



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

10 December 2018

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were the board members Rick Moeller, Yvonne Gates and Bob Champ. 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. Bill Hofgard (Director) was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 12 November 2018 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 12 November 2018 meeting. Yvonne Gates 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. The water usage spreadsheet was also e-mailed. Mary reviewed the salient points of the financial package for the board. There are no outstanding taxes remaining and the expenses for the year are remarkably close to the expenses for the previous year. Mary also obtained the insurance cost for next year, which is about \$2,200.

The board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 11/13/2018 – 12/10/2018

11/08/2018	<ul style="list-style-type: none">Replaced all hoses, clamps, antifreeze, thermostat and gasket.
11/14/2018	<ul style="list-style-type: none">Home owner list printed and added to book.Meter Reads at 7387 Panorama Dr, 0401 and 281 Ponderosa Dr.Pump house check 0.61mg/l free.
11/21/2018	<ul style="list-style-type: none">Pump house check 0.66 mg/l free.
11/28/2018	<ul style="list-style-type: none">Pump house check 0.66mg/l free.
11/30/2018	<ul style="list-style-type: none">Meter Reads.
12/05/2018	<ul style="list-style-type: none">Respond to generator alarm, found small drip on hose attached to heater, added another hose clamp, and added more antifreezePump house check 0.61mg/l free.

Peter noted that there are no pressure reducing valves in stock. He will obtain some to have in our inventory. He also reviewed the procedure for adding coolant to the emergency generator and noted that it would be prudent to acquire a new radiator cap.

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 now slated for use in January. Bills will be generated via both the old and new billing programs for comparison purposes. The method of adding new residents to existing properties was discussed. Also, the printing of the invoices and the envelopes were discussed, and Nick will make sure that this can be accomplished.

2019 BUDGET

The budget has been filed with the county and will also be filed with the Division of Local Governments.

NEW BUSINESS

SCHEDULE INCLUSION HEARING FOR 460 PARAGON DRIVE

The board has received a petition for inclusion for the above referenced property.

Yvonne Gates made the motion that we schedule an inclusion hearing for our next monthly meeting to be held on Monday, January 14, 2019. Mark Johns seconded the motion, which passed unanimously. A notice will be published in the Daily Camera regarding the specifics of the hearing.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Rick Moeller raised the question of whether the credit card use should be limited to the board and the bookkeeper. The board thought that doing this would be prudent and would not create a problem.

Mark brought up that we should review our water rates in lieu of the fact that we have a sufficient amount of cash in reserve. We may be able to lower rates and remain within a reasonable budget. This will be reviewed next year.

Mary reviewed what has to be done in January (e.g. file district map, designate meeting posting sites, etc.)

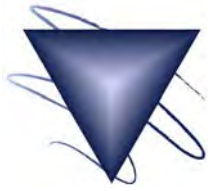
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Rick Moeller and unanimously approved. The meeting was adjourned at 5:34 PM.

The secretary respectfully submits the above.

Robert Champ

12/10/2018



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December 7, 2018

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

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

Dear Board:

The following are the activities during this period. Activities performed through December 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 November 12, 2018 Meeting Minutes.
 - b) Published the November 2018 Financials.
 - c) Published the December 10, 2018 Meeting Agenda.
 - d) Published News Alerts item that the 2019 Budget was approved.
 - e) Started preparing the website for 2019 data, including archiving of 2018 information.
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates.
 - ii) Updated AVG virus scan and checked for viruses.
 - iii) Hard disk was cleared of extraneous files and defragmented.

General Support

- 1) Developed proposed 2019 Water Rate Calculator and 2019 Water Rate Announcement letter for inclusion in December 2018 billing.
- 2) Sent an email to the users of the eastboulderwater.com domain email addresses on the new settings for email clients as a result of the migration to a new email server.
- 3) New Billing System
 - a) Attended the November 12, 2018 Board Meeting to review the billing software project.
 - b) General Activities:
 - i) The new installation window begins during week of December 3, 2018. The migration process will take longer than I originally understood and will not be complete until early January 2019. WMTC is performing a conversion of the old system's Ledger file (will need an updated version of it prior to final conversion.

- ii) Preparation of the hosting computer.
 - (1) Research into Office 2016 versus Office 365 is underway for installation on the District's hosting computer.
 - (2) 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. This portion of the migration to the new billing system environment will be held in early January.
- iii) Met with WMTC and reviewed the conversion effort steps and processes.
- 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.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal