



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
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Board of Directors Regular Meeting and Budget Hearing

St. Ambrose Episcopal Church

9 November 2015

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 11 October 2015 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 11 October 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. In his report he noted that the source code for the billing program was no longer accessible and may be problematic in the future. He recommended that we began to look for a new billing program. Nick will look into obtaining a new billing program. In the meantime, we will continue to use the old program, living with the problems we encounter.

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.

Water usage was up for October compared with the last couple of years.

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

SYSTEM OPERATIONS REPORT – 10/12/15 TO 11/9/15

10-12-15	<ul style="list-style-type: none">JR/JY/JOB 3 men: Cistern tank cleaning, and inspection.Mid-way 1.36mg/l free, chlorine level post tank clean 1.02mg/l free.
10-15-15	<ul style="list-style-type: none">Pump house check 0.76mg/l free.
10-21-15	<ul style="list-style-type: none">Pump house check 0.78 mg/l free.
10-30-15	<ul style="list-style-type: none">Meter reads, 7340 Empire manual read 965Locate: 327 Majestic ViewPump house check 0.53mg/l free.
11-4-15	<ul style="list-style-type: none">Pump house check 0.48mg/l freeLocate: 7425 EmpireInstall new meter and MXU - 7340 EmpireCollect sample at 510 Ponderosa and deliver to lab 0.28mg/l free

Peter discussed the report and had a handout summarizing the cleaning of the storage tank. He noted that after 11 years the tank was remarkably clean. He also noted that the anode rod could be cleaned and he will do this.

UNFINISHED BUSINESS

COLORADO PRIMARY DRINKING WATER REGULATIONS

Peter discussed the major revisions to the water regulations. He noted that violations would now be noted in the Consumer Confidence Report. We will also have to put together a storage tank inspection schedule. Chlorine levels will now not be able to go below 0.2 mg/liter in the district. We also will have to have a written backflow prevention plan. Peter will check, as a written plan may exist. If not, Peter will write one.

NEW BUSINESS

BUDGET HEARING FOR 2016

Mark Johns made the motion that we open the budget hearing. Yvonne Gates seconded the motion, which passed unanimously.

The Budget Hearing was noticed in the Daily Camera on 10/15/2015. The 2016 Budget documents had been e-mailed to the board by Mary prior to the meeting. Mary went through the budget documents and where changes had been made.

Mark Johns made the motion that we adopt Resolution 2015-B1 which adopts the Water Enterprise Fund Budget and the Debt Service Fund Budget and appropriates sums of money for these funds for the year 2016. Yvonne Gates seconded the motion, which passed unanimously.

Mark Johns made the motion that we approve the resolution to certify the mill levy at 15.913 mills for the year 2016, noting that the assessed valuation may be altered affecting the final levy. Yvonne Gates seconded the motion, which passed unanimously.

Mark Johns made the motion that we adopt the budget message for the Water Enterprise Fund and the Debt Service Fund for 2016. Yvonne Gates seconded the motion, which passed unanimously.

The necessary documents will be signed and Mary will forward the appropriate documents to the Division of Local Governments and the County Assessor.

Rick Moeller made the motion that we close the budget hearing. Yvonne Gates seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark Johns suggested that we might look into installing solar panels on the pump house to alleviate our electric bill. The surface area available for panels may restrain this. Mark will investigate further.

Rick suggested that we have our usual Christmas Party at next month's meeting. He will bring food and drinks to the meeting.

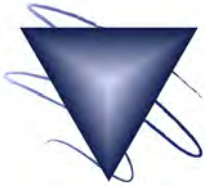
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:46 PM.

The secretary respectfully submits the above.

Robert Champ

11/9/2015



JNB SERVICES, LLC

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November 9, 2015

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

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

Dear Board:

The following are the activities during this period. Activities performed through November 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) Loss of source code for billing software and implication for maintenance and support.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the October 12, 2015 Meeting Minutes.
 - b) Published the September 2015 Financial Reports.
 - c) Published the November 9, 2015 Meeting Agenda.
- 2) Website Summary Statistics for October 2015:

Summary					
Reported period	Month Oct 2015				
First visit	01 Oct 2015 - 02:09				
Last visit	31 Oct 2015 - 23:30				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	852	1828 (2.14 visits/visitor)	2571 (1.4 Pages/Visit)	4539 (2.48 Hits/Visit)	249.87 MB (139.97 KB/Visit)
Not viewed traffic *			13708	13923	565.15 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 – 10 available and 10 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.

Operational Support

- 1) Billing Program Issue

We have a potentially major issue ahead of us. I had followed up with Dick on getting the billing program changed for the Sensus Meter Type specification and to ask him to contact Mary for changes she was wanting. Apparently, he is unable to do any updates or maintenance to the utility billing program, as a hard drive failure led to the loss of the source code. I have called and left a voice message asking if he had any source listings available to see if the source code could be recreated, and what language the language was used. I have not yet heard back from that inquiry. The lack of a backup to the source code is something that I could not imagine was possible from a vendor.

This is problematic from several perspectives:

1. Future changes to Windows might require a recompile to be compatible as we have seen for other software. I do not think this is a likely situation, but we would not be able to go to the future Windows if this is required.
2. This program is at the heart of the ability to read meters and to bill and record payments for the operating income of the District. The inability to make a change or ensure Windows compatibility puts the realization of income at risk. If a problem does arise, there is no easy, timely solution if we are not proactive in getting a stable platform for performing District water billing.
3. The current issue for the Sensus Meter Type is something that can, and has been, worked around, but is an inconvenience to Operations.
4. I do not know the extent and impact of the changes that Mary was wanting to have implemented.
5. With the way the program was developed, Mary is able to change water rates within the existing number of tiers. Only if additional rate tiers were desired (which is unlikely) would the program require changing to implement water rates.
6. A serious implication is that any changes by Sensus as they evolve the meter reading software suite that requires changes in the exchange file between meter reading and billing will not be able to be implemented and will cause the billing process to break.
7. If a new billing program is going to be acquired in 2016, probably a 2016 Operating Budget line item should be included that would need to be approved during the Budget Hearing on November 9, 2015. I would think that this could be an expense of several thousand dollars (our account could recommend expensing or treating this as a capital expenditure). There are various solutions available using both the cloud and for system installed implementations.

Obviously, we can use the current billing program for the near future. However, I believe it is fiscally and operationally prudent for the District to seek a new vendor to provide billing support, because there will be a time that Sensus could require a change to the billing exchange file. I believe we should be prepared, before the actual need, with a new billing vendor. I also recommend that any agreement between the District and the new vendor should specify the escrow of the source code, or that we are entitled to a copy of the source code for each release, even if we are not to make changes ourselves. We should not ever be back in this situation.

JNB Service will be happy to identify alternative billing program vendor(s) and product(s) that work with our Sensus system and meet our billing needs. This would likely entail some conversion utility for migrating from the existing solution to the new solution on a one-time basis. With Mary using the same billing system for the other water districts she supports, coordination with those requirements will also be needed, at least at the vendor end (the District probably does not need to get involved for the other water districts).

General Support

1. None.

New Issues or Comments

- 1) Billing software. See details under Operational Support, Billing Program Issue.

Sincerely,

J. Nicholas Bennett
Principal