



# 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

12 October 2015

Rick Moeller called the meeting to order at 4:09 PM. Those in attendance were the board members Yvonne Gates, Bob Champ and Bill Hofgard. Peter O'Brien (Operator) was also present. Mark Johns was absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 14 September 2015 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 14 September 2015 meeting. Bill Hofgard 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.

#### 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 was absent for today's meeting, but had met with Rick prior to the meeting to discuss the financials and also the upcoming budget.

The year's financials are on budget, except for the higher than budgeted amount for maintenance.

Water usage for the past month still remained high because of the recent dry spell.

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

### SYSTEM OPERATIONS REPORT – 9/14/2015 TO 10/12/15

9-16-15	<ul style="list-style-type: none"><li>Flush hydrant at 7529 Skyway Ct. rust colored ~10 seconds then clear ~15 minute flush 0.65mg/l free</li><li>Pump house check 0.88mg/l free</li></ul>
9-18-15	<ul style="list-style-type: none"><li>Pump house check 0.86mg/l free</li><li>Locate at: 7587 Panorama Dr.</li></ul>
9-23-15	<ul style="list-style-type: none"><li>Pump house check 0.78mg/l free, update pump hours log.</li></ul>
9-30-15	<ul style="list-style-type: none"><li>Pump house check 0.88mg/l free</li><li>Meter reads, possible issue at 7340 Empire, account 26, today's hand reading 962.</li></ul>
10-5-15	<ul style="list-style-type: none"><li>Locate: 7855 Spring Dr.</li></ul>
10-7-15	<ul style="list-style-type: none"><li>Pump house check 0.77mg/l free</li><li>Collected sample at 881 Spring Dr. 0.58mg/l free and delivered to lab</li><li>Locate: 7574 Spring Dr.</li></ul>

Peter discussed the report and noted that he was overseeing the cleaning of the storage tank, which was going on at the same time as this meeting. He noted that there was about a quarter inch of sediment in the tank, which was extremely good for the age of the tank. He was then excused from the meeting so that he could return to the tank cleaning.

## **UNFINISHED BUSINESS**

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

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

## **NEW BUSINESS**

### **2016 PRELIMINARY BUDGET**

Mary had e-mailed the board the preliminary 2016 budget and she also had met with Rick earlier to discuss with him the budget. The one line item that was noticeably changed from earlier budgets was maintenance. The board reviewed the budget and noted that it was a good working budget for the up-coming year. A budget hearing will be scheduled for the November meeting and will be published in the Daily Camera.

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

No comments were noted.

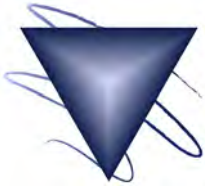
## **ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 4:30 PM.

The secretary respectfully submits the above.

Robert Champ

10/12/2015



# JNB SERVICES, LLC

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October 12, 2015

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

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

Dear Board:

The following are the activities during this period. Activities performed through October 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 September 14, 2015 Meeting Minutes.
  - b) Published the August 2015 Financial Reports.
  - c) Published the October 12, 2015 Meeting Agenda.
- 2) Website Summary Statistics for September 2015:

Summary					
Reported period	Month Sep 2015				
First visit	01 Sep 2015 - 00:38				
Last visit	30 Sep 2015 - 23:50				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	879	1054 (1.19 visits/visitor)	2015 (1.91 Pages/Visit)	4556 (4.32 Hits/Visit)	346.10 MB (336.24 KB/Visit)
Not viewed traffic *			15104	15720	508.70 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 successful.
    - ii) Verified Carbonite backups completed.
    - iii) AVG updated and virus scan performed-nothing detected.
    - iv) Disk clean-up and defragmented hard disk.
  - b) Telephones confirmed to be working.
  - c) Local Area Network Restarted  
To insure optimum network performance, the cable modem and router was restarted.

### **Operational Support**

1) Billing Program Issue

It was verified that the wrong Meter Type was being set in the billing database that is used as part of the meter reading process, resulting in 26 pages of flagged "errors."

A request has been documented to Dick Burkley for making a change in the each account record for Meter Type. Mary had indicated she also had some changes she wanted made so Dick was requested to contact Mary for those items. There has been no feedback from Dick as of yet, however, it was noted that he is temporarily away from the office.

### **General Support**

1. None.

### **New Issues or Comments**

- 1) None.

Sincerely,

J. Nicholas Bennett  
Principal