

# 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 August 2015

Mark Johns called the meeting to order at 4:02 PM. Those in attendance were the board members Yvonne Gates and Bob Champ. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were also present. Bill Hofgard and Rick Moeller (Directors) were absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 13 July 2015 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 13 July 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 gave Pete a handout that Sensus had elucidating what they support with their maintenance contract. Pete will copy and forward a soft copy to Mark who will share with the board. Mary noted that the water leak fix on Spring Drive cost about \$11K. This will cause us to exceed the budget for this line item.

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

#### SYSTEM OPERATIONS REPORT – 7/13/15 TO 8/10/2015

7-15-15	<ul style="list-style-type: none"> <li>▪ Pump house check</li> <li>▪ Locate: 7215 Empire Dr.</li> <li>▪ Collect water sample 7788 Spring Dr. 0.61mg/l free, deliver to Lab</li> <li>▪ Locate and mark 8 gate valves on Panorama Dr.</li> <li>▪ Meet Xcel to talk about and get information about monitoring equipment that they have installed.</li> </ul>
7-23-15	<ul style="list-style-type: none"> <li>▪ Pump house check 1.03mg/l free</li> <li>▪ Locates: 7526 Empire, and 7348 Spring Dr.</li> </ul>
7-29-15	<ul style="list-style-type: none"> <li>▪ Pump house check 0.78mg/l free</li> <li>▪ Locate: 7415 Panorama Dr.</li> <li>▪ Pump out master meter pit, had a couple of feet of water, and get information to order new check valve</li> </ul>
7-31-15	<ul style="list-style-type: none"> <li>▪ Pump house check 0.78mg/l free</li> <li>▪ Meter reads 100% read</li> <li>▪ Noticed monitoring equipment removed, called Excel, left message for Tom Malone (out of town) regarding results of monitoring equipment.</li> </ul>
8-4-15	<ul style="list-style-type: none"> <li>▪ Pump house check 0.80mg/l free</li> <li>▪ Collect water sample 7440 Spring Dr 0.75 mg/l free, and deliver to lab.</li> </ul>
8-5-15	<ul style="list-style-type: none"> <li>▪ Locate: 963 Paragon Dr.</li> <li>▪ Change check valve in master meter pit JR/DN</li> </ul>

After Xcel was notified about high voltage spikes and started monitoring it, no faults have occurred. Peter noted that there was water seepage into the PRV pit. Mary will find out who constructed the pit so we may find out if they can do something about the seepage.

## **IT REPORT**

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

## **UNFINISHED BUSINESS**

### **BOOSTER PUMP CONTROLS**

The Variable Frequency Drive (VFD) on the booster pump is now up and running. The district is now capable of delivering 300 to 400 gpm to the district. However, fire hydrants can still exceed our capacity so in these extreme circumstances water outages may still occur in the higher altitude portions of the district. The VFD also has stopped the water hammer noted prior to its installation.

### **GEN SET MAINTENANCE**

It was decided that because there will be more usage of the Gen Set that we should go to an annual maintenance schedule. Peter noted that it is due for maintenance and he will handle the scheduling of the service.

## **NEW BUSINESS**

### **COLORADO PRIMARY DRINKING WATER REGULATIONS**

Mark had a handout for the board noting the revisions to the Regulations. Backflow Prevention and Cross-connection control notes that we must now develop written backflow prevention and cross-connection control program and an annual report.

There are also revisions to coliform testing, storage tank inspections and disinfectant concentration levels.

Peter will handle these revisions where possible and these revisions will be discussed further by the board.

### **BUDGET OFFICER APPOINTMENT**

Mark Johns made the motion that we appoint Mary Wagner as our Budget Officer for the 2016 Budget. Yvonne Gates seconded the motion, which was approved unanimously. Mary noted that she would have a rough draft for the September meeting. The budget will be considered at the November meeting and finalized at the December meeting.

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

No comments were noted.

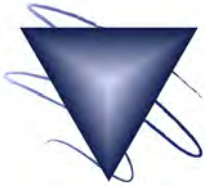
## **ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:44 PM.

The secretary respectfully submits the above.

Robert Champ

8/10/2015



# JNB SERVICES, LLC

P.O. Box 21496 ♦ BOULDER, COLORADO ♦ 80308-4496  
303.324.2734 ♦ J.NICHOLAS.BENNETT@JNB-SERVICES.COM

August 10, 2015

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

RE: IT Consultant Status Report for August 10, 2015 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through August 7, 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 July 13, 2015 Meeting Minutes.
  - b) Published the June 2015 Financial Reports.
  - c) Published the August 10, 2015 Meeting Agenda.
- 2) Website Summary Statistics for July 2015:

Summary					
Reported period	Month Jul 2015				
First visit	03 Jul 2015 - 00:12				
Last visit	31 Jul 2015 - 21:50				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	565	772 (1.36 visits/visitor)	3889 (5.03 Pages/Visit)	5383 (6.97 Hits/Visit)	267.67 MB (355.04 KB/Visit)
Not viewed traffic *			11738	12050	343.49 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: 16 updates successful.
    - ii) Updated Adobe Acrobat to 10.1.14.
    - iii) Verified Carbonite backups completed.
    - iv) AVG updated and virus scan performed-nothing detected.
    - v) Defragmented hard disk.

## Operational Support

- 1) Lower Level Telephone: Extension 21

Acquired a 2-outlet surge protector for the lower level power outlet and plugged the new Cisco SPA 301 telephone received from Phone.com into it. The new phone was configured and tested. The phone works perfectly. The ring volume may need adjusting, but when the pumps are running, can't hear anything, anyway, but the light flashes red when a call comes in.

*With the phone extension being fixed, any service personnel in the lower level no longer would need to take a cell phone for use in case of an emergency.*

**General Support**

1. None.

**New Issues or Comments**

- 1) None.

Sincerely,

J. Nicholas Bennett  
Principal