



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

8 October, 2018

Mark Johns called the meeting to order at 4:06 PM. Those in attendance were the board members 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. Robert Champ (Secretary) was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 10 September 2018 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 10 September 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. Three quarters of the way through the year we are generally on budget.

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

SYSTEM OPERATIONS REPORT

A report was not received so Peter went through the report for the board.

Peter had an update on surge protection for the board. The estimates were reviewed and the costs of the various fixes were discussed. Peter has had excellent response from Tri Stone Electric engineering. Questions still remain, such as the length of downtime and generator protection. Peter will explore further and update the board.

IT REPORT

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

UNFINISHED BUSINESS

LAFAYETTE TAP FEE INCREASE

The tap fee increase was discussed to update Mark on what was decided upon in the previous meeting.

BILLING SOFTWARE

The billing software is slated for installation on December 3rd.

NEW BUSINESS

PRELIMINARY READING OF 2019 BUDGET

Mary Wagner (Budget Officer) had sent out the preliminary budget for review by the Board. She went through the budget by line item adjusting them where necessary. The notice of the budget hearing will be published in the Daily Camera and this hearing is scheduled for our regular meeting on 12 November 2018.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

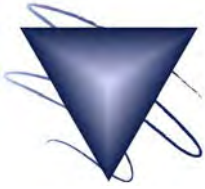
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:50 PM.

The secretary respectfully submits the above.

Robert Champ

10/18/2018



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October 8, 2018

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

RE: IT Consultant Status Report for October 8, 2018 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through October 5, 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 September 10, 2018 Meeting Minutes.
 - b) Published the September 2018 Financials.
 - c) Published the October 8, 2018 Meeting Agenda.
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates.
 - ii) Received an AC Power Adapter wattage and type error message. Ran diagnostics. Research is continuing. This was after major Widows 7 updates were installed. Research will resume next month.
 - iii) Verified Carbonite backups completed.
 - iv) Hard disk was cleared of extraneous files and defragmented.

General Support

- 1) New Billing System
 - a) Attended the September 10, 2018 Board Meeting to review the billing software project.
 - b) Discussed with Mark several issues:
 - i) The new installation window is now the week of December 3, 2018. I had a potential conflict with the original October 20, 2018 installation window due to a likely need to be in Missouri to assist my sister. An alternative date was obtained from WMTC, which is December 3, 2018. I mistakenly noted it as November 3, 2018 when I communicated with Mary and Mark about the situation and received the okay to continue going forward. The December 3, 2018 date was confirmed with WMTC. The process will be to use current system for billing of November water usage and then post payments with the newly installed system. Meter reading for November would be managed with the new system.
 - ii) Mark approved moving forward until the time of installation and conversion to get the new District hosting computer ready.

- (1) Quickbooks Desktop Pro 2018 has been acquired and installed on the District's hosting computer.
 - (2) A copy of the accounting data has been received from Mary for installation on the District's hosting computer for testing.
 - (3) Research into Office 2016 versus Office 365 is underway for installation on the District's hosting computer.
- c) Developed an initial determination for user access to be reviewed with the Board during the October 8, 2018 Regular Meeting.
 - d) Worked on the data collection processes for getting data to WMTC (from current billing system) in order that it may be converted into the new system.
 - e) Utilized Citrix (GoToMyPC) for initial testing.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal