



# 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 July 2018

Mark Johns called the meeting to order at 4:05 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. Rick Moeller (Vice President) was absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 11 June 2018 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 11 June 2018 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, 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 two taps had been purchased. Lafayette was paid for the two taps.

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

#### SYSTEM OPERATIONS REPORT – 6/11/2018 - 7/09/2018

06/13/2018	▪ Pump house check 1.12 mg/l free.
06/19/2018	▪ Pump house check 0.92mg/l free.
06/21/2018	▪ Locate 635 Paragon Dr ▪ Locate 841 Paragon Dr
06/30/2018	▪ Pump house check 1.02 mg/l free.
07/03/2018	▪ Pump house check 1.01 mg/l free. ▪ Meter install 635 Paragon Dr ▪ Meter install 841 Paragon Dr

Peter noted that the price of the meter installation has increased because the county now requires the line to be sleeved. Also, it was decided that Peter would do the maintenance on the generator.

#### IT REPORT

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

## **UNFINISHED BUSINESS**

### **BILLING SOFTWARE**

Nick has put together a contract for the hosting website for the billing software. He will e-mail the updated version to the board for review and editing. The logistics of where the data will be stored and accessed was discussed. The date we will use the new billing software is still not known.

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

Peter is still in the process of receiving quotes and obtaining an assessment from an electrical engineering consultant. Peter noted that the cost of the most expensive surge protection would be on the order of \$10k, which is about the price that it took to fix the last outage due to an electrical surge. He will continue to explore fixes to the problem.

## **NEW BUSINESS**

No New Business was discussed.

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

Mary submitted the election materials to the appropriate governmental agencies.

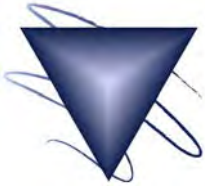
## **ADJOURN**

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:09 PM.

The secretary respectfully submits the above.

Robert Champ

7/9/2018



# JNB Services, LLC

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

July 9, 2018

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

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

Dear Board:

The following are the activities during this period. Activities performed through July 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.

None.

## **General IT Consulting Activities**

- 1) Website Maintenance
  - a) Published the revised May 14, 2018 Meeting Minutes.
  - b) Published the June 11, 2018 Meeting Minutes.
  - c) Published the June 2018 Financials.
  - d) Published the July 9, 2018 Meeting Agenda.
- 2) IT Maintenance
  - a) System Maintenance
    - i) Windows updates-4 updates.
    - ii) Updated AVG virus definitions and scanned the computer. No viruses found.
    - iii) Verified Carbonite backups completed.
    - iv) Hard disk was cleared of 2.4 GB extraneous files and defragmented.

## **General Support**

- 1) New Billing System
  - a) Attended the June 11, 2018 Board Meeting to review the billing software agreement and discuss any additional issues. Discussed aspects of the Hosting Agreement being drafted and optimum installation periods from the District's perspective.
  - b) Followed-up on an issue raised by Mary on some hosting alternatives. This including contacting WMTC and responded to Mary and Mark with results of findings.
  - c) Continue development of a Hosting Agreement between WMTC and EBCWD for the new Billing System main computer. Updated Agreement to include the ability of the District to install Quickbooks and Office on the hosting computer.
  - d) Sent several files to WMTC to test conversion process.
  - e) The check for the Hosting Service has been held by Mary until we have a Hosting Agreement in place.

**New Issues or Comments**

No new issues.

Sincerely,

J. Nicholas Bennett  
Principal