

# 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

11 December 2017

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

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 13 November 2017 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 13 November 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 will transfer \$30K from checking to Colotrust.

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

#### SYSTEM OPERATIONS REPORT – 11/15/2017 – 12/08/2017

11/15/2017	<ul style="list-style-type: none"><li>▪ Pump house check 0.88mg/l free</li><li>▪ Meet with H&amp;M mechanical to have Fujitsu heat pump repaired</li></ul>
11/22/2017	<ul style="list-style-type: none"><li>▪ Pump house check</li></ul>
11/30/2017	<ul style="list-style-type: none"><li>▪ Pump house check 0.78mg/l free</li><li>▪ Meter reads</li><li>▪ Locate 635 Paragon</li></ul>
12/02/2017	<ul style="list-style-type: none"><li>▪ Chantepaul's called to complain about noise from generator running. I spent time talking to them and Mark to work out the problem along with remotely resetting some values in the programming. The generator had turned on approximately 4 times within the last 24 hours.</li></ul>
12/05/2017	<ul style="list-style-type: none"><li>▪ Pump house check 0.66mg/l free</li><li>▪ disassemble Pressure Reducing Valve and remove debris, test system</li></ul>
11/01/2017	<ul style="list-style-type: none"><li>▪ Install power line filter</li></ul>

Peter further discussed the noise associated with the emergency generator. He is going to talk to Rocky Mountain Cummins regarding this when he renews our maintenance contract for the upcoming year.

### IT REPORT

Nick's report was received and he reviewed it for the Board. He will post the report on the website. Nick was prepared to discuss the progress on the new billing software, but this was tabled until next month.

## **UNFINISHED BUSINESS**

### **2018 BUDGET APPROVAL/MIL**

Mary noted that the assessed value of the district went down about \$128K resulting in a change in property taxes used to pay the bonds. Thereby, the mil levy had to be revised upward. Mary had the necessary paperwork for this revision, which was appropriately signed and the seal affixed. Mary will submit this to the State.

### **SET WATER RATES FOR 2018**

Because Lafayette is raising their water rates for the third year of a six-year plan of 5% increases and we pass on this rate increase to our customers, the water rates will increase by 5% for the year 2018. A table of the water rates will be mailed with the January bill.

## **NEW BUSINESS**

### **INFRASTRUCTURE EQUITY FEE FOR 841 PARAGON DRIVE**

Mary will calculate the IEF for this property and the customer will be billed accordingly.

### **321/327 MAJESTIC VIEW EXCLUSION**

A district member is in the process of separating one acre of land from the district to a non-district property. In order to do this, the property must be excluded from the district. A petition for exclusion must be submitted and, as per our Rules and Regulations a fee must be paid by the petitioner (The fee is the same as an inclusion fee).

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

Rick Moeller will again be our designated election official for 2018. He will watch the training webinar on December 18<sup>th</sup> at 2pm and take on the responsibilities of the DEO.

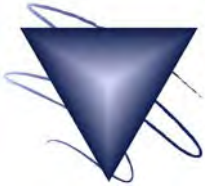
## **ADJOURN**

A motion was made to adjourn by Bill Hofgard, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:25 PM.

The secretary respectfully submits the above.

Robert Champ

12/11/2017



# JNB Services, LLC

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December 11, 2017

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

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

Dear Board:

The following are the activities during this period. Activities performed through December 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.

2018 Water Rate determination.

## **General IT Consulting Activities**

- 1) Website Maintenance
  - a) Published the November 13, 2017 Meeting Minutes.
  - b) Published the September 2017 Financials.
  - c) Published the October 2017 Financials.
  - d) Published the December 11, 2017 Meeting Agenda.
  - e) A big effort is underway, preparing the website for 2018. This entails building the 2017 Archives and reestablishing the website pages for 2018. The 2018 website is targeted for a January 1, 2018 implementation.
- 2) IT Maintenance
  - a) System Maintenance
    - i) Update service had stopped. Researched issue and fixed the problem.
    - ii) Windows – 7 updates and 412 MB.
    - iii) Deleted 4.2 GB of old files and defragmented disk drive.
    - iv) Updated AVG virus definitions and scanned the computer. No viruses found.
    - v) Verified Carbonite backups completed.

## **General Support**

- 1) The main level telephone extension is working. The lower level telephone extension needs the phone disconnected and then reconnected to update software. I was unable to go down the ladder, this time.
- 2) New Billing System  
The draft Statement of Work for implementation effort of a new billing system was slightly revised and submitted to review by the Board members, Bookkeeper and Operator.
- 3) Prepare draft of 2018 Water Rates and Water Rate Announcement Letter for review. A five (5) percent increase was applied across the board as has been done for the past two years.

**New Issues or Comments**

2018 Water Rate determination and approval is required for implementation January 1, 2018.

Sincerely,

J. Nicholas Bennett  
Principal