



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

11 February 2019

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were the board members 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. Rick Moeller and Yvonne Gates (Board members) were absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 14 January 2019 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 14 January 2019 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 audit exemption is in progress.

The revenue received from inclusions (designated debt revenue) will be applied toward the 2020 bond payment.

The board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 01/15/2019 – 02/11/2019

01/11/2019	<ul style="list-style-type: none"> ▪ Jay located 11 Benchmark.
01/16/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.93 mg/l free.
01/21/2019	<ul style="list-style-type: none"> ▪ Dustin locate 1021 Paragon.
01/22/2019	<ul style="list-style-type: none"> ▪ Pete Locate 1021 Paragon, amended locate request.
01/23/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.89mg/l free.
01/31/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.94mg/l free. ▪ Grease all three pumps in basement. ▪ Meter Reads. ▪ Work on and submit leaded plumbing numbers to CDPHE
02/05/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.92mg/l free. ▪ Water sample collection and delivery to lab. ▪ Dan with Tri-Stone Electric- Ship date of 2/22/19, needs to be delivered and then scheduled. Should take 4-6 hours.

IT REPORT

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

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick discussed the status of the billing software. Mary will attend a training session, which is mandatory in order to bring the software on line.

UPDATE ON SURGE PROTECTION

Peter discussed the status of the surge protection. The necessary equipment is scheduled to ship on February 22. There was some question as to where the surge protection equipment would be placed in the system (pre or post transfer switch). Peter will clarify with Tri Stone Electric. The installation will take about 4 to 6 hours and Peter will schedule after the equipment is received.

UPDATE ON PRESSURE TANKS

Peter noted that because he could not find anyone who does this kind of inspection, Boulder Water Well could do the inspection. During the inspection process, Peter thought it would be prudent to upgrade the pressure tank outlet from 2 inches to 3 inches on the two pressure tanks with the 2-inch outlets. The board agreed to proceed with this work.

BENCHMARK MAIN REPLACEMENT

Mark received an estimate from our engineer (Terry Kenyon) on the cost of replacing the water mains in Benchmark. The estimate for replacing this infrastructure was \$177,595. The cost of the latest main break was on the order of \$10,000. Mark thought that we should table this item and discuss our approach at the next meeting when the full board should be present.

ADDITIONAL ADDRESSES FOR LEAD AND COPPER TESTING

Peter has the necessary addresses and will follow up with them for the testing.

NEW BUSINESS

No new business was discussed.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark noted that a possible inclusion inquiry had been received on Ponderosa Drive.

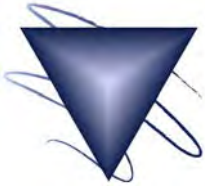
ADJOURN

A motion was made to adjourn by Bill Hofgard, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 5:28 PM.

The secretary respectfully submits the above.

Robert Champ

2/11/2019



JNB Services, LLC

P.O. Box 21496 ♦ BOULDER, COLORADO ♦ 80308-4496
303.324.2734 ♦ J.NICHOLAS.BENNETT@JNB-SERVICES.COM

February 9, 2018

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

RE: IT Consultant Status Report for February 11, 2019 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through February 8, 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 January 12, 2019 Meeting Minutes.
 - b) Published the January 2019 Financials.
 - c) Published the February 11, 2019 Meeting Agenda.
- 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 January 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	In Testing	
Install Database Engine on EBCWD server	Complete	
Install Report Engine on EBCWD server	Complete	
Install E-Mail engine on EBCWD server	Complete	
Install FTP engine on EBCWD server	Complete	
Install Online Payment Processing capability on EBWCD server	Complete	
Install WMTC Utility Billing Software on EBWCD server	Complete	

Install Demo Data temporarily for testing	Complete	
Install Converted Customer Data to WMTC UTB Software	Complete	
Enter initial rate structure for EBWCD	Complete	
Send Configuration Instructions for Electronic Reading Software (Auto-Read)	Complete	

- c) Held follow-up meeting with WMTC on January 15, 2019:
- i) Training will be delivered through GoToMyPC by WMTC, with the recommendation to do it in no more than two-hour blocks.
 - ii) Nick will install GoToMyPC on any of Mary's computers she requests.
 - iii) Mary's printer will automatically be configured by GoToMyPC for printing reports and invoices.

New Issues or Comments

None

Sincerely,

J. Nicholas Bennett
Principal