



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

12 November 2018

Mark Johns called the meeting to order at 4:02 PM. Those in attendance were the board members Rick Moeller, Yvonne Gates, Bob Champ 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 8 October 2018 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 8 October 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.

The Bond payment will be paid on 1 December. We are on budget for the majority of line items. Two residences have sold, and the new homeowners added to the homeowners list.

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

SYSTEM OPERATIONS REPORT – 10/09/2018 – 11/12/2018

10/10/2018	<ul style="list-style-type: none"> ▪ Pump house check 0.86mg/l free ▪ Research and order parts for generator. ▪ Locate for Boulder County sign install south of Empire and Spring, two locations.
10/17/2018	<ul style="list-style-type: none"> ▪ Verify CPLS pipe at 7557 Empire.
10/18/2018	<ul style="list-style-type: none"> ▪ Pump house check 0.66mg/l free. ▪ Meet Chris Hauke for CPLS pipe verification.
10/23/2018	<ul style="list-style-type: none"> ▪ Pump house check 0.74mg/l free.
10/27/2018	<ul style="list-style-type: none"> ▪ Extend meter at 7413 Spring Dr. ordered parts, coordinated with Alan, Mark and Mikes Backhoe. Install PVC support brace and new antenna on cover plate, pressure tested at 55psi.
10/28/2018	<ul style="list-style-type: none"> ▪ Pump house check 1.24mg / l free.
10/30/2018	<ul style="list-style-type: none"> ▪ Paperwork updates to tank inspection plan, valve exercising plan, disinfection of main lines procedure and 100,000 gallon underground storage tank.
11/01/2018	<ul style="list-style-type: none"> ▪ Meet with Chris Etcheson CDPHE Environmental Protection specialist for Sanitary Survey. ▪ Meter Reads
11/07/2018	<ul style="list-style-type: none"> ▪ Pump house check 0.65mg / l free. ▪ Flush hydrant; ran rusty for 1 minute, then clear, collect water samples 7555 Spring Dr, deliver to lab, 0.68mg/l free. ▪ Flush hydrant at 292 Paragon Dr, ran clear, 0.46mg/l free

Peter noted that in the meeting with Chris Etcheson that rust was observed on the pressure tanks. These pressure tanks are about 50 years old and it would be prudent to have a complete inspection of them. Peter will look into how we might get this done. Peter will also get the district drawings from Mark so that he might update them by denoting sampling sites.

Peter also had an update on surge protection for the board. Peter noted that an appropriate surge protection was available from Tri Stone Electric for about \$9,300. Peter will look into it, moving this project forward after the first of the year.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

The billing software is slated for use on December 3rd. Nick had the Amended License Initiation and Renewal Dates Agreement to be signed by Mark finalizing our beginning association with White Mountain.

NEW BUSINESS

2019 BUDGET HEARING

Yvonne Gates made the motion that we open the budget hearing. Rick Moeller seconded the motion, which passed unanimously.

The Budget Hearing was noticed in the Daily Camera on 18 October 2018. Mary went through the appropriate budget documents. She also noted that the assessment for the District might change but that it is allowed for in the wording of our resolution.

Yvonne Gates made the motion that we adopt Resolution 2018-B1 which adopts the Water Enterprise Fund Budget and the Debt Service Fund Budget and appropriates sums of money for these funds for the year 2019. Rick Moeller seconded the motion, which passed unanimously.

Yvonne Gates made the motion that we approve the Resolution 2018-B2 to certify the mill levy at 15.086 mills for the year 2019, noting that the assessed valuation may be altered affecting the final levy. Rick Moeller seconded the motion, which passed unanimously.

Yvonne Gates made the motion that we adopt the budget message for the Water Enterprise Fund and the Debt Service Fund for 2019. Mark Johns seconded the motion, which passed unanimously.

The necessary documents will be signed, and Mary will forward the appropriate documents to the Division of Local Governments and the County Assessor.

Mark Johns made the motion that we close the budget hearing. Yvonne Gates seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark raised the question of what the prudent amount of money is we should hold in reserve in case of unforeseen expenses in the future (e.g. Pipeline replacement, etc.). He asked that the board consider what sort of problems could arise and what the possible cost could be. As of this budget the amount of funds available is on the order of \$500K. We will revisit this topic after the first of the year.

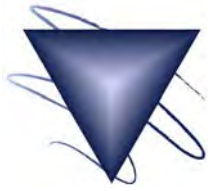
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:44 PM.

The secretary respectfully submits the above.

Robert Champ

11/12/2018



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November 9, 2018

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

RE: IT Consultant Status Report for November 12, 2018 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through November 9, 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 October 8, 2018 Meeting Minutes.
 - b) Published the September 2018 Financials.
 - c) Published the October 2018 Financials.
 - d) Published the November 12, 2018 Meeting Agenda.
 - e) Published the working 2019 Budget proposal.
 - f) News Alert for the Budget Hearing held as part of the November 12, 2018 Regular Meeting
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates.
 - ii) Further clean-up in preparation of the billing system migration.
 - iii) Hard disk was cleared of extraneous files and defragmented.

General Support

- 1) New Billing System
 - a) Attended the October 8, 2018 Board Meeting to review the billing software project.
 - b) General Activities:
 - i) The new installation window is the week of December 3, 2018. 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 December would be managed with the new system.
 - ii) Preparation of the hosting computer.
 - (1) Received the signed *Amended License Initiation and Renewal Dates Agreement* during a review session with WMTC. Mark needs to sign it now.

- (2) Quickbooks Desktop Pro 2018 has been acquired and installed on the District's hosting computer. It has been activated with a District email address.
 - (3) A copy of the accounting data has been received from Mary for installation on the District's hosting computer for testing.
 - (4) Research into Office 2016 versus Office 365 is underway for installation on the District's hosting computer.
 - (5) A document of identified users for the hosting computer was generated and given to WMTC. This had been discussed with WMTC prior to submission. Mary and Nick would have userids on the system. Mary would have an administrator-level id for running the billing program and QuickBooks. Nick will have an administrator-level id for any administrative tasks required, and a standard-level id for all other access.
- c) 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.
 - d) Utilized Citrix (GoToMyPC) for continued testing. Strategies of local printing are one of the major focuses of the work.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal