



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

14 January 2019

Mark Johns called the meeting to order at 4:02 PM. Those in attendance were the board members Rick Moeller, Yvonne Gates, Bill Hofgard 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.

PUBLIC COMMENTS

Melody Suitts Conway was present for the inclusion hearing on her property.

SECRETARY'S REPORT

The minutes of the 10 December 2018 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 10 December 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. The water usage spreadsheet was also e-mailed. Mary reviewed the salient points of the financial package for the board. The water bill from Lafayette has not been received so the final financial statements do not reflect this. \$20,000 has been transferred from checking to Colotrust.

Mary will begin the paperwork for the audit exemption.

The board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 12/11/2018 – 1/14/2019

12/12/2018	<ul style="list-style-type: none"> ▪ Pump house check. ▪ Low pressure reported at 7509 Spring Dr. I tested pressure at the house at 57 psi. I changed the meter to 1perl 3/4, pressure regulator screen was cleaned, and reinstalled (minor build up).
12/12/2018	<ul style="list-style-type: none"> ▪ Pump house check. ▪ Collect sample 509 Spring Dr. and deliver to lab.
12/19/2018	<ul style="list-style-type: none"> ▪ Pump house check 1.02 mg/l free.
12/26/2018	<ul style="list-style-type: none"> ▪ Pump house check 0.95mg/l free.
12/31/2018	<ul style="list-style-type: none"> ▪ Pump house check and save 2018 pressure and pump run data. ▪ Meter reads 0.89mg/l free.
1/03/2019	<ul style="list-style-type: none"> ▪ EBCWD Water Main Leak. Efen, Dustin and Tony. Mikes Backhoe dug up the water line with our help, we put a repair sleeve on cracked line. Rented drivable road plates.
1/04/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.89, look at work at 1 benchmark for water leak. ▪ Flush hydrant at 555 Apollo collect sample and deliver to lab. ▪ Meter reads 0.50mg/l free
1/08/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.77, work on lead and copper sample sites.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick is meeting with White Mountain tomorrow to discuss the status of the billing software. Because of the amount of work Mary has to do this month, the switch to this software may be delayed until February.

UPDATE ON SURGE PROTECTION

Tri Stone Electrics has been given the okay to proceed on installing surge protection to our system.

UPDATE ON PRESSURE TANKS

No progress has been made on this item. Peter will begin to get quotes on the cost of inspecting the tanks.

NEW BUSINESS

INCLUSION HEARING FOR 460 PARAGON DRIVE

Bill Hofgard made the motion that we open the inclusion hearing on 460 Paragon Drive. Yvonne Gates seconded the motion, which passed unanimously.

This property is in the service area and has easy access to the water main and thereby would offer no problems in being serviced. This main was an extension of the main paid for by Rick Moeller so a portion of the main would have to be paid via a reimbursement agreement. The Equity Fee, which will be paid by this property, can be applied to the payment of the bonds.

Yvonne Gates made the motion that we approve the inclusion of 460 Paragon Drive into the East Boulder County Water District. Bill Hofgard seconded the motion, which was unanimously approved.

Yvonne Gates made the motion that we come out of the Inclusion Hearing. Bill Hofgard seconded the motion, which passed unanimously.

TRANSPARENCY NOTICE, DISTRICT MAP TO COUNTY, ETC.

Mary has submitted the map to the County and will get it to Nick for posting on the website. The Transparency notice has been published and is on the website.

Mark noted that each year we must formally by resolution designate the meeting time and place and also the posting places of the monthly meeting notification.

Bill Hofgard made the motion that we pass Resolution 2019-1 stating that the meeting place and time for meetings in 2019 will be held on the 2nd Monday of the month at 4 PM at St. Ambrose Episcopal Church. Rick Moeller seconded the motion, which passed unanimously.

Rick Moeller made the motion that we pass Resolution 2019-2 stating that the posting places for the meetings remain at the pump house, Rick Moeller's residence and Bob Champ's residence as well as being posted on the website. Bill Hofgard seconded the motion, which passed unanimously.

BENCHMARK MAIN REPLACEMENT

The leak on Benchmark Drive was the second such event in 3.5 years. Because of the age of this line (it was not replaced when the infrastructure was installed in the district) it may be prudent to replace the mains in this portion of the district. Costs of repairing such leaks that are occurring are at least \$10k per occurrence. Mark will contact our Engineer to obtain a ballpark estimate on replacing the water mains in Benchmark.

ADDITIONAL ADDRESSES FOR LEAD AND COPPER TESTING

Peter noted that we must increase our lead and copper testing sites from 5 to 10. Lead solder was used prior to 1982 so it behooves us to include residences built prior to this date. The residences, which satisfy this requirement, were discussed and will be included in the testing list, which must be noticed, by the end of February.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No additional comments were noted.

ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Rick Moeller and unanimously approved. The meeting was adjourned at 5:42 PM.

The secretary respectfully submits the above.

Robert Champ

1/14/2019



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January 11, 2018

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

RE: IT Consultant Status Report for January 14, 2019 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through January 11, 2019 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 December 12, 2018 Meeting Minutes.
 - b) Published the December 2018 Financials.
 - c) Published the January 12, 2019 Meeting Agenda.
 - d) Published News Alerts item that a Benchmark Estates water leak has occurred, water is shut off during repairs, and the leak has been resolved.
 - e) Started preparing the website for 2019 data, including archiving of 2018 information. Published the 2019 website.
- 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) New Billing System
 - a) Attended the December 12, 2018 Board Meeting to review the billing software project.
 - b) General Activities:

Activity	Status	Est. Completion
Clarion conversion ended	Complete	
Convert PDF / XLS submitted reports	50% Complete	
Install Database Engine on EBCWD server	Pending	01/14/2019
Install Report Engine on EBCWD server	Pending	01/14/2019
Install E-Mail engine on EBCWD server	Pending	01/14/2019

Install FTP engine on EBCWD server	Pending	01/14/2019
Install Online Payment Processing capability on EBWCD server	Complete	
Install WMTC Utility Billing Software on EBWCD server	Pending	01/14/2019
Install Demo Data temporarily for testing	Pending	01/14/2019
WMTC UTB Software	Pending	01/17/2019
Enter initial rate structure for EBWCD	Pending	01/14/2019
Send Configuration Instructions for Electronic Reading Software (Auto-Read)	Complete	

- c) Follow-up meeting with WMTC being confirmed for January 15, 2019.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal