



# 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

9 April 2018

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. Nick Bennett (IT consultant) was also present for the meeting to discuss the Billing Software. Mark Johns (President) was absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 12 March 2018 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 12 March 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.

The expenses are running close to budget after the first quarter of the year. We have about \$530k in Colotrust at this time.

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

#### SYSTEM OPERATIONS REPORT – 3/12/2018 – 4/09/2018

03/13/2018	<ul style="list-style-type: none"><li>Locate 7249 Spring Dr.</li><li>Pump house check 0.95 mg/l free.</li><li>Collect sample 7560 Panorama Drive and deliver to lab</li></ul>
03/14/2018	<ul style="list-style-type: none"><li>Locate 744 Empire Drive.</li><li>Emergency locate at 504 Paragon for Xcel</li></ul>
03/16/2018	<ul style="list-style-type: none"><li>Generator service with Rocky Mountain Cummins.</li></ul>
03/21/2018	<ul style="list-style-type: none"><li>Meter reading 7210 Empire 5255362.7.</li></ul>
03/31/2018	<ul style="list-style-type: none"><li>Locate 7526 Empire Dr.</li><li>Meter reads.</li><li>Pump house check 0.67 mg/l free</li></ul>
04/04/2018	<ul style="list-style-type: none"><li>Pump house check</li></ul>

Peter went through his report for the Board.

#### IT REPORT

Nick went through his report for the Board. He will post the report on the website.

## **UNFINISHED BUSINESS**

### **BILLING SOFTWARE**

Nick again summarized the status of the project. The only outstanding problem with the contract is that if the vendor (White Mountain) goes out of business how do we assure that we would get our software to continue our billing operations. Nick has talked to them regarding this problem and they have stated that they would provide a thumb drive with the latest current version of the software. Nick thought that this was a satisfactory solution. We therefore thought we could proceed with the contract.

### **UPDATE ON SURGE PROTECTION FOR PUMP HOUSE**

Peter is having problems making connections with people with expertise in this area. He will continue to try and find solutions to the problem.

## **NEW BUSINESS**

### **ELECTION UPDATE**

The election has been canceled. Oaths of office will be administered to Rick and Mark at the May meeting, as they will continue to be on the board for the next four years.

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

Mary noted that she had received some paperwork regarding a class action suit regarding ductile iron pipe (our water main material). Rick will look at the specifics, but it was thought any benefit probably would be trivial.

Mary also noted that the Workers Compensation regarding Mike's Backhoe was still in limbo, as paperwork must be filled out and notarized. Mark was to have started the work on this and will update us at the May meeting.

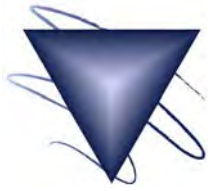
## **ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 4:55 PM.

The secretary respectfully submits the above.

Robert Champ

4/9/2018



# JNB Services, LLC

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April 9, 2018

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

*RE: IT Consultant Status Report for April 9, 2018 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through April 6, 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.

Resolve escrow issue concerning the proposed billing system.

## **General IT Consulting Activities**

### 1) Website Maintenance

- a) Published the March 12, 2018 Meeting Minutes.
- b) Published the 2017 Audit Exception document in the 2017 Archives.
- c) Published the April 9, 2018 Meeting Agenda.
- d) Published the updated District Boundary Map.

### 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.
  - iv) Hard disk was cleared of extraneous files and defragmented.

### b) E-mail Maintenance

Email migration was successful, with additional work ensuring SPAM was kept to a minimum and that the administrative portal was properly functioning.

## **General Support**

### 1) New Billing System

WMTC has accepted the EBCWD proposed changes to the billing system contract with the exception of the escrow clause. After a discussion with Mark Johns, several possible alternative scenarios have been developed and provided to the Board for discussion during the April 9, 2018 Regular Meeting.

In parallel, in response to a question from WMTC, further clarifications of their concerns have been provided and a more detailed proposal for their approach was provided. This was forwarded to the Board, along with a recommendation, also for discussion during the April 9, 2018 Regular Meeting.

**New Issues or Comments**

Resolve remaining issue to escrowing software and documentation relative to the proposed new billing system.

Sincerely,

J. Nicholas Bennett  
Principal