



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 July 2016

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 13 June 2016 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 13 June 2016 meeting. Bill Hofgard 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 has set up an auto debit account with Lafayette. This will now mean we won't have to sign a blank check to pay them in the middle of the month. The water bill from mid May to mid June was \$7700 because of the increase in water usage.

Property taxes have been received from Boulder County and except for about \$1700 all have been received. A recent bill for work done on the emergency pump was received and the Sensus software support bill has been paid.

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

SYSTEM OPERATIONS REPORT – 06/13/2016 - 07/10/2015

06/13/2016	<ul style="list-style-type: none">Board Meeting
06/15/2016	<ul style="list-style-type: none">Pump house check 0.70 mg/l freeDeliver lead & copper sample bottlesFlush hydrant at 7225 Empire Dr 0.57mg/l freeDeliver and Set road base
06/22/2016	<ul style="list-style-type: none">Pump house check 0.98 mg/l freeCollect Lead & Copper sample bottles, deliver to Lab.
06/30/2016	<ul style="list-style-type: none">Pump house check 0.87 mg/l freeMeter reads 100%
07/05/2016	<ul style="list-style-type: none">Pump house check 0.84mg/l freeCollect water sample 7302 Spring Ct. 0.90mg/l free, and deliver to lab.Flush hydrant 292 Paragon 0.26 initial and 0.66mg/l free post flushingRead meter 7831 Spring Dr. 2315

Peter noted that some of the meters in the district have exceeded their normal lifetime of a million gallons throughput. This entered into the discussion of the differential in the reading of the master meter with the combined readings of the customer's

meters. Meters generally record low as they reach end of life so Peter will create a prioritized list and we will budget for the replacements to begin next year. The plan would be to change out about 20/year. .

IT REPORT

Nick's report was received, discussed and will be posted on the website. It was decided to pay for the update from Windows 2003 (no longer supported) to Windows 2008, which will improve security issues.

UNFINISHED BUSINESS

UPDATE ON BILLING SOFTWARE

Discussion of this topic was tabled until the next meeting.

CCR REPORT

Yvonne has completed the CCR.

NEW BUSINESS

No new business was discussed.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Bill Hofgard called attention to the article in the SDA magazine on record retention. It is believed all our necessary records are either filed with the State or are on our website.

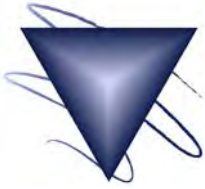
ADJOURN

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

The secretary respectfully submits the above.

Robert Champ

7/11/2016



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July 11, 2016

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

RE: *IT Consultant Status Report for June 13, 2016 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through June 10, 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) Plan for the upgrade of the Windows Server software supporting the website and email.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the May 2016 Financials.
 - b) Published the June 13, 2016 Meeting Minutes.
 - c) Published the July 11, 2016 Meeting Agenda.
 - d) Published the City of Lafayette 2016 Consumer Confidence Report link on the Forms and Reports page.
- 2) Website Summary Statistics for June 2016:

Summary					
Reported period	Month Jun 2016				
First visit	01 Jun 2016 - 00:35				
Last visit	30 Jun 2016 - 23:13				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	347	483 (1.39 visits/visitor)	1031 (2.13 Pages/Visit)	2010 (4.16 Hits/Visit)	147.18 MB (312.04 KB/Visit)
Not viewed traffic *			7910	8021	317.51 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 - 35
 - 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

Resumed development of the issue and requirements list for review with Mary. This will be discussed later in July or early August.

Due to the email support activity, work on this task was temporarily suspended.

- 2) Updated Hover domain name registration billing account credit card information.
- 3) Email Support

The amount of space used for email reached 495 MB (out of a quota of 500 MB). A partial clean-up of SPAM led to a reduction of storage utilization to 407 MB. The details on each email account SPAM processed were:

- Billing 213 deleted
- Director1 3,618 deleted (no reason could be discerned on why so many SPAM emails for this address)
- Director2 234 deleted
- President 448 deleted
- Webmaster 85 deleted
- IT Support 261 deleted

SpamStopper setting to not store emails exceeding a certain score was lowered from 17 to 16. However, I believe another factor is involved with the increase in the amount of SPAM the District is receiving. This is described under New Issues or Comments, Windows Server No Longer Supported.

General Support

- 1) Both telephone extensions were verified operational.

New Issues or Comments

- 1) Windows Server No Longer Supported

On the administration portal for the District's website and email, we have received the following notice:

Migrate to Windows 2008: Protect your business
Windows Server 2003 extended support ended on July 14, 2015.

What does this mean for you? Microsoft will no longer be issuing security updates for any version of Windows Server 2003. So even though the Shared Server your website is currently hosted on will continue to work, it will be relying on unsupported software — which increases the risks of viruses and other security threats.

In order to protect your business we recommend you **migrate your account to the Windows 2008 platform.**

The migration process is free, and you will not be charged for the new account until the end of the month that the migration has started.

Initially, I did not see an issue since we use the very basic functionality of Windows for our website and email hosting. Recently, however, the increasing email SPAM and the nature of some of the SPAM leads me to believe that we are exposed to malware, etc. This is because some of the SPAM is sent from our own e-mail addresses (supposedly).

I am recommending that the District plans on upgrading the Windows Server environment at Intermedia to Windows 2008. Some of the benefits of migrating include:

- Support for anti-malware and anti-virus solutions.
- Security patches to the server software.
- Additional capabilities in the Server environment (including, increased disk space for the website and particularly email).

The changes do impact the District, including:

- One-time conversion effort to move our website, emails and other data to the new server.
- Increased cost for the new Server software and increased server capabilities. This is currently unbudgeted, and the District must decide if the upgrade should be done in 2016 or wait for the new budgeted amount in 2017. We would not be having the concern over email disk quota limits for a very long time (our current quota is 500 MB). Information about the Basic Windows Server 2008 Plan follow:

Pricing	Basic
Monthly price (on 12-month term)	\$15.95

Pricing	Basic
Monthly price (month to month term)	\$19.95
One-time setup fee	\$25
Initial Disk Storage for Web Server	10 GB
Initial Disk Storage for Mail Server	2 GB
Bandwidth/Traffic	100 GB/mo
Initial Disk Storage for Web Server	10 GB
Initial Disk Storage for Mail Server	2 GB
Bandwidth/Traffic	100 GB/mo

Sincerely,

J. Nicholas Bennett
Principal