



# 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 December 2016

Mark Johns called the meeting to order at 4:02 PM. Those in attendance were the board members Bob Champ, Rick Moeller, Yvonne Gates and Bill Hofgard. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were also present. Nick Bennett (IT Consultant) was also present.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 14 November 2016 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 14 November 2016 meeting. Mark Johns seconded the motion, which was approved unanimously.

Bill Hofgard made the motion that we approve the minutes of the 21 November 2016 special meeting on inclusion fees and the continuation of the inclusion hearing on 930 Paragon Drive. Mark Johns seconded the motion. Mark Johns noted that he had a communication from our legal consultants that stated that we had to notice at least 30 days in advance any meeting dealing with a change in rates or fees. This meant that our adjustment to the inclusion fee made during the 21 November 2016 meeting was not valid. Rick Moeller then noted that the subsequent vote on the inclusion of the 630 Paragon Drive Property, which was to be included with the increased fee, was not valid. However, Mark noted that the paperwork for the inclusion had been executed and the property has been legally included in the district. Mark will contact our legal consultants to have them attend the January regular meeting for advice on how to handle this situation. It was also noted during this discussion that the property owner who was present at the 14 November 2016 inclusion hearing had agreed to the increase in the inclusion fee which was to be determined. Mark Johns made the motion that we table the approval of the 21 November 2016 minutes until after discussion with legal counsel. Bill Hofgard seconded the motion, which was approved with one abstention.

### 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 bond payment had been made. She also noted that there was no change in the final assessment and the final budget had been filed with the appropriate government agencies.

Mary will also transfer \$50k from checking to Colotrast.

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

#### SYSTEM OPERATIONS REPORT – 11/14/2016 - 12/11/2016

11/14/2016	<ul style="list-style-type: none"><li>Board Meeting</li></ul>
11/16/2016	<ul style="list-style-type: none"><li>Pump House check 0.67mg/l free</li><li>Flush fire hydrant 7529 Skyway Ct 0.19mg/l free</li><li>Locate 7415 Panorama Dr</li></ul>
11/23/2016	<ul style="list-style-type: none"><li>Pumphouse check 0.59mg/l free,</li><li>Added 1gal sodium hydrochlorideto tank</li></ul>

11/30/2016	<ul style="list-style-type: none"> <li>▪ Pumphouse check 0.74mg/l free</li> <li>▪ Meter read</li> <li>▪ Locate 7550 Spring Dr</li> </ul>
12/06/2016	<ul style="list-style-type: none"> <li>▪ Certified collection of water sample at 7613 Empire Dr. 0.51mg/l free, and delivery to lab</li> </ul>
12/07/2016	<ul style="list-style-type: none"> <li>▪ Pump House check 0.64mg/l free</li> </ul>

Peter noted that the chlorine level was shifting lower, probably due to less water usage, and chlorine had to be added to the system. He noted that the lower limit for chlorine was .2 mg/l but that the number is rounded up to the nearest tenth (0.19 mg/l would be rounded up to 0.2 mg/l).

**IT REPORT**

Nick’s report was received and will be posted on the website. Nick discussed the status of the new billing program. No decision on the program has been made. Nick will also remove the minutes of the 21 November 2016 from the website until they have been approved by the board.

**UNFINISHED BUSINESS**

**BILLING SOFTWARE UPDATE**

Nick discussed the status during the IT Report.

**INCLUSION FEE ADJUSTMENTS**

The board decided that we should consider an increase in Inclusion Fees at the February Regular Monthly Meeting. Mark will get the appropriate wording for the notice, which will be published 30 days before the February meeting.

**NEW BUSINESS**

**BUDGET APPROVAL FOR 2017 MIL LEVY**

The budget has been filed with the appropriate Government Agencies and the mill levy was not changed.

**SET WATER RATES FOR 2017**

Mary noted that water rates had been previously set to follow any increase that Lafayette imposes and that they are slated to increase by 5% for 2017. We will adjust our rates according to the Lafayette increase as per previous years.

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

No Comments were noted.

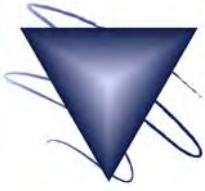
**ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:32 PM.

The secretary respectfully submits the above.

Robert Champ

12/12/2016



# JNB Services, LLC

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December 12, 2016

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

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

Dear Board:

The following are the activities during this period. Activities performed through December 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 October 2016 Financials.
  - b) Published the November 14, 2016 Meeting Minutes.
  - c) Published the November 21, 2016 Special Meeting Minutes.
  - d) Published the December 12, 2016 Meeting Agenda.

- 2) Website Summary Statistics for November 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.
    - ii) Cleaned-up disk space utilization
    - iii) Defragmented disk drive
    - iv) Updated AVG virus definitions and scanned the computer.
    - v) Verified Carbonite backups completed.

- 4) Inclusion Fee Issue

Provide some documentation on the history of the inclusion fee issue for new inclusion(s) within the District.

## **Operational Support**

- 1) Billing Program Issue  
With the holidays, there has been no follow-up with White Mountain.

**General Support**

- 1) Both telephone extensions were verified operational.

**New Issues or Comments**

- 1) None.

Sincerely,

J. Nicholas Bennett  
Principal