

# 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

11 September 2017

Rick Moeller called the meeting to order at 4:04 PM. Those in attendance were the board members Bob Champ, Yvonne Gates and Bill Hofgard. Mary Wagner (Bookkeeper) and Peter O'Brien (Operations) were also present. Mark Johns (President) was absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 10 July 2017 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 10 July 2017 meeting. Bob Champ seconded the motion, which was approved unanimously. There were no minutes for the month of August, as that meeting was canceled due to a lack of 3 directors being present.

### 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.

Water revenue for the month of July was close to \$35k. Spending is running close to budget except for IT Consultant line item, which is running over budget. We will review this expense during our budgeting process, which is coming up in the next couple of months.

Mary noted that the assessed value of the district went up about \$700k, which will lead to a lower mill levy (about 1 Point).

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

#### SYSTEM OPERATIONS REPORT – 08/11/2017 – 09/10/2017

08/16/2017	<ul style="list-style-type: none"><li>▪ Pump house check 1.01 mg/l free</li></ul>
08/17/2017	<ul style="list-style-type: none"><li>▪ Locate 7415 Panorama Drive</li></ul>
08/24/2017	<ul style="list-style-type: none"><li>▪ Pump house check 0.97mg/l free</li><li>▪ Locate 7550 spring drive and 165 Barcelona</li></ul>
08/28/2017	<ul style="list-style-type: none"><li>▪ Hydrant locates for repairs</li><li>▪ Coordinated with Mikes Backhoe to schedule gravel pickup</li></ul>
08/30/2017	<ul style="list-style-type: none"><li>▪ Pump house check 1.02mg/l free</li><li>▪ Worked on hydrant corner of wells and spring</li><li>▪ 7555 Spring Drive- the hydrant at Spring and Wells appears to be a drain issue we will install gravel tomorrow the hydrant maybe a seat problem or a gravel problem but there is also a problem with the valve box which is not currently aligned with the valve so we will excavate tomorrow to repair the valve box and examine and add gravel to that hydrant also</li></ul>
08/31/2017	<ul style="list-style-type: none"><li>▪ Worked with Mike's backhoe to dig up both hydrants and add gravel, replaced valve box and extension at 7555 Spring Drive</li></ul>

09/02/2017	<ul style="list-style-type: none"> <li>▪ Emergency service - generator is running continuously, found two blown fuses to fire pump</li> </ul>
09/06/2017	<ul style="list-style-type: none"> <li>▪ Pump house check</li> <li>▪ Collected water sample 7641 Spring Drive and delivered to lab</li> </ul>
09/07/2017	<ul style="list-style-type: none"> <li>▪ New fuses blew immediately called Yaskawa and they sent me a check sheet it failed most of the checks I contacted our distributor for an on-site repair.</li> </ul>

Peter noted that because of the electrical problems with the fire pump, it will now have to be operated manually in the pump house. The VF drive is not operative and Peter is sending it back to the distributor for repair. Peter will talk to them regarding what could have caused the problem so that it will not happen again.

**IT REPORT**

As of the meeting date, only Mark Johns received the report.

**UNFINISHED BUSINESS**

**BILLING SOFTWARE UPDATE**

Nothing new was noted on this topic.

**RESOLUTION REGARDING CHANGING RULES AND REGULATIONS**

The rules and regulations were changed in order to add the Infrastructure Equity Fee. Our legal council noted this had to be done by virtue of a formal Resolution.

Bob Champ made the motion that Resolution 2017-2, allowing the rules and regulations be changed to show the addition of an infrastructure equity fee. Rick Moeller seconded the motion, which passed unanimously.

**NEW BUSINESS**

**ROCK CREEK CHURCH INCLUSION**

Mark has contacted Doug Short (Lafayette) and was informed that Tap Fees are the same for the church as for regular residences in the district. The infrastructure equity fee was discussed because it is determined for regular residences via the property taxes, which the church does not have to pay. This was discussed in some detail and it was noted that we could determine a fee based on the average amount of taxes per residence that were paid during the time frame until the bonds are retired. Peter also noted there would be some added costs that will be incurred by the church that regular residences are not subject to (back flow prevention, etc.). This topic will be discussed in future meetings.

**APPOINTMENT OF BUDGET OFFICER FOR 2018**

Yvonne Gates made the motion that we appoint Mary Wagner as Budget Officer for 2018. Bill Hofgard seconded the motion, which was passed unanimously.

**SCHEDULE INCLUSION HEARING FOR 841 PARAGON DRIVE FOR THE 9 OCTOBER 2017 MEETING**

We have received the necessary paperwork and the \$500 fee for the above referenced property. Therefore, Yvonne Gates made the motion that we schedule an Inclusion Hearing for 841 Paragon Drive for the regular meeting to be held on 9 October 2017. Bill Hofgard seconded the motion, which passed unanimously. Mary will get the necessary data to calculate the IEF (Infrastructure Equity Fee).

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

Bill Hofgard noted that he is considering splitting off a lot (s), which he owns so that the property may be developed. We noted that these properties would be treated as regular residential properties. The IEF would have to be determined via board discussion.

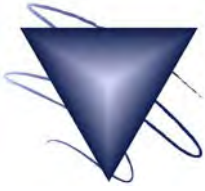
**ADJOURN**

A motion was made to adjourn by Bob Champ, seconded by Rick Moeller and unanimously approved. The meeting was adjourned at 5:09 PM.

The secretary respectfully submits the above.

Robert Champ

9/11/2017



# JNB Services, LLC

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September 11, 2017

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

*RE: IT Consultant Status Report for September 11, 2017 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through September 8, 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 notice that there was no August 14, 2017 Meeting.
  - b) Published the September 11, 2017 Meeting Agenda.
  - c) The upgrade of our server environment has occurred.
- 2) IT Maintenance
  - a) System Maintenance
    - i) Windows updates.
    - ii) Defragmented disk drive.
    - iii) Updated AVG virus definitions and the computer.
    - iv) Verified Carbonite backups completed.
- 1) Billing Program
  - a) Reviewed pricing offered by White Mountain Technology to set expectations of cost.
  - b) A first draft of a possible Statement of Work for review with the Board has been developed.

## **General Support**

- 1) Both telephone extensions were verified operational.

## **New Issues or Comments**

None.

Sincerely,

J. Nicholas Bennett  
Principal