



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

8 January 2018

Mark Johns called the meeting to order at 4:05 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 also present for the meeting. Yvonne Gates (Director) was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 11 December 2017 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 11 December 2017 meeting. Mark Johns 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 (Balance Sheet, P&L Budget vs. Actual, Income & Expenses by Month, Year to Year Comparison and the transaction report).

Mary transferred \$30,000 from checking to Colotrust.

Both the Budget and the certification of the mill levy were accepted by the state.

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

SYSTEM OPERATIONS REPORT – 12/2/17 – 1/2/2018

12/02/2017	<ul style="list-style-type: none">▪ Chantepauli'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. generator had turned on approximately 4 times within the last 24 hours
12/05/2017	<ul style="list-style-type: none">▪ Pump house check 0.66mg/l free▪ Disassemble prv valve and remove debris, test system
12/11/2017	<ul style="list-style-type: none">▪ Locate 777 Skyway Dr.▪ Board meeting
12/12/2017	<ul style="list-style-type: none">▪ Pump house check 1.01▪ Certified collection sample at 370 Paragon, and delivery to lab
12/182017	<ul style="list-style-type: none">▪ Pump house check 0.69mg/l free▪ Disassembled Pressure Reducing Valve and removed debris, tested system

Peter discussed the status of protecting the electronics in the pumphouse from power surges like the one that caused the recent damage to the variable frequency drive. An engineering firm suggested by Terry Kenyon has been contacted.

IT REPORT

Nick's report was received and he reviewed it for the Board. He will post the report on the website.

UNFINISHED BUSINESS

321/327 MAJESTIC VIEW EXCLUSION

Mark gave a status update on the exclusion and noted that because of the complexity of the issue the property owner was no longer pursuing the exclusion process.

NEW BUSINESS

ANNUAL DESIGNATIONS: MEETING PLACE; POSTING OF MONTHLY MEETINGS

Mark noted that each year we must formally by resolution designate the meeting time and place and the posting places of the monthly meeting notification.

Bill Hofgard made the motion that we pass Resolution 2018-1 stating that the meeting place and time for meetings in 2018 will be held on the 2nd Monday of the month at 4 PM at St. Ambrose Episcopal Church. Rick Moeller seconded the motion, which passed unanimously.

Rick Moeller made the motion that we pass Resolution 2018-2 stating that the posting places for the meetings remain at the pump house, Rick Moeller's residence and Bob Champ's residence as well as being posted on the website. Bill Hofgard seconded the motion, which passed unanimously.

ELECTION OFFICIAL FOR 2018 ELECTION OF BOARD MEMBERS

Both Rick Moeller and Mark Johns Board positions are up for election this year. Therefore, we must have a designated election official to supervise the election process.

Mark Johns made the motion that we pass Resolution 2018-3 stating that we appoint Yvonne Gates as the designated election official for 2018. Bob Champ seconded the motion, which passed unanimously.

A call for nominations will have to be published after 1/29/2018.

BILLING SOFTWARE

Nick Bennett went through his Statement of Work for obtaining the new billing software and the costs involved. The board was satisfied that we should pursue this approach. Nick will therefore go ahead with the work for finalizing the project.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

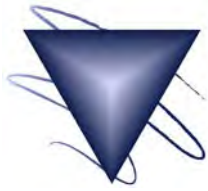
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 5:15 PM.

The secretary respectfully submits the above.

Robert Champ

1/8/2018



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January 5, 2018

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.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the December 11, 2017 Meeting Minutes.
 - b) Published the November 2017 Financials.
 - c) Published the January 8, 2018 Meeting Agenda.
 - d) Implemented the 2018 website and 2017 archive changes.
 - e) Published the 2018 Transparency Notice.

- 2) IT Maintenance

- a) System Maintenance
 - i) Windows updates.
 - ii) Updated AVG virus definitions and scanned the computer. No viruses found.
 - iii) Verified Carbonite backups completed.

- b) E-mail Maintenance

The migration to Hostway for the website has been completed. The next step is the migration of e-mail to Hostway servers from Intermedia servers. In preparation of this activity, a clean-up effort of SPAM messages has been completed to reduce the space required on the new servers. A total of 8,772 e-mails marked as SPAM have been quickly reviewed and deleted. Hostway utilizes SpamExperts as their spam-detection service rather than SPAMStopper used by Intermedia. Once the migration occurs, some fine-tuning of the new SpamExperts settings is expected to keep SPAM to a minimum.

General Support

- 1) New Billing System

Awaiting review of draft Statement of Work for the implementation of a new billing system.

- 2) Prepare 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. Several changes were noted in the Announcement Letter. Revised documents were sent to Mary for inclusion in the December 2017 billing statement.

New Issues or Comments

None.

Sincerely,

J. Nicholas Bennett
Principal