

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

14 December 2015

Mark Johns called the meeting to order at 4:05 PM. Those in attendance were the board members Yvonne Gates, Rick Moeller and Bill Hofgard. Peter O'Brien (Operator) and Mary Wagner (Bookkeeper) were also present. Bob Champ was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 9 November 2015 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 9 November 2015 meeting. Rick Moeller 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.

It was noted that we were on budget for the year except for maintenance and repairs, which ran 460% of budget.

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

SYSTEM OPERATIONS REPORT – 11/9/15 TO 12/14/15

11-09-15	<ul style="list-style-type: none"> ▪ Locate: 445 Majestic View ▪ Pump house check
11-18-15	<ul style="list-style-type: none"> ▪ Pump house check 0.42mg/l free
11-19-15	<ul style="list-style-type: none"> ▪ Cycled 7 valves, added chlorine to tank and flushed several outline hydrants to bring chlorine levels up in distribution system.
11-27-15	<ul style="list-style-type: none"> ▪ Pump house check 0.57mg/l free ▪ Updated pump hours log.
11-30-15	<ul style="list-style-type: none"> ▪ Meter reads, 1 meter didn't read, 2 Benchmark.
12-2-15	<ul style="list-style-type: none"> ▪ Pump house check ▪ Collect sample at 370 Paragon, deliver to lab 0.55mg/l free
12-9-15	<ul style="list-style-type: none"> ▪ Pump house check 0.54mg/l free

Peter discussed that Lafayette was thinking of putting in a booster station for increasing chlorine level. He also noted that this was discussed with Lafayette about a year ago and he has not heard anything since.

Storage tank inspection was also discussed and Peter had developed a procedure, which he will get to us.

Peter noted that all residential units are exempt from the backflow prevention rules. A document has to be prepared according to state rules. Backflow prevention was discussed in some detail.

IT REPORT

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

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

APPROVE BUDGET FOR 2016

The necessary documents were signed and Mary will forward the appropriate documents to the Division of Local Governments and the County Assessor by the state deadline (31 January 2016).

A motion was made by Bill Hofgard to approve the final 2016 Budget. The motion was seconded by Rick Moeller and unanimously approved.

2016 WATER RATES

In order to change water rates a notification must be published at least 30 days prior to the meeting discussing the changes. At this point, the water rates will not be changed.

TRANSPARENCY NOTICE

Mary will take care of doing the notice and putting on the SDA website and notifying the DLG. This has to be done by 15 January 2016. This will also be posted on our website.

A letter has to be generated saying that our District Map has not changed and sent to the appropriate state departments.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

An election will be coming up in 2016. Rick will handle the election for next year.

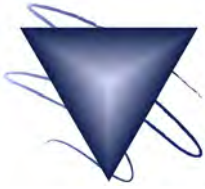
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at about 5:50 PM.

The secretary respectfully submits the above.

Robert Champ

12/14/2015



JNB SERVICES, LLC

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December 14, 2015

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

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

Dear Board:

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

Summary					
Reported period	Month Nov 2015				
First visit	01 Nov 2015 - 00:12				
Last visit	30 Nov 2015 - 23:29				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	532	1600 (3 visits/visitor)	3590 (2.24 Pages/Visit)	4077 (2.54 Hits/Visit)	99.55 MB (63.71 KB/Visit)
Not viewed traffic *			15352	15883	552.27 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 – 15 available and 15 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

Discussed with Mary what would a new billing program be able to do, and its relationship to Quickbooks used for District accounting.

There has been some bouncing around with Sensus concerning their recommendation. Contacted headquarters, who directed me back to the Regional representative for information. Have started independent review of billing solutions from third-party suppliers. Research continues.

General Support

1. None.

New Issues or Comments

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

Sincerely,

J. Nicholas Bennett
Principal