



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

11 June 2018

Mark Johns called the meeting to order at 4:03 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 14 May 2018 meeting were discussed. Mark Johns noted that the minutes reflected that the cause of the generator shutting down was unknown. Peter elucidated what the problem was that caused the generator to shut down and it was the low coolant level that caused the generator to overheat setting off the alarm, which shuts the generator down. Yvonne Gates made the motion that we approve the minutes of the 14 May 2018 meeting, as amended. 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, Income & Expenses-Annual budget vs. YTD actual, Year to Year Comparison and the transaction report). The water usage spreadsheet was also e-mailed.

Mary noted that three properties in the district had been sold and the closings completed. The names of the customers will be updated. The interest on the bonds has been paid.

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

SYSTEM OPERATIONS REPORT – 5/08/2018 – 6/11/2018

05/08/2018	<ul style="list-style-type: none">Meet with electrician surge manufacturer an engineer to look at surge suppressor installation.Pump house check 0.95 mg/l free
05/09/2018	<ul style="list-style-type: none">Collect water samples 7380 Panorama and deliver to lab.
05/14/2018	<ul style="list-style-type: none">Meter reads 7429 Spring Dr and 562 Ponderosa
05/24/2018	<ul style="list-style-type: none">Pump house check 0.94 mg/l free.Reading for 7509 Spring Dr.
06/01/2018	<ul style="list-style-type: none">Pump house check 1.02 mg/l free.Meter Reads.
06/05/2018	<ul style="list-style-type: none">Collect water sample at 7274 Panorama dr and deliver to lab.
06/06/2018	<ul style="list-style-type: none">Locates at 635 and 841 Paragon drPump house check 0.79 mg/l free.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick is putting together a contract for the hosting website for the billing software. He will e-mail to the board for their review. The billing software is to be installed for use the third week of July, if possible.

UPDATE ON SURGE PROTECTION FOR PUMP HOUSE

Peter has noted that surge protection for the pump house can be purchased at different levels of cost. The least expensive surge protector would have to be replaced every time a surge occurred. The more expensive surge protector would be able to be reset after each event. The board will take this into consideration.

NEW BUSINESS

No New Business was discussed.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

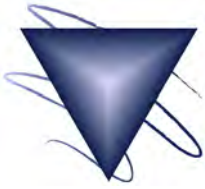
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 4:49 PM.

The secretary respectfully submits the above.

Robert Champ

6/11/2018



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June 11, 2018

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

RE: IT Consultant Status Report for June 11, 2018 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through June 8, 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.

None.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the May 14, 2018 Meeting Minutes.
 - b) Published the January 2018 Financials.
 - c) Published the February 2018 Financials.
 - d) Published the May 2018 Financials.
 - e) Published the June 11, 2018 Meeting Agenda.
 - f) Published the 2018 Consumer Confidence Report (aka, Water Quality Report).
- 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.

General Support

- 1) New Billing System
 - a) Attended the May 14, 2018 Board Meeting to review the billing software agreement and discuss any additional issues. Received approval to move forward.
 - b) Continue development of a Hosting Agreement between WMTC and EBCWD for the new Billing System main computer. The content is almost done, but I have had some formatting issues with Word 2016. It may be available prior to the June 11, 2018 meeting via email. With the later implementation activity currently contemplated, this allows more time for a good agreement to be developed.
 - c) Supplied some information to WMTC following the signing of the Software Agreement during the May Board Meeting and the delivery of the check for the implementation of the software. A question concerning .tps filetypes (used by old system) has been forwarded to Ken.

- d) The check for the Hosting Service has been held by Mary until we have a Hosting Agreement in place.
- e) Received word from WMTC that they are trying for the third week in July or, definitely, the second week in September for the implementation. I have asked how comfortable Ken is with successful implementation in July, since it is within two weeks of having to issue new bills to customers. We may want to push for the September timeframe due to more time before next billing cycle (October 1) commences.

New Issues or Comments

No new issues.

Sincerely,

J. Nicholas Bennett
Principal