

# 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 February 2015

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were the board members Rick Moeller, Bill Hofgard and Bob Champ. Mary Wagner (Bookkeeper) and Peter O'Brien (Boulder Water Well) were also present. Yvonne Gates, prospective board member was also present.

### PUBLIC COMMENTS

Yvonne Gates was present to be appointed to Lynne Deane's vacancy and take the oath of office.

### SECRETARY'S REPORT

The minutes of the 12 January 2015 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 12 January 2015 meeting. Rick Moeller 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.

Mary noted that we were refunded money from Pinnacol Insurance (\$648) because we did not have any employees during the last year.

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

#### SYSTEM OPERATIONS REPORT – 1/12/2015 TO 2/9/15

|         |   |
|---------|---|
| 1-14-15 | <ul style="list-style-type: none"> <li>▪ Pump house check 0.73mg/l free.</li> <li>▪ Flush hydrant at 555 Apollo, rust for 30 seconds then clear, 0.10mg/l free initial, 0.25mg/l post flush.</li> <li>▪ Spoke with Terry Kenyon, downloaded soft start and pressure sensor manuals, spoke to Michelle with Rocky Mountain Fire and forwarded flow information to Terry Kenyon.</li> </ul> |
| 1-21-15 | <ul style="list-style-type: none"> <li>▪ Took final meter reading at Winters' residents: 7587 Panorama Dr., complications with charging of mobile reader, took additional time. Also, performed pump house check. JOB</li> </ul>  |
| 1-26-15 | <ul style="list-style-type: none"> <li>▪ Pump house check 0.86mg/l.</li> <li>▪ Locate: 963 Paragon.</li> <li>▪ Attempt to reprogram meter at 7493 Spring Dr., master meter okay, 7249 Spring Dr. meter comms failure, 7815 Spring Dr. meter comms failure.</li> </ul>   |
| 1-30-15 | <ul style="list-style-type: none"> <li>▪ Pump house check 0.75mg/l.</li> <li>▪ Change meter cable at 7249 Spring Dr.</li> <li>▪ January meter reads.</li> </ul>   |
| 2-2-15  | <ul style="list-style-type: none"> <li>▪ 0.80mg/l free out going pump house check, update pump hours log.</li> </ul>  |

|        |   |
|--------|---|
| 2-6-15 | <ul style="list-style-type: none"> <li>▪ Pump house check 0.67mg/l free</li> <li>▪ Installed new meter at 7815 Spring Dr. programming was difficult due to possible bad battery in the programmer. I had to use 12 volt power adapter.</li> </ul> |
|--------|---|

Peter will look into the hammering sound in the pump house when the pumps shut off which was noticed by Nick in his report. Peter thought the problem might be with a check valve. Peter will also replace the battery in the programmer.

## **IT REPORT**

Nick's report was received and will be posted on the website. Nick will make changes with respect to replacing Lynne as a director with Yvonne (telephone, e-mail, etc.).

## **UNFINISHED BUSINESS**

### **PRESSURE DROP ON PANORAMA**

Mark talked to Terry Kenyon (Water Engineer) regarding this issue and Terry thought that the problem sounded like a control issue. Peter has a person that his firm consults with who has expertise in this area and he will have him take a look into the problem.

## **NEW BUSINESS**

### **AUDIT EXEMPTION**

Mary had handouts of the final balance sheets used for the audit exemption and also a copy of the audit exemption. She went through the audit exemption and noted that the auditor would send the documentation to the state.

Mark Johns made the motion to approve the resolution for the audit exemption. Bill Hofgard seconded the motion, which was unanimously approved.

The directors signed the paperwork and Mary will give to the auditor. Cost for the audit exemption was \$750.

### **APPOINTMENT OF NEW DIRECTOR**

Rick Moeller made the motion that the board appoints Yvonne Gates as Director of the East Boulder County Water District, filling the vacancy left by Lynne Deane's resignation. Bill Hofgard seconded the motion, which passed unanimously.

Mark then administered the oath of office to Yvonne and the necessary paperwork was signed.

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

No comments were noted.

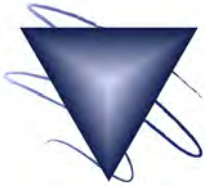
## **ADJOURN**

A motion was made to adjourn by Mark Johns, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 4:56 PM.

The secretary respectfully submits the above.

Robert Champ

2/9/2015



# JNB SERVICES, LLC

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February 9, 2015

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

RE: *IT Consultant Status Report for February 9, 2015 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through February 6, 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) Noise noted when pump(s) downstairs shutoff.

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Published the January 12, 2014 Meeting Minutes.
  - b) The December 2014 Financials and the 2014 Year End financials have not yet been received to publish on the website.
  - c) Published the February 9, 2015 Meeting Agenda.
  - d) The Consumer Confidence Reports (Water Quality Reports) from the City of Lafayette now have links from the District's Archive pages. Lafayette had changed the mechanism for referencing their reports and broke most links. Reports were found going back to 2002, so all CCRs that affect the District have been identified and are available through the Archives.
- 2) Website Summary Statistics for January 2015:

| Summary              |                     |                               |                            |                           |                               |
|----------------------|---------------------|-------------------------------|----------------------------|---------------------------|-------------------------------|
| Reported period      | Month Jan 2015      |                               |                            |                           |                               |
| First visit          | 01 Jan 2015 - 00:03 |                               |                            |                           |                               |
| Last visit           | 31 Jan 2015 - 23:57 |                               |                            |                           |                               |
|                      | Unique visitors     | Number of visits              | Pages                      | Hits                      | Bandwidth                     |
| Viewed traffic *     | 1050                | 1804<br>(1.71 visits/visitor) | 3731<br>(2.06 Pages/Visit) | 6256<br>(3.46 Hits/Visit) | 429.16 MB<br>(243.6 KB/Visit) |
| Not viewed traffic * |                     |                               | 13351                      | 13615                     | 470.35 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: 7 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.

**Operational Support**

- 1) Verified both phone extensions. The main level extension (2) is working properly. The lower level extension (21) is not working and marked "Offline." Called Phone.COM technical support and tried to resolve the issue, without success. The trouble ticket has been elevated to higher-level support for further follow-up, most likely on Monday, February 9, 2015. It is possible that there is a physical phone failure, in which case the Board will be notified.

**General Support**

- 1) The 2015 Transparency Notice of Electors was updated on the website prior to the January 15, 2015 deadline.

**New Issues or Comments**

- 1) Did notice during the time system maintenance was being performed that when the downstairs pump(s) shutoff, there was a hard "kurchunk," like it was "hammering." This noise has not been noticed before, as I recall.

Sincerely,

J. Nicholas Bennett  
Principal