



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

10 September 2018

Rick Moeller called the meeting to order at 4:01 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 13 August 2018 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 13 August 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.

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

SYSTEM OPERATIONS REPORT – 8/13/2018 – 9/10/2018

08/15/2018	<ul style="list-style-type: none">▪ Pumphouse check 1.0 mg / l free.▪ Collect TTHM and HAA5 Samples▪ Delivered to lab
08/22/2018	<ul style="list-style-type: none">▪ Pump house check.▪ Prepare sample paperwork and deliver lead and copper sample bottles to residents.
08/29/2018	<ul style="list-style-type: none">▪ Pump house check.
08/30/2018	<ul style="list-style-type: none">▪ Pick up Lead and Copper samples.▪ Deliver to lab.
08/31/18	<ul style="list-style-type: none">▪ Meter reads
09/05/18	<ul style="list-style-type: none">▪ Lead and Copper sample pick up and delivery.
09/06/18	<ul style="list-style-type: none">▪ Lead and Copper sample pick-up and delivery.

Peter noted that we will have to increase our samples for water testing from 5 to 10 because we now have more than 100 customers.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

The signed hosting agreement has been received. Start-up of the new billing software is now scheduled to begin 10/20/2018. Credit card payment may now be available with the new software.

UPDATE ON SURGE PROTECTION FOR PUMP HOUSE

Based on the information we have received to date, Peter thought that it might be judicious to leave the system as it is today. He will bring all the info we have to the next meeting when we will discuss the matter in more detail.

NEW BUSINESS

LAFAYETTE TAP FEE INCREASE

The Lafayette tap fee increase was discussed. Peter noted that the amount we charge above that charged by Lafayette amply covers the costs incurred by EBCWD. Therefore, the board decided that we would not change these charges to the customer.

Yvonne Gates made the motion that we pass on the increase in tap fees charged by Lafayette to future purchases of taps in East Boulder County Water District. The motion was seconded by Rick Moeller, which passed unanimously.

APPOINTMENT OF BUDGET OFFICER FOR 2019 BUDGET

Bob Champ made the motion that we appoint Mary Wagner as budget officer for the 2019 Budget. Yvonne Gates seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Bob Champ noted that he would be absent for the next meeting.

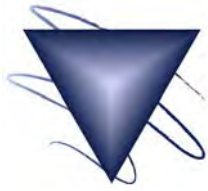
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 4:57 PM.

The secretary respectfully submits the above.

Robert Champ

9/10/2018



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September 10, 2018

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

RE: IT Consultant Status Report for September 10, 2018 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through September 7, 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 August 13, 2018 Meeting Minutes.
 - b) Published the August 2018 Financials.
 - c) Published the September 10, 2018 Meeting Agenda.
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates.
 - ii) Removed old AutoRead and AutoVu files from the initial installation of Sensus meter reading system. Everything is consolidated under the Meter Read id.
 - iii) Received an AC Power Adapter wattage and type error message. Ran diagnostics. Research is continuing. This was after major Windows 7 updates were installed. Research will resume this next month.
 - iv) Verified Carbonite backups completed.
 - v) Hard disk was cleared of extraneous files and defragmented.

General Support

- 1) New Billing System
 - a) Attended the August 13, 2018 Board Meeting to review the billing software project.
 - b) Sent the completed WMTC Hosting Services Agreement to Ken for signature.
 - c) Met with WMTC and went over several issues:
 - i) Received the signed WMTC Hosting Agreement
 - ii) Ken will follow-up on the signed WMTC Software Services Agreement
 - iii) A letter amending all of the dates in the WMTC Software Services Agreement and the WMTC Hosting Agreement will be acceptable.
 - iv) The new installation window is week of October 20, 2018.

- v) Need to identify, for system and software security, who and what access individuals will need, which is especially import if online customer payments to EBCWD will be wanted.
- d) Since EBCWD received the signed WMTC Hosting Services Agreement, I notified Mary that the check she was holding could be released.
- e) Worked on the data collection processes for getting data to WMTC in order that it may be implemented in the new system.
- f) Started becoming with Citrix, which will allow remote access to the hosted system provided to the District.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal