



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

11 January 2016

Mark Johns called the meeting to order at 4:03 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 (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 14 December 2015 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 14 December 2015 meeting. Yvonne Gates 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 (Income & Expenses - annual budget vs. YTD actual, P&L YTD comparison, Balance Sheet, Profit & Loss Budget vs. Actual, Income & Expense by month and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

It was noted that our expenses exceeded our income by about \$5149.35 for the year. The Lafayette water bill for December has not yet been received which will alter the final figures. We had a capital expenditure for the Variable Frequency Drive (VFD). Maintenance and repair accounted for most of the budget overrun. Mary will adjust our capital reserves for the VFD expense.

Mary will contact our auditor regarding an audit exemption for the upcoming year.

All the necessary paperwork has been filed with the appropriate government entities (Budget, Transparency notice, District map, etc.)

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

SYSTEM OPERATIONS REPORT – 12/14/15 TO 1/11/16

| | |
|----------|---|
| 12-16-15 | <ul style="list-style-type: none">Read meters at 770 Panorama ct, reading 3096, 555 Apollo Dr. and reading 467 |
| 12-24-15 | <ul style="list-style-type: none">Meet with Rocky Mountain Cummins for generator service.Cycled valves |
| 12-31-15 | <ul style="list-style-type: none">Pump house check 0.89mg/l freeMeter reads, 5 manual reads. Re-install auto vu software, mapping is currently non-functional. |
| 1-6-16 | <ul style="list-style-type: none">Pump house check 0.71mg/l freeAttempt to program radio at 2 Benchmark, needs replaced.Set up mapping on VGB auto vu software (greased pumps) was lost during last reading.Clean strainers on valves.Pump house check 0.68mg/l freeCollect water sample at 738 Skyway Dr., deliver to lab, 0.68mg/l free. |

Peter was absent so the report was not discussed in detail.

IT REPORT

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

UNFINISHED BUSINESS

TRANSPARENCY NOTICE

The transparency notice is complete, filed with the appropriate government entities and posted on the web site.

NEW BUSINESS

MONTHLY AGENDA POSTING SITE 2016

Mark Johns made the motion that the meeting agenda be posted on the web site and that a General Agenda be posted on the Pump house door. Rick Moeller seconded the motion, which passed unanimously.

DESIGNATE ELECTION OFFICIAL

Rick Moeller will again act as the designated election official for the district. Bill Hofgard, Bob Champ and Yvonne Gates are up for reelection this year.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

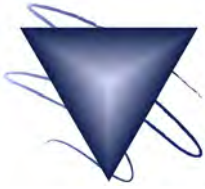
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Rick Moeller and unanimously approved. The meeting was adjourned at about 4:38 PM.

The secretary respectfully submits the above.

Robert Champ

1/11/2016



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January 11, 2016

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

RE: IT Consultant Status Report for January 11, 2016 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through January 8, 2016 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) Concern over the timing of publishing the December financials, due to year-end special adjustments, etc.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the December 14, 2015 Meeting Minutes.
 - b) Published the December 2015 Financial Reports.
 - c) Published the January 11, 2016 Meeting Agenda.
 - d) Published the 2016 Transparency Notice on the Governance page and direct link on the Home page.
 - e) Created the 2015 Archives and established the 2016 website structure
- 2) Website Summary Statistics for December 2015:

| Summary | | | | | |
|----------------------|---------------------|-------------------------------|----------------------------|---------------------------|--------------------------------|
| Reported period | Month Dec 2015 | | | | |
| First visit | 01 Dec 2015 - 00:00 | | | | |
| Last visit | 31 Dec 2015 - 23:31 | | | | |
| | Unique visitors | Number of visits | Pages | Hits | Bandwidth |
| Viewed traffic * | 837 | 1709 (2.04 visits/visitor) | 4323 (2.52 Pages/Visit) | 6173 (3.61 Hits/Visit) | 289.15 MB (173.25 KB/Visit) |
| Not viewed traffic * | | | 17940 | 18123 | 582.14 MB |

* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.

- 3) IT Maintenance
 - a) System Maintenance
Due to creating 2015 Archives and establishing 2016 website structure, no system maintenance was performed this month.
 - b)

Operational Support

- 1) Billing Program Issue

Talked with Jeff Check (Sensus) concerning recommendations on vendors for small-district billing programs. Will follow-up with each one after the New Year.

Started formalizing the requirements document for review with Mary, to be shared with the various vendors.

General Support

1. Updated the 2016 Water Rate Calculator and the Water Rate Announcement Letter. The water rates stayed the same as 2015, but heading was updated.

New Issues or Comments

- 1) Mary expressed concern on publishing the financials to the website, since the Board has not yet approved them, and in the case of December, the auditor for the District may make some changes, which may be substantially later.

While it is recognized that some information can change, the amount of the affected information is a very small portion of the overall financial data being presented. The substantial majority of the information is correct. It is recommended we continue with the practice of publishing prior to the board meeting in effect since the website was created. If some information is changed in the course of the board meeting, then the website is updated following the meeting or updated information is made available.

While there have been no members of the public present at almost any of the board meetings, it is recommended that not be the criteria for determining the timing of making the information available. An additional description about the possibility of changes could be made to the financial reports and that the financials are not "official" until approved by the Board could be added on the Financials page. This would be similar verbiage to that included with the Meeting Minutes.

It is recommended to publish any information to the website as soon as it is available.

Sincerely,

J. Nicholas Bennett
Principal