

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 MARCH 2014

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 10 February 2014 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 10 February 2014 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, Income & Expense by month, P&L YTD comparison, Income & Expenses annual budget vs. YTD actual 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 noted that we should get the amount that we have paid into Workmen's Comp (\$817) back. She also noted that we paid tax on the Rocky Mountain Cummins bill and that we should be refunded that amount. We received the tax payment from Boulder County, which was transferred to Colotrust.

Mary had the audit exemption paper work from our auditor so that it could be completed at this meeting. The Designated Emergency Reserve was increased to \$4879. The Bond Issuance Expense was also written off.

Lynne Deane made the motion that the Board approves the Exemption from the audit. Bill Hofgard seconded the motion, which was approved unanimously.

WATER SYSTEM OPERATIONS REPORT-2/10/14 TO 3/9/14

2/11/14

- Pump house check 0.53 out 0.79 in
- Generator service with RM Cummins
- Locate 7249 Spring - verified works
- 48 psi at 770 Paragon pressure test

2-19-14

- Pump house check 0.55 outgoing
- Note: Power failure 9:57 - 10:02 2-12-14
- Flush hydrant 7380 Panorama, 0.30 clear > 5 min 0.41 clear
- Flush hydrant 555 Apollo, 0.12 rusty approx. 30 secs > 5 min 0.21 clear

2-26-14

- Pump house check 0.53 mg/l

2-28-14

- Pump house check 0.45 mg/l free outgoing 0.88 mg/l incoming
- Meter reads 7815 Spring Drive manual entry - all other worked okay

3-5-14

- Pump house check 0.55 outgoing 0.89 incoming
- Check oil in compressors - Add oil to #2
- 7274 Panorama collect ecoli sample 0.50 and deliver to lab

3-7-14

- Locate 7249 Spring Drive and 6 Benchmark

Peter discussed the testing of the generator and it was decided, at Rocky Mtn. Cummins suggestion, that we should check the generator in the load transfer mode two times per year.

Peter also was to talk with Terry regarding the valves used to provide a loop to the low-pressure line from the high-pressure line.

Peter will handle the State safety and records inspection this year.

IT REPORT

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

UNFINISHED BUSINESS

INDIVIDUAL PROPERTY SERVICE LINES

Peter noted that high-density polyethylene pipe rated at greater than 160 lb/sq. in. is widely used in the industry. It was decided that there was no apparent reason for not allowing ASTM qualified pipe from the meter to the residence if the homeowner requests this. It was decided to amend the Rules & Regs to reflect this change.

Backflow prevention was also discussed and it was decided that for new meter installations that backflow prevention devices should be installed. Peter is going to research how these devices can be installed or, if necessary, retrofitted.

NEW BUSINESS

ELECTION UPDATE

Three director positions were up for reelection this year. Rick Moeller (Designated Election Officer) noted that only the current directors up for reelection submitted the call for nominations paperwork by 3 March 2014. Therefore, the election will be appropriately cancelled. Rick and Mary had the necessary paperwork so that the results of the cancelled election could be filed with the necessary government agencies. Mary also noted that oaths of office should be published on the DOLA website after the swearing in of the elected directors.

Lynne Deane made the motion that we cancel the election this year, as there were no more nominations for director than there were director vacancies. Bill Hofgard seconded the motion, which passed unanimously.

The cancellation notice will be published in the Daily Camera.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

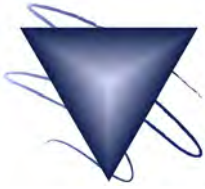
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Lynne Deane and unanimously approved. The meeting was adjourned at 5:50 PM.

The secretary respectfully submits the above.

Robert Champ

10 March 2014



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March 10, 2014

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

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

Dear Board:

The following are the activities during this period. Activities performed through March 7, 2014 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 March 10, 2014 Regular Meeting Agenda.
 - b) Published the February 2014 Financials.
 - c) Published the February 10, 2013 Meeting Minutes.
- 2) Website Summary Statistics for February 2014:

Summary					
Reported period	Month Feb 2014				
First visit	01 Feb 2014 - 00:03				
Last visit	28 Feb 2014 - 23:52				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	670	2364 (3.52 visits/visitor)	4270 (1.8 Pages/Visit)	4559 (1.92 Hits/Visit)	246.62 MB (106.82 KB/Visit)
Not viewed traffic *			9498	9621	305.79 MB

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

- 3) IT Maintenance
 - a) System Maintenance
 - i) System virus scan
 - ii) Defragment hard disk
 - b) E-Mail Support

Over the last several weeks, the e-mail server storage system has occasionally hit the space limit the District allocated (500 MB). The first time was at 505 MB and the second time was 501 MB. The first step of the solution was to do some quick deletion of unneeded messages for several mailboxes. No additional storage charges were encountered.

The second step was to re-evaluate how to manage emails so that information may be communicated between District and the District still has a record of communications as public records. Substantial storage savings can

be achieved by only retaining the sender's email and deleting the recipient's copies. It makes no difference if the email is original, a forward or reply. Another aspect of the solution is to delete emails once the information, *e.g.*, Agenda, Meeting Minutes, monthly Financials, has been posted on the website.

A partial implementation of this process has been implemented. The table, below, shows a higher level of storage used, because on Saturday, March 8, 2014, the auditor's Exemption from Audit report was emailed. That one document is 21 MB in size and went to a total of 6 email accounts. So in reality, once the report is published on the website, it can be deleted, reducing storage utilization by 126 MB.

Mailbox	Messages	Allocated Disk Space, MB	Used Disk Space, MB
billing	440	250.00	84.00
director1	27	1000.00	28.00
director2	24	1000.00	47.00
it.support	129	1000.00	6.00
operations	121	1000.00	33.00
postmaster	0	1000.00	0.00
president	648	1000.00	160.00
secretary	260	1000.00	53.00
treasurer	2	1000.00	0.00
vicepresident	59	250.00	29.00
webmaster	40	1000.00	26.00

Total mailboxes : 11 Total messages : 1750 Total used disk space : 466.00 MB

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