



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

10 October 2016

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were the board members Rick Moeller, Bob Champ, Yvonne Gates and Bill Hofgard. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were not present.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 12 September 2016 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 12 September 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.

We appear to be on budget to obtain our water revenue for the year. Except for a few expense items we are within our budgeted amounts.

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

SYSTEM OPERATIONS REPORT

Because of Peter's absence and the absence of an e-mailed report, Operations were not discussed.

IT REPORT

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

UNFINISHED BUSINESS

UPDATE ON BILLING SOFTWARE

Nick is getting a good estimate of the cost of the new billing software for the 2017 budget.

RECORDS RETENTION

Rick Moeller noted that firms are available that will digitize records for retention as soft files. Because of Peter's absence, the records retained by Boulder Water Well were not discussed. It is felt that the majority of our documents are being retained on the website. This matter was tabled so that discussion could continue when Mary and Peter were both present.

INSURANCE POLICY RENEWAL

Our Insurance Policy was discussed. Our policy will be uplifted by 4% for the coming year with the premium being about \$2500/year. Bill broke down the property being insured, the total being \$167K.

NEW BUSINESS

REVIEW 2017 PROPOSED BUDGET

Mary, as our budget officer, had e-mailed to the board a proposed budget for the Water Enterprise Fund and the Debt Service Fund. The Board went through the budget and determined that the budgeted amounts were reasonable and the budget was satisfactory to be considered at the November Meeting Budget Hearing.

The 2017 tentative Budget will be posted on the website and the Notice of a Budget Hearing will be published in the Boulder Daily Camera.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

The Board has received a Petition for Inclusion for the Hanley Property on Paragon Drive. Included with the Petition were the \$500 Inclusion Fee and the Warranty Deed.

Mark noted that we will also need an Improvement Location Certificate for the property and he will contact them for it. He will also contact our Legal Consultants regarding the protocol for the Inclusion Hearing and the ensuing Court Proceedings.

During the discussion of this inclusion it was brought up that this property had originally opted out of the district upon district formation and would have been in the Service Area. This allowed the property to avoid paying on the bonds via property taxes for the past 16 years. Some members of the Board feel that some of these past taxes should be recouped via an Inclusion Fee for such properties. Mark will also check with our Legal Consultants regarding our ability to levy such a fee, which would be used to pay down the debt. Because some like properties have been included a fair fee would have to be established.

We will proceed with an Inclusion Hearing and any fee will be discussed prior to the Hearing.

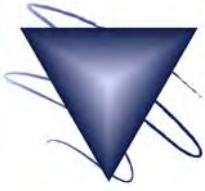
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 6:00 PM.

The secretary respectfully submits the above.

Robert Champ

10/10/2016



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October 10, 2016

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

RE: IT Consultant Status Report for October 10, 2016 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through October 7, 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 August 2016 Financials.
 - b) Published the September 12, 2016 Meeting Minutes.
 - c) Published the October 10, 2016 Meeting Agenda.
- 2) Website Summary Statistics for September 2016:

The website statistics have been enabled for the new Windows Server 2008. However, there are considerable changes in format in how the information is presented, as it is a new program. Additional work is required to determine how best to summarize the information for the Board. This will be done during October and November.

- 3) IT Maintenance
 - a) System Maintenance
 - i) Windows updates – 8 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

I will be scheduling the review of the billing system requirements that have undergone additional development with the supplier by the end of the week of October 10, 2016. I had been called out of town for several weeks last month that delayed progress.

A budget estimate will be determined to enable the 2017 budgeting process to have a realistic number to use for a migration to the new billing system during 2017.
- 2) Voice Mail Greeting Update

The voice mail greeting for the Billing extension was updated to clarify the District's Service Area and that the District does not provide services for the City of Boulder water services. The mention of the fraudulent checks was removed.

General Support

- 1) Both telephone extensions were verified operational.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal