

# 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 May 2017

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

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 10 April 2017 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 10 April 2017 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 received and deposited \$42.487k in taxes from Boulder County. The money will be transferred to our Colotrust Account.

Our landscaping care has begun for the season. Because of the early monthly meeting several bills have not been received.

Mark expressed interest in obtaining business cards. Rick will look at obtaining them for the Board.

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

#### SYSTEM OPERATIONS REPORT – 04/12/2017 - 05/04/2017

04/12/2017	▪ Pump house check 0.63mg/l free, update pump hours log, 24VDC control power supply not reliable, call Kyle
04/19/2017	▪ Pump house check 0.88mg/l free
04/27/2017	▪ Pump house check 1.08mg/l free
05/01/2017	▪ Meter reads
05/04/2017	▪ Pump house check 0.89mg/l free ▪ Collect potability sample from benchmark Paragon Drive deliver to lab

Peter was absent for the meeting so Mark read the report. There was some question about the 24-v DC power supply and Mark will clarify with Peter.

Mark also noted that during the recent valve work by Lafayette on S. Boulder Road when the water was shut off to the district the water pressure at his house was good indicating that our PRV recirculation system worked satisfactorily.

#### IT REPORT

Nick went through his report and will post it on the website.

## **UNFINISHED BUSINESS**

### **BILLING SOFTWARE UPDATE**

Nick is still trying to find an opportune time to meet with the billing software people.

### **RULES AND REGS: INCLUSION FEE WORDING**

Nick's draft on the wording associated with the infrastructure equity fee and related items were reviewed with the board. Many changes were made which Nick will incorporate and he will resend a corrected copy to the board. Mark had a question as to whether we need to follow up with a resolution to be voted upon by the board to change the Rules and Regulations. We will verify if this is needed.

### **NEW BUSINESS**

No new business was discussed.

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

Mark noted that the Northern Colorado Water Conservancy District did not mandate that it is necessary for our district to join at this time.

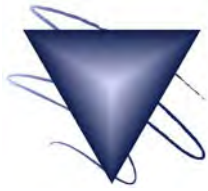
### **ADJOURN**

A motion was made to adjourn by Rick Moeller, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:21 PM.

The secretary respectfully submits the above.

Robert Champ

5/8/2017



# JNB Services, LLC

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May 8, 2017

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

*RE: IT Consultant Status Report for May 8, 2017 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through May 5, 2017 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.

None.

## **General IT Consulting Activities**

### 1) Website Maintenance-

- a) Published the April 10, 2017 Meeting Minutes.
- b) Published the May 8, 2017 Meeting Agenda.
- c) Published the March 2017 Financials.

### 2) Website Summary Statistics for April 2017:

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) Defragmented disk drive
  - iii) Updated AVG virus definitions and the computer.
  - iv) Added a Methods of Payment section to the Doing Business with Us page.
  - v) Verified Carbonite backups completed.
- b) EBCWD Admin user profile will need to be rebuilt.

### 1) Billing Program Issue

Submitted initial set of requirements for review and discussion. Awaiting follow-up discussions.

## **General Support**

- 1) Both telephone extensions were verified operational.

## **New Issues or Comments**

None.

Sincerely,

J. Nicholas Bennett  
Principal