



# 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 March 2016

Mark Johns called the meeting to order at 4:03 PM. Those in attendance were the board members Rick Moeller, Yvonne Gates, Bob Champ and Bill Hofgard. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were also present.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 8 February 2016 meeting were discussed and it was noted by Mark Johns that the resolution appointing Rick as the Designated Election Officer was 2016-2 not -1. Yvonne Gates made the motion that we approve the minutes of the 8 February 2016 meeting, as amended. 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 (Income & Expenses - annual budget vs. YTD actual, P&L YTD comparison, Income & Expenses by Month, Balance Sheet and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary noted that the Dept. of Local Governments had accepted our District Map. Also, she has completed a Government Survey and we have received a new credit card. It was also noted that the district user meters were off the master meter readings by about 100k gallons. This number varies widely during the year and remains an enigma.

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

#### SYSTEM OPERATIONS REPORT – 2/08/16 TO 03/11/16

2-10-16	<ul style="list-style-type: none"><li>• Pump hose check 0.65mg/l free, update pump hours log.</li></ul>
2-16-16	<ul style="list-style-type: none"><li>• Pump house check 0.80mg/l free. Collected E-coli water sample at 7560 Panorama Dr. and delivered to Lab.</li></ul>
2-24-16	<ul style="list-style-type: none"><li>• Pump house check 0.71mg/l free.</li><li>• Cycled 8 buried gate valves, and paint</li><li>• Flushed hydrant at 7529 Skyway Ct.. 0.76mg/l free.</li></ul>
2-29-16	<ul style="list-style-type: none"><li>• Meter reads</li><li>• locate 903 Paragon</li></ul>
3-09-16	<ul style="list-style-type: none"><li>• Pumphouse check 0.62 milligrams per liter</li><li>• Repaired conduit on storage tank</li><li>• Collected Potability water sample at 7444 Panorama Drive and delivered to lab.</li></ul>

Peter noted that by driving down to the pump house some ruts were forming. He will contact the homeowners to see if they would be amenable to filling the ruts with some road base.

**IT REPORT**

Nick's report was received, discussed and will be posted on the website. Nick is still looking into new billing software.

**UNFINISHED BUSINESS**

**2016 ELECTION UPDATE**

Rick noted that he had not received any more nominations than positions up for election and thereby the election could be canceled.

Rick made the motion that the Board approves Resolution 2016-3 canceling the 2016 election and declaring those board members up for election as elected. Bill Hofgard seconded the motion, which was approved unanimously.

The notice of cancellation will be published, posted and sent to the appropriate government agencies.

**AUDIT EXEMPTION**

Mary noted that the audit exemption has been completed and that the Board was required to approve the exemption paperwork provided us by our auditor.

Rick Moeller made the motion that we approve Resolution 2016-4 reviewing and approving the audit exemption. Bill Hofgard seconded the motion, which was approved unanimously.

Mary will take care of getting the paperwork to the proper government entities.

**NEW BUSINESS**

No new business was discussed.

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

Bill Hofgard brought up the protocol involved in case of a water main break in the district. It was noted that valve keys are stored in the pump house and that it would probably take a couple of hours to respond to a break once noticed and called in. Also, it was noted that lead is monitored via water testing every three years.

**ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Mark Johns and unanimously approved. The meeting was adjourned at about 5:05 PM.

The secretary respectfully submits the above.

Robert Champ

3/14/2016



# JNB SERVICES, LLC

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March 14, 2016

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

RE: IT Consultant Status Report for March 14, 2016 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through March 11, 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) None

## General IT Consulting Activities

- 1) Website Maintenance
  - a) Published the February 8, 2016 Meeting Minutes.
  - b) Published the updated January 2016 Financial Reports.
  - c) Published the March 14, 2016 Meeting Agenda.
- 2) Website Summary Statistics for February 2016:

Summary					
Reported period	Month Feb 2016				
First visit	01 Feb 2016 - 02:50				
Last visit	29 Feb 2016 - 23:32				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	373	626 (1.67 visits/visitor)	2974 (4.75 Pages/Visit)	3501 (5.59 Hits/Visit)	155.77 MB (254.79 KB/Visit)
Not viewed traffic *			5700	5777	201.65 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
    - ii) Cleaned-up disk space utilization
    - iii) Defragmented disk drive
    - iv) Updated AVG virus definitions and scanned the computer.
    - v) Verified Carbonite backups completed.

## Operational Support

- 1) Billing Program Issue

Initiated discussions with Ken Rogge of White Mountain Technology and Consulting, LLC of Longmont, Colorado concerning their utility billing solution. They were highly recommended by Jeff Check (Sensus), as working with their radio read products.

They use a per account pricing model, with a one-time setup charge per account and a monthly charge per account. If selected, this would certainly be required to be added to the 2017 Operating Budget.

The initial discussions have been good. I talked about system documentation and code being escrowed, due to our current situation, and he was agreeable to that. They are willing to look at converting all account and billing details from our existing system to the new system.

I believe they could be someone we could do business with, but additional information and dialog will be required, before a formal recommendation can be made to the Board.

**General Support**

1. Both telephone extensions were verified operational.

**New Issues or Comments**

None.

Sincerely,

J. Nicholas Bennett  
Principal