

# 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

14 OCTOBER 2013

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were the board members (Lynne Deane, Bill Hofgard, Rick Moeller 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 9 September 2013 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 9 September 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.

Mark reviewed the financial statements and the transactions, which the board approved.

Because of the wet September, water revenue was low for the month. If the remaining months are of average revenue, we should have the revenue put forth in the budget (Revenue- purchase).

#### WATER SYSTEM OPERATIONS REPORT-09/08/13 – 10/13/13

9/9/13

- Board Meeting
- Pump house check 0.56 mg/l free
- E-coli sample 305 Majestic View 0.11 mg/l (to Boulder County Health Dept.)
- Flush & work on hydrant 7214 Spring Court 0.35 mg/l
- Rocks came out, cycled several times, difficult to close

9/17/13

- Locate 7509 Panorama
- Locate 512 Ponderosa

9/18/13

- Pump house check, tank check 0.59 mg/l incoming CL2
- Clean up pump house add chlorine to storage tank / well - added 1 gallon 10%
- Pump house check, outgoing 0.54 mg/l

9/25/13

- Pump house check 0.23 mg/l outgoing

9/27/13

- Locate 7550 Spring Drive
- Locate 7249 Spring Drive
- Pump house check 0.13 mg/l incoming

- Check tank, add 1 gallon chlorine to tank 10% NSF

9/30/13

- Meter readings
- 1027 Paragon - remove radio - get read/info Lot 9 Panorama Park
- Pump house check
- Locate 555 Apollo Drive

10/9/13

- Water sample to lab
- Pump house check
- Check water usage at 7439 Panorama Drive
- Locate 6 Benchmark
- Check (water sample) pump house
- Check chlorine

It was noted that we should have Rocky Mountain Fire remove the tag on the hydrant on Spring Court. We discussed whether this hydrant should be replaced. At this point it is operative and no decision was made.

Seven meters had to be manually read. Peter feels that the meter numbers all contained a b, which he will remove for the next reading and see if it solves the problem. He noted that Sensus does not offer weekend coverage for problems. We also discussed the problem with the Sensus Software (wrong key code), which gave us a problem reading the meters last month. This cost us 4 to 6 hours of Peter's time. Mark will contact Sensus regarding this poor support.

Peter noted that he had to add chlorine to the main storage tank because of the low levels of chlorine coming in from Lafayette. This was not a problem but we have to have a minimum of .2 mg/l of chlorine for our distribution.

## **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. The board decided to purchase the modem as Nick suggested and will direct him to do so.

## **UNFINISHED BUSINESS**

### **INDIVIDUAL PROPERTY SERVICE LINES**

Mark talked to Terry Kenyon (Engineering) and he will send us the specifications on the materials that can be used for these water lines.

### **PANORAMA/SKYWAY OUT OF WATER SEPT. 2<sup>ND</sup>**

Mark talked to Terry Kenyon (Engineering) regarding this problem. We also discussed this problem with Peter and the consensus was that the emergency pump did not sense the pressure drop when the hydrant on Panorama was exercised by the fire department. Because of the altitude change it was thought that this was a plausible explanation. Various possible solutions to the problem were discussed and Terry will specify these in a memo to the board.

## **NEW BUSINESS**

### **PRELIMINARY BUDGET REVIEW**

Mary Wagner sent out a preliminary budget for the board to review. The board reviewed the budget and decided that we should put money into the budget for an audit. This was done because Mark thought that our bond rating could be compromised by not having an audit. We will review this and if not correct we can make the appropriate decision. Other than this, the budget looked to be a reasonable representation of our fiscal responsibilities for the upcoming year. We will have a formal Budget Hearing at the next month's regularly scheduled meeting (Notice will be published in the Daily Camera) to adopt the budget.

### **INSURANCE RENEWAL**

Bill noted that the endorsements had been received and our updated coverage had been certified. The renewal forms were filled out and will be forwarded to our agent so that we can obtain a quote for the upcoming year.

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

Rick noted that we have the possibility of an election for 2014. Those directors up for reelection are Mark Johns, Rick Moeller and Lynne Deane. Rick has acted as the board's designated election official for the past two elections and it is surmised he will be the DEO for the upcoming election.

Mark noted that we should extend the downspouts on the pump house to facilitate drainage.

Lynne wished to obtain current drawings of the district. Mark will contact Terry to get soft copies of these that we can have printed for the board members.

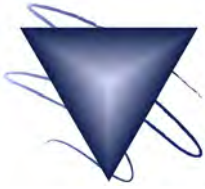
## **ADJOURN**

A motion was made to adjourn by Rick Moeller, seconded by Lynne Deane and unanimously approved. The meeting was adjourned at 6:11 PM.

The secretary respectfully submits the above.

Bob Champ, 14 October 2013.

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# JNB SERVICES, LLC

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October 14, 2013

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

*RE: IT Consultant Status Report for October 14, 2013 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through October 10, 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 District should consider no longer renting the Comcast-provided cable modem at \$5.00 per month, and replace it with a cable modem at a purchase price of approximately \$70, or so, depending on vendor.

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Published the August 2013 Financials.
  - b) Published the September 9, 2013 Meeting Minutes.
- 2) Website Summary Statistics for September 2013:

Summary					
Reported period	Month Sep 2013				
First visit	01 Sep 2013 - 00:43				
Last visit	30 Sep 2013 - 23:54				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic	633	1526 (2.41 visits/visitor)	2592 (1.69 Pages/Visit)	3506 (2.29 Hits/Visit)	243.67 MB (163.51 KB/Visit)
Not viewed traffic			7123	7435	372.21 MB

- 3) IT Maintenance
  - a) Computer System Updates
    - i) Windows Updates—25 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.

Total server disk space utilization reached 470 MB, with a maximum service agreement amount of 500 MB. A quick review of the various mailboxes was performed and messages deleted that the utilization was lowered to 435 MB. This was partially achieved by deleting the older Operations Reports from each director's mailbox and having Boulder Water Well (through Pete O'Brien) re-send all reports to the

Operations email address. Thus, the reports are available for reference, but duplicate space utilization has been eliminated.

b) Comcast Account Modifications

Updated the Comcast Account information at the request of Mary Wagner.

- i) The phone number associated with the account is now 303.554.0031.
- ii) The District's purchase card has been added to the account and auto pay has been implemented.
- iii) A late charge of \$8.00 has been credited to the October 22, 2013 bill, which has also been paid. This means, from now on, the Comcast bill will automatically be paid.
- iv) Billing to the purchase card was requested by Mary since the bill due date was always very close to the monthly Board meeting.

c) Website Updates

- i) Customer Brannon Tommey emailed a concern over all the links to Annual Rates in the Archives not working. Research found:
  - (1) Problem with 2011 link which was fixed.
  - (2) Found and updated the original 1/1/2011 Water Rate Schedule and published it.
  - (3) Found and published the 2005 Water Rate Calculator.

Received a follow-up email from Brannon that the links (other than above) were working on a different computer. Issue was closed.

**Operational Support**

- 1) No activities this period.

**General Support**

- 1) No activities this period.

**New Issues or Comments**

It is recommended that the District no longer rent the cable modem from Comcast for \$5.00 per month. Instead, the District should purchase a Motorola cable modem, for example, the ARRIS/Motorola SB6121 SURFboard DOCSIS 3.0 Cable Modem at approximately \$70 on Amazon. As it states in the documentation for the modem, it is compatible with Comcast systems (I personally use this same cable modem for my Comcast service) so the switch should be fairly straight forward. It works very well with the Netgear router that the District has purchased and which I also use personally).

Sincerely,

J. Nicholas Bennett  
Principal