

# 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

10 FEBRUARY 2014

Mark Johns called the meeting to order at 4:03 PM. Those in attendance were the board members (Lynne Deane, Bill Hofgard and Bob Champ). Mary Wagner (Bookkeeper) was also present. Peter O'Brien (Boulder Water Well Operator) and Rick Moeller (Director) were absent (excused).

### PUBLIC COMMENTS

Nick Bennett was present at the beginning of the meeting as a member of the public. He brought up the subject of backflow prevention, which was discussed in some detail. Mark noted that our plan was to put in place the Cross-Connect Agreements, which has been accomplished. Because of the recent problems with low water pressure on Panorama when hydrants are being flushed it was decided to discuss how much of a problem this could be. We will discuss this in more detail at a future date. It was also noted that Mark had discussed the use of plastic service lines with Terry Kenyon (Engineering) and Terry noted that most water providers stipulate only the use of copper. It was noted that this does provide for easier locating. This discussion was also tabled for further consideration.

### SECRETARY'S REPORT

The minutes of the 13 January 2014 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 13 January 2014 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 and the end of year budget documents.

The financial statements and the transactions were reviewed and the board approved the transactions.

Mary got the audit exemption paper work to our auditor so that it might be completed by the end of March. Mary also noted that oaths of office should be published on the DOLA website. She also noted that the State would do records inspection this year, which Peter will handle.

Mary also noted that the cost of printing return envelopes and invoices for billing purposes would cost about \$400. She noted that a large number of customers pay electronically. We decided to review this again in the fall during the budgetary process.

#### WATER SYSTEM OPERATIONS REPORT -1/10/14 TO 2/9/14

1/13/14

- Board meeting

1/15/14

- Contact Rocky Mtn Cummins for generator service/set-up generator service appt.
- Pump house check 0.60 out 0.78 in
- Flush Hydrant at 335 Majestic View—0.04 and slightly cloudy for less than 15 seconds, then flushed for 30 minutes to bring CL2 free to 0.23 mg/l.

- Locate 7236 Spring Court
- Work on EBCWD file with Sensus support. Identified problem with MXU type. Should be C instead of current B on all MXU.
- Work on Fijitsu heater not resetting, read thru manual. Reset controls & verified operation. Back-up heater was maintaining temperature at 65 degrees.

1/22/14

- Pump house check 0.58 out 1.01 in

1/31/14

- Pump house check 0.48 out 0.70 in
- Meter read 7355 Spring did not read - had to manually enter data.
- Locate 7249 Spring & 770 Paragon

2/4/14

- Rocky Mountain Cummins - Rescheduled for 2/12/14
- Pump house check 0.49 outgoing 0.79 incoming
- Ecoli sample 7493 Spring Drive 0.52 mg/l free

2/5/14

- Locate 7302 Spring Court

The board reviewed the submitted report.

## **IT REPORT**

Nick's report was reviewed and will be attached to the minutes during the website posting.

## **UNFINISHED BUSINESS**

### **INDIVIDUAL PROPERTY SERVICE LINES**

Terry Kenyon, as noted previously in the public comments section noted that copper is the choice of most water providers (Boulder, Louisville, etc.).

## **NEW BUSINESS**

### **ELECTION UPDATE**

Three director positions are up for reelection this year. Mark and Lynne filled out their self-nomination forms, which Mark will get to Rick. Rick will fill out his self-nomination form and thereby we will have the necessary number of directors nominated. It was noted that we should publish the Call for Nominations in the Daily Camera before the 20<sup>th</sup> of February.

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

No comments were noted.

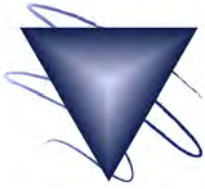
## **ADJOURN**

A motion was made to adjourn by Lynne Deane, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:22 PM.

The secretary respectfully submits the above.

Robert Champ

10 February 2014



# JNB SERVICES, LLC

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February 10, 2014

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

RE: *IT Consultant Status Report for February 10, 2014 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through February 7, 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) No issues identified.

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Published the February 10, 2014 Regular Meeting Agenda.
  - b) Published the January 2014 Financials.
  - c) Published the January 13, 2013 Meeting Minutes.
- 2) Website Summary Statistics for January 2014:

Summary					
Reported period	Month Jan 2014				
First visit	01 Jan 2014 - 00:00				
Last visit	31 Jan 2014 - 23:18				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	745	2494 (3.34 visits/visitor)	3190 (1.27 Pages/Visit)	3611 (1.44 Hits/Visit)	365.72 MB (150.15 KB/Visit)
Not viewed traffic *			11813	11973	493.54 MB

\* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.

- 3) IT Maintenance
  - a) Computer System Updates  
Caught up on system maintenance this month.
    1. Windows updates
    2. Java updated.
    3. Virus scan updates and scan
    4. Defragment hard disk
    5. Verified Carbonite backup status.
    6. Verified Phone system status ok and physical phones are operating.

**Operational Support**

- 1) No activities this period.

**General Support**

- 1) No activities this period.

**New Issues or Comments**

- 1) None.

Sincerely,

J. Nicholas Bennett  
Principal