



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

14 May 2018

Mark Johns called the meeting to order at 4:02 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 to discuss the Billing Software.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 9 April 2018 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 9 April 2018 meeting. Rick Moeller 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 audit exemption has been accepted by the state. The election paperwork will be filed with the appropriate governmental agencies.

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

SYSTEMS OPERATIONS

The report was not received by meeting time, so Peter went through his report for the Board.

Peter discussed the electrical outage that caused some residences to not have water for a short period of time last month. A tree falling on a power line caused the incident. At that time the backup generator came on and ran for approximately 12 hours before stopping at 3 am. Later that morning Peter added coolant to the generator and got it running just prior to having the power restored by Xcel Energy. The low level of coolant caused the generator to overheat triggering the alarm, which shut down the generator. The generator was last serviced by Rocky Mountain Cummins on 3/16/2018. Mark will talk to Rocky Mountain Cummins to discuss the incident.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick had the contract for the billing services with White Mountain to be signed by Mark Johns. Mary had the check for \$3200 for the software and will deliver both the contract and the check to White Mountain in Longmont. Another check will be issued to them for their hosting website at a later date. At this time it is expected that the new billing software will be operational later this summer or early fall.

UPDATE ON SURGE PROTECTION FOR PUMP HOUSE

Peter has obtained an estimate on surge protection for the pump house from Cooper Electric for \$4140. Another estimate is expected this month.

Peter also noted that the pump house phone was not operative. Nick will look into the problem.

ELECTION: SWEARING IN OF DIRECTORS

Mark and Rick were both sworn in as directors for the East Boulder County Water District. The documents were signed and will be sent to the appropriate governmental agencies with the proof of insurance (bond).

Yvonne Gates made the motion that Mark Johns retain the position of president and that Rick Moeller retain the position of vice president for the remainder of their terms (4 years). The motion was seconded by Bill Hofgard and was unanimously approved.

NEW BUSINESS

CCR FOR 2018

The Consumer Confidence report is being finalized by Yvonne and will be provided to Mary so she can incorporate in the next bill. Nick will also post the CCR on the website.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Rick had a handout summarizing some smart water meters that can be used to identify leaks in residences. Rick stated that he intends to purchase something of this sort and will update the board on how it works. This topic was tabled for future discussion.

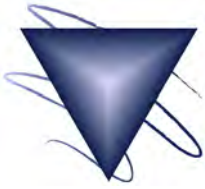
ADJOURN

A motion was made to adjourn by Bill Hofgard, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:35 PM.

The secretary respectfully submits the above.

Robert Champ

5/14/2018



JNB Services, LLC

P.O. Box 21496 ♦ BOULDER, COLORADO ♦ 80308-4496
303.324.2734 ♦ J.NICHOLAS.BENNETT@JNB-SERVICES.COM

May 14, 2018

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

RE: IT Consultant Status Report for May 14, 2018 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through May 11, 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.

- 1) Sign the Service Agreement with White Mountain Technology & Consulting, LLC for the new billing system.
- 2) Review the alternative hosting strategies and the draft Hosting Agreement with White Mountain Technology & Consulting, LLC for the new billing system.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the April 9, 2018 Meeting Minutes.
 - b) Published the April 2018 Financials.
 - c) Published the May 14, 2018 Meeting Agenda.
 - d) Published a notice under News Alerts concerning an out-of-water situation.
- 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) Start preparing the Pump House laptop for the new Billing System implementation.
 - v) Hard disk was cleared of extraneous files and defragmented.

General Support

- 1) New Billing System
 - a) In moving forward with the contract, WMTC has accepted a sixty (60) day notice for termination and the redrafted escrow process. EBCWD has accepted the indemnification clause, so the contract concerning the new Billing System has been set and will be signed during the May 14, 2018 meeting.
 - b) A meeting was held with WMTC to review the next steps and determine the hosting environment for the new Billing System. A detailed set of alternatives was drafted with a recommendation and forward to the Board for review during the May 14, 2018 meeting.
 - c) WMTC was notified to send invoices to Mary in anticipation of the contract being signed.

- d) Begin development of a Hosting Agreement between WMTC and EBCWD for the new Billing System main computer.

New Issues or Comments

Finalizing contract for new Billing System.

Sincerely,

J. Nicholas Bennett
Principal