

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 January 2015

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. Mary Wagner (Bookkeeper) and Peter O'Brien (Boulder Water Well) were also present.

PUBLIC COMMENTS

Both Yvonne Gates and Warren Williams were present because of their interest in the vacancy that will be left in Lynne Deane's Board Position. They both introduced themselves and gave a synopsis of their past experience. They both remained for the duration of the meeting so they might assess their desire to be on the board.

SECRETARY'S REPORT

The minutes of the 8 December 2014 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 8 December 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.

The Lafayette water bill has not yet been received.

The audit exemption must be done by 3/31. Mary is going to work with our auditor to make sure this happens.

The Budget for 2015 was forwarded to the Department of Local Governments and the transparency notice has been published. Mary will also send out the contact information for the district to the appropriate government agencies.

The district map will be filed with the County Clerk (no changes noted for the last year).

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

SYSTEM OPERATIONS REPORT 12/8/10/14 TO 1/12/15

Peter noted that a faulty antenna connection was responsible for the problems encountered last month reading the meters. The last month's readings only had 5 no reads.

The pressure drop on Panorama was discussed again in some detail. Peter has run a test on the dead end hydrant located in Majestic View. His results are summarized in a report. In summary, this test, done in conjunction with the fire department, did not induce the low pressure in Panorama condition. Both Peter and Mark are going to talk to our water engineer regarding the result and discuss what we can do next.

Peter discussed reading the master meter which he recently has had to do manually. He noted that the Lafayette remote reading has been removed and ours is non functional. Peter will try and find out what is the problem.

IT REPORT

Nick's report was received and will be posted on the website.

UNFINISHED BUSINESS

PRESSURE DROP ON PANORAMA

This matter was discussed under maintenance.

NEW BUSINESS

2015 MEETING POSTING

The designated posting sites for the meeting will remain at Rick Moeller's residence, Bob Champ's residence and the door of the pump house. We also post the meeting notice on the website.

EXECUTIVE SESSION

Mark Johns made the motion that the board go into Executive Session pursuant to section 24-6-402(4)(f) for purposes of discussing the board vacancy position. Lynne Deane seconded the motion, which passed unanimously.

Lynne Deane made the motion that we go out of Executive Session. Bill Hofgard seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark will talk to both Yvonne and Warren regarding the board vacancy. Initially, the position will be offered to Yvonne as she was the first to show interest. However, it was noted that a board position may be available during this year which Warren may fill.

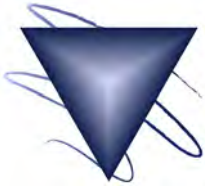
ADJOURN

A motion was made to adjourn by Bill Hofgard, seconded by Lynne Deane and unanimously approved. The meeting was adjourned at 5:42 PM.

The secretary respectfully submits the above.

Robert Champ

1/12/2015



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January 12, 2015

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

RE: *IT Consultant Status Report for January 12, 2015 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through January 9, 2015 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) None.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the December 8, 2014 Meeting Minutes.
 - b) Published the November 2014 Financials.
 - c) Published the January 12, 2015 Meeting Agenda.
 - d) Major activity was the archiving of the 2014 information and establishing the 2015 website base. The Home, Financials, Meetings, and Reports and Forms pages were all updated.
 - i) Old Excel and Word versions of PDFs were removed to reduce the amount of disk space required for the website.
 - ii) Requested past City of Lafayette Consumer Confidence Reports (in PDF format) that had been deleted from their website when they implemented a new document management system.
- 2) Website Summary Statistics for December 2014:

Summary					
Reported period	Month Dec 2014				
First visit	01 Dec 2014 - 00:16				
Last visit	31 Dec 2014 - 23:36				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	1273	1981 (1.55 visits/visitor)	3140 (1.58 Pages/Visit)	5876 (2.96 Hits/Visit)	448.43 MB (231.79 KB/Visit)
Not viewed traffic *			14870	15667	390.09 MB

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

- 3) IT Maintenance
 - a) System Maintenance
 - i) Windows updates: 3 updates successful.
 - ii) Verified Carbonite backups completed.
 - iii) AVG updated and virus scan performed-nothing detected.

iv) Performed disk cleanup and defragmentation of hard disk.

b) Network Maintenance

The cable modem and the router were restarted.

4) E-Mail Management

As part of the end-of-the-year cleanup, the email server and the individual mailboxes were analyzed and content that duplicates that information on the website was in addition to any SPAM or unrelated to District business emails were deleted. At the start of this process on December 16, 2014, total server utilization was 414 MB (maximum capacity of 500 MB) with 2718 messages and the mailbox usage was as follows:

Table 1 Email Usage Before Cleanup

Mailbox	Display Name	Disk Space (MB)	Messages
billing	Mary Wagner	135	864
director1	William G. Hofgard	15	161
director2	Lynne Deane	39	108
it.support	IT Support	10	246
operations	System Operations	46	174
postmaster	postmaster	0	0
president	Mark A. Johns	74	597
secretary	Robert Champ	35	298
treasurer	Mark A. Johns	7	21
vicepresident	Richard Moeller	19	167
webmaster	Web Master	34	82

At the end of this process on December 17, 2014, total server utilization was 265 MB with 1553 messages and the mailbox usage was as follows:

Table 2 Email Usage After Cleanup

Mailbox	Display Name	Disk Space (MB)	Messages
billing	Mary Wagner	118	685
director1	William G. Hofgard	3	42
director2	Lynne Deane	23	21
it.support	IT Support	2	53
operations	System Operations	35	125
postmaster	postmaster	0	0
president	Mark A. Johns	36	330
secretary	Robert Champ	21	226
treasurer	Mark A. Johns	2	10
vicepresident	Richard Moeller	4	32
webmaster	Web Master	21	29

Operational Support

1) Verified both phone extensions were working after the modem and router restarts.

General Support

1) Developed the 2015 Water Rate Calculator. The modifications made to the spreadsheet several years ago makes it very straight-forward to implement the increases in the water cost levied by the City of Lafayette. The first version of the 2015 Water Rate Calculator provided to the Board had this five percent increase from the City of Lafayette, as well as a five percent increase to the Connected Service Charge (which includes the first five thousand gallons of water and the City of Lafayette account service charges). However, the Board actually increased all elements of the Marginal Rates used in the Water Rate Calculator. Changes had to be made to each element of the marginal rates: District Markup (increased to \$1.31 from \$1.25); City of Lafayette Tier Rate (cost based on the amount of water consumed); District's Tier Rate (cost based on the amount of water consumed); and, an offset to deal with a particularly wet summers and lower water consumption (only affects a subset of usage tiers). The 2015 Water Rate

Calculator has been updated with the individual component increases, which will make future modification more understandable.

New Issues or Comments

- 1) The 2015 Transparency Notice of Electors is due by January 15, 2015. This will be done prior to that date, following a called to the Special District Association office on Monday, January 12, 2015.

Sincerely,

J. Nicholas Bennett
Principal