.

Sincerely,

J. Nicholas Bennett  
Principal