



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 March 2019

Mark Johns called the meeting to order at 4:03 PM. Those in attendance were the board members Bill Hofgard, 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.

PUBLIC COMMENTS

Barry and Laura Weiss were present to discuss low water pressure at their residence at 635 Paragon Drive. They noted that the pressure was measured between 30-35 psi. It is important to note that this is one of the few residences in the district connected to the low-pressure feed line to the district from Lafayette. It is also the highest altitude property located on the low-pressure line.

Our Water Engineer (Terry Kenyon) feels that a reasonable pressure that the district should provide would be at least 40psi. This pressure is provided at other residences on Paragon Drive because of their lower altitudes. The Weiss' were present to see if the District could offer a solution to the problem. It appeared that the problem could be solved by the installation of a pump and pressure tank to increase pressure in the residence. Other solutions (e.g. Connection to the high-pressure line) were not viable. Peter O'Brien will measure the pressure at the residence on Wednesday and discuss the possible solution to the problem with the Weiss'. The District feels that it has a responsibility to deliver adequate water pressure to our customers and we will further discuss how we manage this responsibility at our next meeting.

SECRETARY'S REPORT

The minutes of the 11 February 2019 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 11 February 2019 meeting. Bob Champ 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 has been finalized and Mary had the appropriate paperwork for the Board to finalize the exemption.

Mark Johns made the motion that we authorize the Resolution for the Audit Exemption. Yvonne Gates seconded the motion, which passed unanimously.

The board signed the necessary paperwork and Mary will forward to the appropriate agencies.

Mary noted that the church had been paid for our meeting expenses for the year.

The board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 02/12/2019 – 03/11/2019

02/13/2019	<ul style="list-style-type: none">▪ Pump house check 0.94 mg/l free.▪ Locate 903 Paragon.
02/18/2019	<ul style="list-style-type: none">▪ Jay investigate hydrants valve box leak in island at end of Benchmark.
02/19/2019	<ul style="list-style-type: none">▪ Continue investigation of hydrant leak, put down salt for accumulated ice.

02/25/2019	<ul style="list-style-type: none"> ▪ Tony located meter pit and shut off water service to 7526 Empire due to damaged water line. ▪ Tony continuation of locating meter pit and shutting off water to 7526 Empire on Overtime.
02/27/2019	<ul style="list-style-type: none"> ▪ Pump house check 0.93mg/1 free. ▪ Pick up Cones at 6 Benchmark near hydrant leak, check on leaking water, water is receding and is currently 28 inches below grade.
03/01/2019	<ul style="list-style-type: none"> ▪ Dustin Meter Reads, file did not load correctly and meters that were read have a 1-hour timeout.
03/05/2019	<ul style="list-style-type: none"> ▪ Pump house check 1.0mg/1 free.

Peter noted that the leaking valve on the hydrant in Benchmark would be replaced. It was also noted that customers are financially responsible for damage to district equipment and will be billed accordingly.

IT REPORT

Nick went through his report for the Board. He will post the report on the website. Nick’s report also had some ideas on upgrading the district’s infrastructure if and when we decide to upgrade the water mains in Benchmark.

UNFINISHED BUSINESS

BILLING SOFTWARE

Conversion to the new billing software is now scheduled for May. Mary will attend a training session to be able to utilize the new software.

UPDATE ON SURGE PROTECTION

Peter had nothing new to report on the surge protection. Bill Hofgard had contacted our insurance agent regarding if damages to the generator are covered if damaged by an electrical surge and noted that such damages are covered.

UPDATE ON PRESSURE TANKS

Peter is working on an estimate for the tank inspection.

BENCHMARK MAIN REPLACEMENT

Mark talked further with our engineer (Terry Kenyon) on the cost of replacing the water mains in Benchmark. The initial estimate for replacing this infrastructure was \$177,595. Terry thought that, with a contingency the cost would be on the order of \$222k. Further discussion was tabled to the next meeting, as Mark had to leave the meeting due to personal reasons.

NEW BUSINESS

LOW PRESSURE AT 635 PARAGON DRIVE

This matter was discussed under the public comments section of the minutes.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Rick noted that payments to our IT consultant have been continuously over budget. It was also noted that the billing software project contributed to this cost. After completion of the billing software project the board will review the budgeting for this line item.

ADJOURN

A motion was made to adjourn by Bob Champ, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 5:09 PM.

The secretary respectfully submits the above.

Robert Champ

3/11/2019



JNB Services, LLC

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

March 8, 2018

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

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

Dear Board:

The following are the activities during this period. Activities performed through March 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.

Thoughts on the Benchmark Distribution Line Replacement and Pressure Tanks have been included for consideration.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the February 11, 2019 Meeting Minutes.
 - b) Published the updated December 2018 Year-End Financials in the Archives.
 - c) Updated the Water Quality information to include the City of Lafayette 2018 Water Quality Report.
 - d) Published the February 2019 Financials.
 - e) Published the March 11, 2019 Meeting Agenda.
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates – 7.
 - ii) Updated AVG virus scan and checked for viruses – 0 found.
 - iii) Hard disk was cleared of extraneous files (1.4 GB) and defragmented.
 - iv) Verified Carbonite backup completed.

General Support

- 1) New Billing System
 - a) Attended the February 11, 2019 Board Meeting to review the billing software project.
 - b) General Activities:
 - i) Became more familiar with the remote server environment.
 - 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.
 - iv) A sample billing invoice has been received and is attached to this report so that the Board has an idea of what the customers will see.
 - c) Held follow-up meeting with WMTC on February 28, 2019:

- i) Due to WMTC workload and with the tax season work placed on Mary, the implementation is now for May 2019. The exact week to begin must be set by request from EBCWD. After April 2019 meter reads would seem to be the best time.
- ii) The WMTC individual has been identified that will deliver the training to Mary. She is very experienced in the WMTC billing software and in training.
- iii) A change is going to be made to the GoToMyPC user account for EBCWD on the server. This does not substantially change the process involved to use the server, however. When the new userid is ready, we will be notified. This new id would be used to connect to the server for billing software use, etc., and for the delivery of training.

New Issues or Comments

BENCHMARK DISTRIBUTION LINE REPLACEMENT, PRESSURE TANKS AND RELATED INFRASTRUCTURE FUTURES.

As the District faces its first infrastructure replacement project since very beginning of the District, the Board is presented with unique opportunities to really set the District up for the future. This is a somewhat bold statement, but a short review of history to highlight the opportunities.

The heart of the distribution infrastructure is the Pump House and its associated equipment. This is the historical element that has placed constraints on the much-expanded current District's distribution infrastructure.

1. The initial system was for Apollo Estates, Benchmark Estates and Panorama Park. The number of houses to be served was rather small (compared to the number of houses being served with the addition of Paragon Estates).
2. The volume of water per unit of time that needed to be delivered was relatively small. This allowed for a number of "smaller-sized" elements to be designed:
 - a. Distribution line size.
 - b. The size of the pressure tanks.
 - c. The size of the pumps in their capacity to deliver gallons-per-minute (two pumps, each capable of 110 gallons per minute).
 - d. The interconnection diameters of the piping and valves, etc. were all based on a relatively modest demand for water to be delivered.
3. The District's profile changed significantly when it was formed by the addition of Paragon Estates to the initial system users. The in the development effort, a more capable approach was taken through a number of factors:
 - a. All of the new distribution lines were 8" inside diameter piping.
 - b. The main distribution feed from the pump house, was replaced with the 8" pipe.
 - c. The distributed valves throughout the distribution system were of larger size, as well.
 - d. Fire hydrants had larger feed lines to them.
 - e. The planning for the storage tank to provide for higher demands of water including setting up the feed line from the high-capacity pump past the smaller diameter existing piping, going directly into the 8" pipe.
4. Now the District is faced with the replacement of the Benchmark Estates distribution lines due to the age and reliability of the existing infrastructure. It is recommended that certain principles guide the decisions that must be made:
 - a. Distribution lines be replaced with the 8" pipe used throughout the rest of the District to provide for additional volumes of water.
 - b. Fire hydrants have larger feed lines to them. Benchmark Estates is essentially a peninsula that has no other sources of water available in case of firefighting activities. No fire hydrants "on the next street over" are available to utilize.
 - c. Accept the fact that the system will be "out-of-balance" for varying lengths of time. In effect, the distribution system away from the pump house will be more capable and have greater capacity than the pump house can currently foreseeably support. However, the time consuming and expensive portion of the system is the distribution network, so when it needs addressing, fix it while looking at the future.

