



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

8 August 2016

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 11 July 2016 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 11 July 2016 meeting. Mark Johns 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.

The new billing program has not yet been decided upon. Nick will talk to Sensus regarding compatibility.

The final taxes have been received from Boulder County.

Mary did not receive the invoice from Boulder Water Well this month. It was included in their report but Mary was not on the e-mail list. Peter will add her name to the report mailings.

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

SYSTEM OPERATIONS REPORT – 07/11/2016 - 08/07/2016

07/11/2016	<ul style="list-style-type: none">Board Meeting
07/20/2016	<ul style="list-style-type: none">Pump house check 0.69mg/l free,Read meter at 7509 Panorama Dr.
07/27/16	<ul style="list-style-type: none">Pump house check 0.84 mg/l freeCommand link not connecting to AR5005 handheld, replaced battery, and reset com port
08/01/2016	<ul style="list-style-type: none">Pump house check 0.84 mg/l freeMeter reads

Peter noted that the State water test must be done. He will do this in the upcoming month. He also noted that he spent some time trying to remove wasp nests in the pump house. Lead and copper testing results will be available next month, although no red flags were noted.

IT REPORT

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

UNFINISHED BUSINESS

UPDATE ON BILLING SOFTWARE

Nick is going to check with Sensus regarding compatibility issues.

NEW BUSINESS

RECORDS RETENTION

Bill Hofgard had done some research on records retention and had some handouts for the board. He is going to delve further into the issue to try and ascertain what must be retained and for how long. He will also try and find out what can be thrown away. Most documents are on the website.

LEAD AND COPPER REPORTING

This was discussed under the Operations Report.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

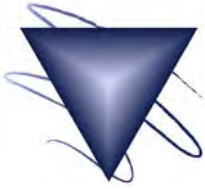
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:07 PM.

The secretary respectfully submits the above.

Robert Champ

8/8/2016



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August 8, 2016

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

RE: *IT Consultant Status Report for August 8, 2016 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through August 5, 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 June 2016 Financials.
 - b) Published the July 11, 2016 Meeting Minutes.
 - c) Published the August 8, 2016 Meeting Agenda.
 - d) Published an updated 2016 Water Rate Calculator after a small error was discovered and placed a notification on the Home page News Alerts.
 - e) Upgraded to Windows Server 2008 for hosting the web site and email server.
- 2) Website Summary Statistics for July 2016:

Summary					
Reported period	Month Jul 2016				
First visit	01 Jul 2016 - 00:26				
Last visit	31 Jul 2016 - 21:52				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	397	547 (1.37 visits/visitor)	2539 (4.64 Pages/Visit)	3243 (5.92 Hits/Visit)	182.65 MB (341.91 KB/Visit)
Not viewed traffic *			7570	7666	395.18 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

Resumed development of the issue and requirements list for review with Mary. Met with Mary and reviewed identified issues at this point and identified requirements to discuss with the vendor. Continued development of the requirements document to review with the vendor.

2) Updated Carbonite automated backup billing account credit card information and renewed service for one year.

3) Website Support

Migrated the web server to Windows Server 2008 Basic service offering by Intermedia. All of the files have been copied and verification steps have been undertaken. The old server is scheduled for being abandoned on August 31, 2016. The new server will be converted to an annual subscription plan to reduce the cost. A credit for the old server will be applied to the District's card.

4) Email Support

Migrated the email server to Windows Server 2008. The new disk quota is 2 GB, compared to the 500 MB of the old server.

General Support

1) Both telephone extensions were verified operational.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal