

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

9 SEPTEMBER 2013

Rick Moeller called the meeting to order at 4:02 PM. Those in attendance were the board members (Lynne Deane, Bill Hofgard and Bob Champ) and Peter O'Brien (Boulder Water Well Operator). 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 12 August 2013 meeting were discussed. Lynne Deane made the motion that we approve the minutes of the 12 August 2013 meeting. Bob Champ 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.

The Lafayette water bill has not yet been received. Mary will transfer \$10K from Colotrust to checking to maintain a higher balance. Mary had to resend 4 bills because of the software problems incurred in meter reading.

Water revenue is running below budget for the year (as is water expense) so we expect to have the same profit picture at the end of the year.

WATER SYSTEM OPERATIONS REPORT

Covers 8/12/13 to 9/8/13

Peter reviewed the operations report for the month. It included routine pump house checks, meter reading, installing new meter read software (2x-because of poor Sensus service), exercised 6 valves and was involved in troubleshooting an out-of-water problem on Labor Day. A hydrant was flushed on Benchmark Drive.

No problems with chlorine concentration were noted with any of the chlorine tests. A locate was done at a new lot at 7249 Spring Drive.

The cause of the out of water issue on Panorama Drive was never ultimately found as everything was operating normally. It was thought that Rocky Mountain Fire could have been exercising a hydrant and turned off a main valve. Mark was involved and will give his opinion at the next meeting.

We will consider obtaining some compensation from Sensus for the problems encountered with their software and the extra time that was spent solving the meter reading problems.

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. Mary thought that the district's credit card had been updated and Nick could use it to pay the Phone.com bill.

UNFINISHED BUSINESS.

INDIVIDUAL PROPERTY SERVICE LINES

This will be discussed in detail at next month's meeting. It was thought that this decision might be relegated to the individual homeowner, as they are responsible for the line.

NEW BUSINESS

APPOINTMENT OF BUDGET OFFICER

Rick Moeller made the motion that we appoint Mary Wagner as the budget officer for the district for the up-coming year. The motion was seconded by Lynne Deane and passed unanimously.

Mary had a rough draft of the budget for next year, which she gave to the board. She reviewed the drafts for both the debt service budget and the water enterprise fund budget. Some discussion occurred on whether we should have an audit next year and what our expense would be for meter reading, IT consultant, system operations, etc. She will e-mail the updated draft to the board so they will have it for next months meeting, as she will be absent on vacation.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Rick noted that he has completed the necessary paperwork with 1st National Bank to have responsibility for our financial accounts.

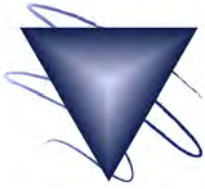
ADJOURN

A motion was made to adjourn by Lynne Deane, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:03 PM.

The secretary respectfully submits the above.

Bob Champ, 9 September 2013.

secretary@eastboulderwater.com



JNB SERVICES, LLC

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

September 9, 2013

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

RE: *IT Consultant Status Report for September 9, 2013 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through September 6, 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) The Phone.com District account has an expired purchase card and will need to be updated.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the August 12, 2013 Meeting Minutes.
 - b) Published the July 2013 Financials.
 - c) Published the September 0, 2013 Regular Meeting Agenda.
- 2) Website Summary Statistics for August 2013:

| Summary | | | | | |
|----------------------|---------------------|-------------------------------|----------------------------|---------------------------|------------------------------|
| Reported period | Month Aug 2013 | | | | |
| First visit | 01 Aug 2013 - 01:12 | | | | |
| Last visit | 31 Aug 2013 - 23:00 | | | | |
| | Unique visitors | Number of visits | Pages | Hits | Bandwidth |
| Viewed traffic * | 437 | 1054 (2.41 visits/visitor) | 2104 (1.99 Pages/Visit) | 2439 (2.31 Hits/Visit) | 92.26 MB (89.63 KB/Visit) |
| Not viewed traffic * | | | 8748 | 8955 | 295.72 MB |

- 3) IT Maintenance
 - a) Computer System Updates
 - i) Windows Updates—11 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.

In discussion with operations, it was noted that the latest report was over 9 MB in size due to the attachment. Sent to every director, this one email would utilize almost 10 percent of the total server space for email. Operations will check on seeing if maximum file size reductions are being made for the attachment. It was noted that this is an unusual report in that additional tests were included that are done

very infrequently. It was also suggested that the report originate from or be sent to the operations@eastboulderwater.com email address. Then a copy will be on the server, and the individual copies sent to the directors can later be removed as part of email server maintenance, and yet the District maintains a copy.

- b) Phone status research and resolution have been completed. When there is an update for the software in the physical phone, the status is reported as Online | Degraded and the phone must have power cycled to force a software update. The problem with the lower level phone (Extension 21) going offline was traced to an incorrect setting in the configuration data base maintained by Phone.com. The data base was corrected and the phone was power cycled to force synchronization with the data base. The phone should no longer be going to Offline status.
- c) Website Updates
 - i) No unique website updates were made.
- d) Sensus Service Agreement

The IT Consultant was asked to discuss the Sensus Service Agreement during the August 12, 2013 Regular Board Meeting. The issue was should the District renew the Service Agreement for another year at a cost of \$1,765.00, which included any software updates and technical support.

The discussion focused on several issues:

1. Was the District captive to Sensus? When the District decided to go with radio read technology and use automated meter reading capabilities, it was at that point that the District and Sensus were becoming long-term partners. It is the nature of a technological solution for core operational activities.
2. Can we separate from Sensus from the perspective to software services? The answer is basically "no," considering the architecture of the metering and meter reading system. The data formats and operations of the radio read heads requires software to be coordinated with the data specifications. Get out of synch, and meters cannot be read. To reduce meter reading and billing time and costs, the interface between the meter reading software and the billing software is required. Again, this was part of the discussions that occurred when the District was looking at using technology to assist in operations. Operations pointed out that when the District gets a meter head replaced under warranty, it comes with new firmware. Without the latest software, it could become unreadable.
3. Concerns over the overall costs of the radio-read approach was expressed. A brief description of the original objectives to moving in this direction was to slow the increases over time of operational costs, particularly with the pending retirement of the District's two operators, at the time of the decision. The need to minimize more expensive labor with technology had been a goal.
4. Was the price for the annual service agreement reasonable? From experience, the renewal amount is reasonable for a system that has distributed components that must be coordinated in order to work. Sensus develops the capabilities of the radio read heads associated with the meters and the software necessary to obtain this data and make it available for operations and billing functions.

The recommendations made to the Board were:

1. The IT Consultant suggested continued working with Dana Kepner to keep the annual service agreement costs as low as possible, recognizing that the pricing does originate with Sensus.
2. Because of the architecture of the meters and the external software to read the meters and to interface with billing, it was recommended that the District stay on the Annual Service Agreement.

Operational Support

- 1) No activities this period.

General Support

- 1) No activities this period.

New Issues or Comments

- 1) Will need to update Phone.com Account information for the new purchase card. Other service accounts will also need updating.

Sincerely,

J. Nicholas Bennett
Principal