



# 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

12 September 2016

Mark Johns called the meeting to order at 4:02 PM. Those in attendance were the board members Rick Moeller, Bob Champ, Yvonne Gates and Bill Hofgard. Mary Wagner (Bookkeeper) was also present. Peter O'Brien (Operator) showed up at the end of the meeting to discuss the freeze plug leak in the PRV at 7444 Empire Drive.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 8 August 2016 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 8 August 2016 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, Income & Expenses by Month, Balance Sheet and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary mentioned that two customers had experienced leaks, which resulted in higher than normal bills. We discussed this further in the new business portion of the meeting.

Except for the IT consultant expense and water testing expense the budget is on track.

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

#### SYSTEM OPERATIONS REPORT – 08/08/2016 - 09/11/2016

08/08/2016	<ul style="list-style-type: none"> <li>▪ Board Meeting</li> </ul>
08/11/2016	<ul style="list-style-type: none"> <li>▪ Pump house check 0.70mg/l free,</li> <li>▪ Collect sample for Trihalomethanes and Haloacetic acids Test</li> <li>▪ Collect Potability sample, and deliver samples to lab</li> <li>▪ Ran Generator</li> </ul>
08/12/2016	<ul style="list-style-type: none"> <li>▪ Ran Generator</li> </ul>
08/13/2016	<ul style="list-style-type: none"> <li>▪ Ran Generator</li> </ul>
08/14/2016	<ul style="list-style-type: none"> <li>▪ Generator ran last 3 nights, came in expecting to find one of the two main pumps tripped, but both pumps were working adjusted pressures and adjusted pressure dampeners</li> </ul>
08/15/2016	<ul style="list-style-type: none"> <li>▪ Ran Generator</li> </ul>
08/17/2016	<ul style="list-style-type: none"> <li>▪ Ran Generator</li> </ul>
08/19/2016	<ul style="list-style-type: none"> <li>▪ Pump house check 0.72 mg/l free</li> </ul>
08/24/2016	<ul style="list-style-type: none"> <li>▪ Pump house check 0.80 mg/l free</li> <li>▪ Locate 555 Apollo, and 141 Ponderosa Dr.</li> </ul>
08/31/2016	<ul style="list-style-type: none"> <li>▪ Pumphouse check 0.61 mg/l free, lost internet connectivity on 8-24-16, reset router, generator was running, normal noise and engine sounds only</li> <li>▪ Regular Time 08-31-16 meter reads, One manual Reed</li> <li>▪ locate 2 benchmark</li> </ul>

09/03/2016	<ul style="list-style-type: none"> <li>▪ Overtime - leak reported at 7444 Empire, Found leaking freeze plug on PRV valve</li> </ul>
09/07/2016	<ul style="list-style-type: none"> <li>▪ Pump house check 0.68 mg/l free</li> <li>▪ Collect water Potability sample 509 Spring and deliver to lab</li> <li>▪ Visit 7444 Empire, pit still full of water and area is wet. Need a pump to see what is going on below water.</li> </ul>
09/08/2016	<ul style="list-style-type: none"> <li>▪ Stopped by with pump, tightened gasket that was keeping pit full, went to Julie's house to see what was still leaking. Found toilet leaking. She will call a plumber.</li> </ul>

Because of Peter's absence we read through the report and Peter discussed the leak at 7444 Empire Drive when he showed up at the end of the meeting. He thought that something abrasive had worn a hole in the freeze plug causing the leak. He had the freeze plug with him to show the board.

## IT REPORT

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

## UNFINISHED BUSINESS

### UPDATE ON BILLING SOFTWARE

Nick checked with Sensus and noted there were no compatibility issues with the program being looked into.

### RECORDS RETENTION

Bill Hofgard noted we had three options on our record retention policy. First is to continue the way we are retaining records today, second is to draft our own policy and third is to adopt the state's records manual. Bill had a handout denoting a partial list of records to be retained. Many are on the website and some are pertinent to our operator (e.g. water testing records, etc.) Peter will look at the list and inform us as to the records he retains. Rick was going to look into the possibility of having someone digitize our documents thereby making storage more convenient. We were also going to verify which records could be destroyed and when they could be destroyed.

## NEW BUSINESS

### POLICY REGARDING WATER LEAKS/WATER BILL CHARGES

During the history of the district we have had a few customers who have experienced accidental leaks resulting in higher than normal water bills. To handle these issues the board required a letter from the customer explaining the issue and an invoice or proof that the leak had been fixed. The board then determined a fair price for the water that was accidentally used. It was decided that we should formalize our protocol on such leaks and put it in the Rules and Regulations for future reference.

Yvonne Gates made the motion that we include the following policy in Article 7 of the Rules and Regulations: Any Customer experiencing an accidental leak or usage of water should write to the board regarding that water usage and provide an invoice or information as to the specific repairs. Adjustments may be considered based on usage data. All water proven to be excess accidental consumption will be paid for at the second tier rate. Bill Hofgard seconded the motion, which passed unanimously.

This passage will be added to the Rules and Regulations for further reference.

### APPOINTMENT OF BUDGET OFFICER

Yvonne Gates made the motion that we appoint Mary Wagner as our budget officer for the year 2017. Bill Hofgard seconded the motion, which passed unanimously.

Mary had a preliminary budget prepared which she gave to the board for their perusal. The board will consider this preliminary budget at next month's meeting. The final budget will be arrived at during a budget hearing at the November meeting and this budget hearing will be noticed in the Daily Camera in October.

### LIABILITY INSURANCE RENEWAL

Bill noted that our Liability insurance is up for renewal. It was discussed whether we should increase our liability insurance from \$167K to a larger amount. The insurance company does increase the liability amount with respect to inflation but we don't know if that increase is compounded yearly. Bill will look into this matter.

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

No comments were noted.

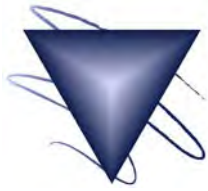
**ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:46 PM.

The secretary respectfully submits the above.

**Robert Champ**

9/12/2016



# JNB Services, LLC

P.O. Box 21496 ♦ BOULDER, COLORADO ♦ 80308-4496  
303.324.2734 ♦ J.NICHOLAS.BENNETT@JNB-SERVICES.COM

September 12, 2016

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

*RE: IT Consultant Status Report for September 12, 2016 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through September 9, 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 July 2016 Financials.
  - b) Published the August 5, 2016 Meeting Minutes.
  - c) Published the September 12, 2016 Meeting Agenda.
- 2) Website Summary Statistics for August 2016:

The website statistics are not available this month due to the migration to the new Windows 2008 server. The statistics will be available next month.

- 3) IT Maintenance
  - a) System Maintenance
    - i) Windows updates – 17 successful.
    - 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

The current billing solution being reviewed does support the Sensus system. This was an initial requirement. Sensus recommended this supplier.

I will be scheduling the review of the billing system requirements that have undergone additional development with the supplier by the end of this week.
- 2) Website Support

The contract term for the website and email hosting was updated to annual renewal to save on the cost.
- 3) Email Support

Tried several changes to SPAMStopper to reduce the number of SPAM emails we were receiving. Ended up doing additional research and eliminated the white list of acceptable email addresses and domains. This seems to have solved the problem.

**General Support**

- 1) Both telephone extensions were verified operational.

**New Issues or Comments**

None

Sincerely,

J. Nicholas Bennett  
Principal