



EAST BOULDER COUNTY WATER DISTRICT

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

St. Ambrose Episcopal Church

11 April 2016

Mark Johns called the meeting to order at 4:04 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 14 March 2016 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 14 March 2016 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 (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 district was on budget so far for this year. She noted that the homeowner at 512 Ponderosa, a site under construction, had noticed a higher than normal water usage (7k gallons). Peter will investigate. Mary also noted that the cost of stamps is to go back to 47 cents so she delayed purchase.

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

SYSTEM OPERATIONS REPORT – 3/16/16 TO 4/06/16

3-16-16	▪ Pump house check 0.79mg/l free, Located 7249 Spring Drive.
3-24-16	▪ Pump house check 0.54mg/l free.
3-31-16	▪ Pump house check 0.86mg/l free. ▪ Meter reads-2 manual reads 7355 Spring Drive and 7553 Skyway Court
4-6-16	▪ Pump house check 0.40mg/l free

Peter will delve into what could be causing the approximately 100K-gallon difference in the reading between the master meter and the customers readings.

IT REPORT

Nick's report was received, discussed and will be posted on the website. Nick upgraded the water rates indicating what they would be if the board passed on the Lafayette 5%/year increase.

UNFINISHED BUSINESS

AUDIT EXEMPTION

Mary said that the audit exemption has been completed.

ELECTION

Mary needs to file the Resolution canceling the election in order to finalize the cancelation with the state. The elected directors will take the oaths of office at the next meeting and Mary will submit them to DOLA.

NEW BUSINESS

LAFAYETTE WATER RATE INCREASE

Mary described the algorithm that Lafayette uses to calculate our monthly water bill. Our water rate schedule has worked very well in giving us the necessary revenue to run the district in budget. Because of this it was decided that we would continue to pass on to our users any Lafayette increase in water rates. To do this we must notice 30 days prior to the meeting in which we will discuss the increase in water rates.

Mark Johns therefore made the motion that we discuss the City of Lafayette's increase in water rates at a hearing in the June regular monthly meeting. Rick Moeller seconded the motion, which passed unanimously.

Nick will post the notice of the hearing on water rates on the website as required by the state.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Bill Hofgard noted that a lot behind his pasture was going to have water supplied by Lafayette and that this may be a way to loop into our system.

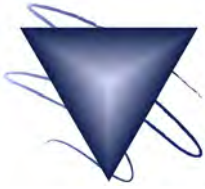
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Rick Moeller and unanimously approved. The meeting was adjourned at about 5:00 PM.

The secretary respectfully submits the above.

Robert Champ

3/14/2016



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April 11, 2016

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

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

Dear Board:

The following are the activities during this period. Activities performed through April 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) Loss of support for the operating system used for the District's website.
- 2) Documents associated with the five percent water rate increase from the City of Lafayette.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the March 14, 2016 Meeting Minutes.
 - b) Published the updated February 2016 Financial Reports.
 - c) Published the April 11, 2016 Meeting Agenda.
- 2) Website Summary Statistics for March 2016:

Summary					
Reported period	Month Mar 2016				
First visit	01 Mar 2016 - 01:51				
Last visit	31 Mar 2016 - 23:50				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	342	516 (1.5 visits/visitor)	1548 (3 Pages/Visit)	2416 (4.68 Hits/Visit)	160.55 MB (318.6 KB/Visit)
Not viewed traffic *			9500	9629	380.93 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.
 - b) Website Maintenance

- i) Added the Audit Exemption information to the Financials page and put a notice in the News Alerts on the Home page.

Operational Support

1) Billing Program Issue

Continued discussions with Ken Rogge of White Mountain Technology and Consulting, LLC of Longmont, Colorado concerning their utility billing solution. I was able to, under non-disclosure, obtain a copy of the User's Manual for their billing solution in order to understand their capabilities and limitations. Once Mary is through tax season, I will be working with her to ensure all of our functionality is available or how we can perform an alternative action or what changes we would require.

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.

2) E-mail Clean-Up

Cleaned up accumulated SPAM to reduce disk space utilization.

General Support

1. Both telephone extensions were verified operational.

New Issues or Comments

- 1) Intermedia (our website/email hosting company) has published notice that Windows Server 2003 (operating system used by our level of web hosting) goes out of support by Microsoft. This means no more security updates or error fixes will be provided. I will be contacting Intermedia to see what their support position will be during a transition period. They provide a hosting option using a supported version of Windows Server. There is increased disk space offered as well as more communications bandwidth (not something we use heavily). The problem is that the costs do go up. I will be seeing if we can wait until our new budget year before we have to migrate off of the Windows Server 2003. I will be developing some information about the change's costs and recommendation for review. This will have an impact on the 2017 Budget. At this point, unless I hear differently from Intermedia, I do not think the District's website and email is at risk, since we have simple e-mail and do not do e-commerce through the website; the website is more of a "read-only" except for when I provide updates.
- 2) The City of Lafayette announced a six-year water rate increase program of five percent per year. Since we have indicated on the website that we must pass on all price increases from the City of Lafayette (thus not discretionary) I do not believe that we need to notice a rate increase hearing prior to releasing the revised water rates. I have prepared an Water Rate Announcement Letter with an effective date of June 1, 2016, in the event that we need the advanced notification on meeting. I have also revised the water rates, adding five percent to the cost of water component. The base amount for the Water District Connected User Service Fee that includes the first 5,000 gallons of water has been increased \$.50. It is not easily determined the amount of just water in the fee due to historical reasons. It could probably be reasonable to increase this fee from between \$.50 and \$1.50. The website will be updated upon Board approval and when we are closer to the implementation of the water rates. Because the District received late notice from the City of Lafayette, and with the water cost increasing by the City on April 1, the District will have to absorb the increased cost for one or two months (depending on if notification of meeting is required).

Sincerely,

J. Nicholas Bennett
Principal