



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

13 August 2018

Mark Johns called the meeting to order at 4:02 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 9 July 2018 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 9 July 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 she was still holding the check for Rocky Mountain Cummins for their service of the generator, pending any credit that we might receive.

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

SYSTEM OPERATIONS REPORT – 7/9/2018 – 8/13/2018

07/09/2018	<ul style="list-style-type: none">Locate 7509 Spring Dr.
07/11/2018	<ul style="list-style-type: none">Pump house check 1.09mg/l free, ordered 2 new meters, and 2 new radios for stock.Collect water sample 1 benchmark and delivered to lab.
07/17/2018	<ul style="list-style-type: none">Check water flow on discharge side of meter at 7387 Panorama Dr.
07/19/2018	<ul style="list-style-type: none">Locate 635 ParagonPump house check 1.06 mg/l free.
07/26/18	<ul style="list-style-type: none">Pump house check 0.76 mg/l free.
07/30/18	<ul style="list-style-type: none">Meter reads.3 Main valve cycling
08/01/18	<ul style="list-style-type: none">Coordinate to have hydrant valve at 738 Skyway Dr. dug up, and repaired with Mike's Backhoe and repair valve.
08/07/18	<ul style="list-style-type: none">Pump house check.

Peter noted that about 85% of the valves in the district have been exercised. One valve stem broke during the exercising of a hydrant and had to be replaced.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

The hosting agreement was reviewed, and Nick noted that the server could only be accessed by one user at a time. This will not be a problem. Because the existing documents' dates are no longer valid, a new document will be created that updates the installation and renewal dates for both the Software Services Agreement and the Hosting Agreement, if acceptable to WMTC.

Bill Hofgard made the motion to approve the hosting agreement. Mark Johns seconded the motion, which passed unanimously.

UPDATE ON SURGE PROTECTION FOR PUMP HOUSE

No progress was made on surge protection in the last month. We will discuss this topic at the next meeting.

NEW BUSINESS

LAFAYETTE TAP FEE INCREASE

Lafayette has increased their tap fee approximately by \$10k. Mark will talk to Doug Short (Lafayette) regarding exactly what is the fee charge to us. Once the exact fee is determined, we will discuss what we will charge for a tap.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark noted that he would be absent for the next meeting. Rick will chair the meeting.

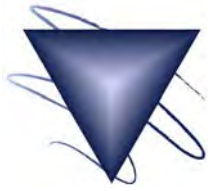
ADJOURN

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

The secretary respectfully submits the above.

Robert Champ

8/13/2018



JNB Services, LLC

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August 10, 2018

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

RE: IT Consultant Status Report for August 13, 2018 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through August 10, 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.

Decide on how to change starting date of licensing cycle.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the July 11, 2018 Meeting Minutes.
 - b) Published the July 2018 Financials.
 - c) Published the August 13, 2018 Meeting Agenda.
 - d) Published a revised Consumer Confidence Report (i.e., Water Quality Report).
 - e) Published News Alert on Tap Fee Hearing for September 10, 2018.
 - f) Notified Mary that the Domain Registration was up for automatic renewal.
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates-7 updates.
 - ii) Removed old AutoRead and AutoVu user ids from the initial installation of Sensus meter reading system. Everything is consolidated under the Meter Read id. Files will be saved for a while, before deletion.
 - iii) Rebuilt the EBCWD Admin user id for use in managing the District's laptop.
 - iv) Received an AC Power Adapter wattage and type error message. Ran diagnostics. Research is continuing. This was after major Windows 7 updates were installed.
 - v) Fixed a problem with AVG Internet Security that occurred during the last virus definition and engine update. There were unique software clean-up requirements before the product could be reinstalled. Updated AVG virus definitions and scanned the computer. No viruses found.
 - vi) Verified Carbonite backups completed.
 - vii) Hard disk was cleared of 3.7 GB extraneous files and defragmented.

General Support

- 1) New Billing System
 - a) Attended the July 9, 2018 Board Meeting to review the billing software project. Needed to ensure independent access to the hosting site.

- b) Finalized and submitted the Hosting Agreement between WMTC and EBCWD for the new Billing System main computer. WMTC accepted the agreement as written, with an addition of a clause saying that only one EBCWD user may access the system at a time. This has been added.
- c) The WMTC Hosting Agreement has been completed and ready for signature.
- d) Responded to a comment for WMTC Technical Support concerning migration file structure.
- e) The check for the Hosting Service has been held by Mary until we have a Hosting Agreement in place.

New Issues or Comments

- 1. Because of the delays by both EBCWD and WMTC for the implementation of the Billing System, and since dates have been assumed within the Software License Agreement and the Hosting Agreement, a mechanism to establish new starting/renewal dates is required.

Sincerely,

J. Nicholas Bennett
Principal