

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

13 July 2015

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 8 June 2015 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 8 June 2015 meeting. Mark Johns 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 the taxes have been collected. She also noted that because of the wet conditions the water revenue is running below budget. The PO Box has been predominantly empty over the past couple of weeks for some unknown reason. Mary will monitor this.

The board went through the transactions and the financial statements and the board approved the transactions.

System Operations Report – 6/8/15 to 7/13/15

6-10-15	<ul style="list-style-type: none">▪ Pump house check, .8mg/l free (Jay)▪ Locate: 963 Paragon Dr. (Jay)
6-17-15	<ul style="list-style-type: none">▪ Pump house check 0.83 mg/l free, flush hydrant at 292 Paragon, treat infestation of bugs in door trim, treat outside area for weeds. (Zach)
6-25-15	<ul style="list-style-type: none">▪ Pump house check 0.85mg/l free▪ Collect sample 7855 Spring Dr. 0.62mg/l free.
6-30-15	<ul style="list-style-type: none">▪ Pump house check 0.87 mg/l free▪ Locate: 7348 Spring Dr.▪ Meter reads
7-7-15	<ul style="list-style-type: none">▪ Check leak at 7413 Spring Dr., meter indicated a leak of ~250 gallons/day.▪ Lafayette water main break. I received an alert that pressure was low while looking at the leak at 7413 Spring Dr. I went to the pump house and found the system running at about 85 psi., leak was on N. side S. Boulder Rd., I turned off our Lafayette supply to stop our pumps from feeding their leak. (bad check valve in meter pit)▪ Pump house check 0.95mg/l free

7-8-15	<ul style="list-style-type: none"> ▪ Follow up on leak at 7413 Spring Dr., Bob Culver was home, found toilet leaking, puddle outside appears to be ground water. ▪ Flush hydrant on Benchmark, ran rusty ~15 seconds then clear ~15 minutes.
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Yvonne noted that on the 17th of June she had no water pressure for a brief period of time (probably when Peter was flushing the hydrant on Paragon Drive). Peter thought this could be possible because of the time lag before the emergency pump becomes operative. This is still being worked on with the controlling of the VFD. Peter noted that the hydrant can easily outdo our capacity to pump water and he will be mindful of this when exercising hydrants in the future.

Mark noted that when the Lafayette Main Break occurred he still had 40 psi on the low pressure side of the district, which meant that the by pass valve was working and that low pressure side was being provided by our pump station. Also noted was that the check valve preventing flow back into the Lafayette System was not operative and it will be replaced.

IT REPORT

Nick's report was not received by meeting time but will be posted on the website. Mary had a billing report from Nick, which she read to the board.

UNFINISHED BUSINESS

BOOSTER PUMP CONTROLS

Peter noted that there were high voltage faults with respect to our power being provided and Xcel was notified. Since this notification the problem has not reoccurred.

CONSUMER CONFIDENCE REPORT

The CCR has been completed and given to the appropriate governmental agencies. Yvonne noted that the uploading of the document to the government website was tedious and problematic, but it was accomplished.

NEW BUSINESS

TANK CLEANING

After 10 years, it was thought that the tank should be cleaned this year. Peter will schedule for October of this year. He described the cleaning procedure and noted that the providing of water would not be impacted. Even with the high water table, Peter has not noticed any water around the tank.

Maintenance on the emergency pump was also discussed and Peter will check for an hour meter and assess at which time it should be maintained.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark noted that he might attend the Special District Association meeting in the fall.

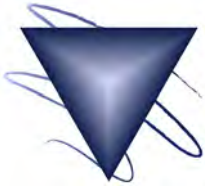
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 5:13 PM.

The secretary respectfully submits the above.

Robert Champ

7/13/2015



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July 13, 2015

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

RE: IT Consultant Status Report for July 13, 2015 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through July 10, 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 June 11, 2015 Meeting Minutes.
 - b) Published the May 2015 Financial Reports.
 - c) Published the July 13, 2015 Meeting Agenda.
 - d) Published the 2015 Consumer Confidence Report.
- 2) Website Summary Statistics for May 2015:

Summary					
Reported period	Month Jun 2015				
First visit	01 Jun 2015 - 00:26				
Last visit	30 Jun 2015 - 02:29				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	694	1130 (1.62 visits/visitor)	4793 (4.24 Pages/Visit)	6250 (5.53 Hits/Visit)	294.21 MB (266.61 KB/Visit)
Not viewed traffic *			9856	10116	349.44 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: 9 updates successful.
 - ii) Updated Adobe Flash.
 - iii) Verified Carbonite backups completed.
 - iv) AVG updated and virus scan performed-nothing detected.
 - v) Defragmented hard disk.
 - b) Consumer Confidence Report

Reviewed the CCR process at the June 2015 Board Meeting. The report has been received from Yvonne. A few formatting changes were made and it was published to the website and the direct link provided to Yvonne and Mary Wagner. After a brief discussion with Mark, his private telephone number was replaced with the District's telephone number for the President. The revised CCR was republished on the website, and the revised PDF was provided to Yvonne for updating on the government agencies' locations.

c) District Email Addresses

Sent Yvonne the instructions on how to use a District email address from your personal computer. The version has the screen shots for Outlook as a guide.

Operational Support

1) Lower Level Telephone: Extension 21

Discussed the lower level telephone issue at the June Board Meeting. It was agreed to acquire a power circuit protection solution on the downstairs outlet used for the telephone extension. Initial research shows solutions may be a little higher than initially estimated to the Board. A compact solution may be more in the \$30 or so range.

Documented the findings of our research to Phone.com and they agreed to provide one more Cisco SPA 301 telephone at no charge. The last unit was packed up and returned to Phone.com via UPS at the District's expense. The replacement telephone has been shipped to the IT Consultant, to arrive on Monday June 13, 2015 at no expense to the District. Upon return from Kansas City and with the acquisition of the power protection device, the telephone will be installed.

Until the phone extension is fixed, any service personnel in the lower level should have access to a cell phone in case of an emergency.

General Support

1. None.

New Issues or Comments

- 1) None.

Sincerely,

J. Nicholas Bennett
Principal