

# 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

14 September 2015

Mark Johns called the meeting to order at 4:01 PM. Those in attendance were the board members Yvonne Gates, Rick Moeller, Bob Champ and Bill Hofgard. Mary Wagner (Bookkeeper) was also present. Peter O'Brien (Operator) was absent. Nick Bennett (IT consultant) was present for the first part of the meeting to discuss the Sensus Service Agreement.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 10 August 2015 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 10 August 2015 meeting. Rick Moeller seconded the motion, which was approved unanimously.

### REPORTS FROM CONSULTANTS AND COMMITTEES

#### IT REPORT

Nick's report was received and will be posted on the website. Nick also had e-mailed a memo regarding whether the board should obtain the Sensus Service Agreement for the upcoming year and thereby put it in the upcoming budget. Based upon Nick's analysis the cost of meter reading with the cost of the agreement incorporated would be \$2.72 per user per month. We have allotted \$1.50 per user per month for meter reading in the base cost, so this would be an additional cost of \$1.22. Nick recommended that we obtain the agreement for the upcoming year. The board agreed and the agreement will be added to the 2016 Budget.

Nick also noted that problems in the meter reading program were related to a labeling problem (Meter Type "C" in place of Meter Type "B") in the billing program. This fix will be communicated to the writer of the program.

#### 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.

Because of the recent higher than normal costs for maintenance Mary will transfer another \$20k from Colotrust into our checking account. It was also noted that because of these higher costs and the age of our infrastructure the 2016 budget should reflect this. Other than maintenance, the budget is on track.

Water usage for the past month was over 3 million gallons because of the recent dry spell.

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

#### SYSTEM OPERATIONS REPORT – 8/10/15 TO 9/14/2015

8-4-15	<ul style="list-style-type: none"><li>▪ Pump house check 0.80mg/l free</li><li>▪ Collect water sample at 7440 Spring Dr, deliver to lab. 0.75 mg/l free</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-2 men (JR/DN)</li></ul>
8-12-15	<ul style="list-style-type: none"><li>▪ Pump house check 0.80mg/l free</li></ul>

8-14-15	<ul style="list-style-type: none"> <li>▪ 2 - men leak repair 12 Benchmark (JR/AL)</li> </ul>
8-19-15	<ul style="list-style-type: none"> <li>▪ 2 Benchmark changed meter and retested sprinkler system. 30 psi in house during sprinkling. Used last 3/4" meter, ordered 3 more 3/4" meters for stock.</li> <li>▪ Pumphouse check 0.64mg/l free</li> </ul>
8-24-15	<ul style="list-style-type: none"> <li>▪ Pumphouse check 0.94mg/l free</li> </ul>
8-31-15	<ul style="list-style-type: none"> <li>▪ Meter reads all except 2 Benchmark (a recently changed meter)</li> <li>▪ Pumphouse check 0.84mg/l free</li> </ul>
9-2-15	<ul style="list-style-type: none"> <li>▪ Collect water sample at 7641 Spring Dr, deliver to lab. 0.57 mg/l free</li> <li>▪ Pumphouse check 0.84 mg/l free</li> </ul>
9-9-15	<ul style="list-style-type: none"> <li>▪ Pumphouse check 0.80 mg/l free</li> </ul>

## UNFINISHED BUSINESS

### COLORADO PRIMARY DRINKING WATER REGULATIONS

This item was tabled so that Peter would be present for the discussion.

## NEW BUSINESS

### 12 BENCHMARK MAIN BREAK

Mark went through a play-by-play description of the water main break on 12 Benchmark on 8/14. Mark also had about a 4-foot section of the main, which had two holes eroded into it. A tap had been inserted into the main right next to this section. The tap was connected to a copper pipe, which connected to the meter. Because the section of pipe looked very good except for the two erosion points, Mark thought that the holes could have been caused by contact with some discarded copper causing electrolysis. It is important to note that this main is on the order of 55 years old. Mark will show Terry Kenyon (Water Engineer) the section of pipe and discuss further.

### NON-COMPLIANCE ON TESTING

Peter had sent the board a memo noting that he had not collected a water sample for testing during the scheduled time (August). This will have to be reported on the CCR in 2016. No other action is necessary at this time. We will be sure to collect this sample during August of next year.

### 2016 PRELIMINARY BUDGET

Mary had e-mailed the board a preliminary 2016 budget. She went through the Debt Service Fund Budget and noted that because of the increase of assessed valuation of the district the mill levy will decrease from 17.878 to 15.896.

Mary went through the Water Enterprise Fund Budget and it was noted that we might have one tap sold in the up coming year. Also we will increase the budget amount for maintenance and radio read meters. Mary will put together the changes and e-mail to the board for their review.

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

Mark noted he will be absent for the next meeting and Rick will chair the meeting.

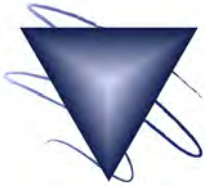
## ADJOURN

A motion was made to adjourn by Bill Hofgard, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:12 PM.

The secretary respectfully submits the above.

Robert Champ

9/14/2015



# JNB SERVICES, LLC

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September 14, 2015

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

RE: IT Consultant Status Report for September 14, 2015 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through September 11, 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 August 10, 2015 Meeting Minutes.
  - b) Published the July 2015 Financial Reports.
  - c) Published the September 14, 2015 Meeting Agenda.
- 2) Website Summary Statistics for August 2015:

Summary					
Reported period	Month Aug 2015				
First visit	NA				
Last visit	31 Aug 2015 - 22:35				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	715	902 (1.26 visits/visitor)	2934 (3.25 Pages/Visit)	4964 (5.5 Hits/Visit)	302.85 MB (343.81 KB/Visit)
Not viewed traffic *			13717	13936	510.12 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: 27 updates successful.
    - ii) Verified Carbonite backups completed.
    - iii) AVG updated and virus scan performed-nothing detected.
    - iv) Disk clean-up and defragmented hard disk.
  - b) Sensus Service Agreement Renewal

Analyzed the offered Service Agreement for support of the Sensus software used for meter reading. It is recommended that the District continue to renew the Service Agreement(s) to remain current and have support for the critical software.
  - c) Tablet Support

Assisted Mary in configuring her tablet to access the District's email system.

### **Operational Support**

- 1) Lower Level Telephone: Extension 21

The phone is still on-line and functioning, so I will no longer specifically report on this item.

*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