5. Getting the system “in-balance” between the distribution side and the water supply side at the Pump House will take time. But through a vision and planning, as things need to be replaced (and maybe just repaired), the steps to increase water supply to the distribution system can be made. For example:
 - a. The project concerning the Pressure Tanks. A number of the valves, connections, etc., are based on the implementation of the original system.
 - b. While engineering needs to be involved, it would seem that, generally, a series of upgrades to different elements could be made, ultimately greatly increasing the delivery of water volumes.
 - c. Since there are two pressure tanks and two pumps, from an elemental point-of-view, if all of the interconnects and valves involved prior to connecting to the 8” pipe were based on 4” pipe, then each side could be configured to eventually support nearly half of the water needed to utilize the 8” pipe.
 - d. It is recognized that the current instant delivery pumps provide only 110 gallons per minute. However, if all of the system is not replaced at the same time, then it would seem to be better to replace the piping infrastructure first, with pump capacity upgraded later. They would not need to be replaced concomitantly.
 - e. The existing two instant delivery pumps are functioning, it would seem that the District could wait to upgrade the pump capacity when a pump needed to be replaced. They would not need to be done at the same time. By having the distribution system already capable of carrying additional volumes of water, then the system becomes completely “in-balance” when the pump(s) are replaced.

This is rather long and far-reaching, but from a Long Range Plan perspective, I believe these issues can set the roadmap to eventually greatly enhance the District’s water delivery capability, at a lowest possible cost for the final configuration.

Sincerely,

J. Nicholas Bennett
Principal



Meridian Metropolitan District

12111 East Belford Avenue
Englewood, CO 80112

9038.00

v2

**FOR BILLING QUESTIONS PLEASE CALL:
303-790-0345**

Western Union
Corporate Real Estate
7001 E. Belleview Ave, Ste 680
Denver CO 80237.

Account Information

Account Number: 90003101

Service Dates From: 01/01/2019 To: 01/31/2019 Days: 30

Due Date: 02/28/2019

Total Current Charges: \$0.00

Previous Balance Forward: \$0.00

Total Payment Due: \$0.00

Please Remit Payment Of \$0.00 To:

MERIDIAN METROPOLITAN DISTRICT

PO Box 912614

Denver, CO 80291-2614

Acct# 90003101

-----Perforated-----

**PREVIOUS
BALANCE**

\$0.00

**TOTAL PAYMENT
DUE**

\$0.00

METER	METER NUMBER	PREVIOUS READING	CURRENT READING	USAGE BILLED
Meter 1	63353686	3684000.00	3684000.00	0

ACCOUNT #	UTILITY	PREV. BAL.	USAGE	CHARGE	MISC. DESC / CHARGES	LATE FEE	TOTAL DUE
90003101	WATER	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
	SEWER	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

12510 1/2 E Belford
@ 10 MPH Sign

ALLOTMENT REMAINING: 5,052,000

Total Account #: 90003101

\$0.00

Auto Pay / 1xpayment

Please visit our website to set up automatic payments:
meridianautopay.com
1xPayment:
Meridianpaynow.com

2019 Water Rates

Rates for 2019 will be posted at:
Meridiandistrict.org starting the middle of January.

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Register for Automatic Online Bill-Pay

"Never Worry About a Due Date Again"

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or

For Auto-Pay Questions: **1-800-318-5394**

****Please note**, if your account is reflecting "0" consumption there may be a problem with your equipment. Your actual reading and billing amount may be higher than reflected on this invoice. Please contact our office at 303-790-0345 to schedule an appointment to inspect your equipment.**