



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

12 February 2018

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 8 January 2018 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 8 January 2018 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 (Balance Sheet, Income & Expenses-Annual budget vs. YTD actual, Year to Year Comparison and the transaction report). The water usage spreadsheet was also e-mailed.

Mary also e-mailed the 2017 financial reports, which were sent to our auditor.

We have approximately \$400k in reserves which can be used for major repairs, should they be needed. Of this \$400k, approximately \$160k is designated for capital improvements. The \$400k is about what our expenses are for one year and is thought to be the right amount to be held in reserve. At some point in the future the board will consider lowering the water rates if the reserve warrants it.

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

SYSTEM OPERATIONS REPORT – 1/8/2018 – 2/12/2018

01/09/2018	<ul style="list-style-type: none">Flush fire hydrants at 335 Majestic View, 555 Apollo Drive and 7225 Empire.
01/17/2018	<ul style="list-style-type: none">Pump house check 0.68 mg/l free.Certified collection sample at 370 Paragon, and delivery to lab.
01/24/2018	<ul style="list-style-type: none">Pump house check 0.92mg/l free.Update pump hours log.
01/29/2018	<ul style="list-style-type: none">Locate 7550 Spring Dr.
01/30/2018	<ul style="list-style-type: none">Diagnose and change radio at 7531 Spring Dr.Pump house check 0.83mg/l free.
01/31/2018	<ul style="list-style-type: none">Meter reads.
02/06/2018	<ul style="list-style-type: none">Pump house check 0.72 mg/l free.Collect sample 738 Skyway and deliver to lab.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick summarized the status of the project, noting that there would be a one-time \$3,200 charge for the installation and conversion of the software and data base and then a yearly charge of \$714.

The board decided that a contract should be put together so that we can finalize the project.

UPDATE ON SURGE PROTECTION FOR PUMP HOUSE

Peter has contacted an engineering firm suggested by Terry Kenyon and is awaiting a reply.

NEW BUSINESS

ELECTION UPDATE

Yvonne has accepted the task of handling the 2018 election process for the board. The Call for Nominations will be published in the Daily Camera tomorrow.

SCHEDULE INCLUSION HEARING FOR 635 PARAGON DRIVE

A petition for inclusion has been received from the owners of 635 Paragon Drive.

Bill Hofgard made the motion that we schedule an inclusion hearing for 635 Paragon Drive at our next scheduled meeting on 12 March 2018. Yvonne Gates seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

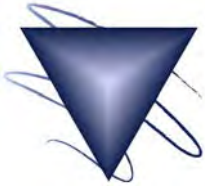
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:16 PM.

The secretary respectfully submits the above.

Robert Champ

2/12/2018



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February 12, 2018

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

RE: IT Consultant Status Report for February 12, 2017 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through February 9, 2018 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.

- Pricing change for installation and conversion for the new billing system that needs Board direction.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the January 8, 2018 Meeting Minutes.
 - b) Published the December 2017 Financials.
 - c) Published the February 12, 2018 Meeting Agenda.
- 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 next step is the migration of e-mail to Hostway servers from Intermedia servers. It is expected that the District's e-mail migration will commence in mid-February. 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

Undertook several communications on the new billing system Statement of Work with WMTC. There was a pricing change for 2018 in the category of installation and conversion. This has been documented in a separate e-mail, identifying the circumstances along with a recommended action and communicated to the Board for discussion at the February 12, 2018 Board Meeting.

New Issues or Comments

Pricing change for installation and conversion for the new billing system that needs Board direction.

Sincerely,

J. Nicholas Bennett
Principal