



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
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Board of Directors Regular Meeting

St. Ambrose Episcopal Church

13 May 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. Peter O'Brien (Operations) was also present. Nick Bennett (IT consultant) was present for the meeting to discuss the Billing Software. Mary Wagner (Bookkeeper) was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT.

The minutes of the 8 April 2019 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 8 April 2019 meeting. Rick Moeller 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.

The board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 04/08/2019 – 05/13/2019

04/08/2019	<ul style="list-style-type: none"> Jay locate 635 Paragon
04/10/2019	<ul style="list-style-type: none"> Pump house check 1.01mg/l free. Met with Mark to review water system. Collect water sample at 7316 Empire, deliver to lab.
04/15/2019	<ul style="list-style-type: none"> Locate 1027 and 1029 Paragon Drive buried valve boxes 10 to 12 below grade level.
04/17/2019	<ul style="list-style-type: none"> Preform generator failure test, system transferred back to main line power. Pump house check 0.98mg/l free.
04/24/2019	<ul style="list-style-type: none"> Locate 841 Paragon. Pump house check 1.02mg/l free Open meter pit at 753 Paragon needs to be raised 16-18 Inches, meter spread is ~7.5 inches with a 5/8" meter.
04/30/2019	<ul style="list-style-type: none"> Pump house check 1.05mg/l free. Locate 7501 Spring Dr. Meter reads.
05/03/2019	<ul style="list-style-type: none"> Pump house check 1.01mg/l free. Locate 7509 Spring Dr. Locate 7418 Panorama Dr.

Peter noted that the generator maintenance had been completed. Peter thought that he could take over this periodic maintenance of the generator for, ultimately, at a lower cost. The Board agreed and Peter will take over the maintenance of the generator.

IT REPORT

Nick went through his report for the Board. He will post the report on the website. The CCR has been posted on the web site and the link to Lafayette's report will be added as soon as they publish their CCR (Consumer Confidence Report).

UNFINISHED BUSINESS

BILLING SOFTWARE

Mary has contacted White Mountain and she is ready to undergo the training later this month and begin the billing with the new software.

UPDATE ON SURGE PROTECTION

The surge protection is still scheduled for installation later this month. This will incur approximately two hours of down time to the water distribution system.

UPDATE ON PRESSURE TANKS

Peter will begin the cleaning of the first tank this Wednesday. No disruption to the distribution system should occur.

LOW PRESSURE AT 635 PARAGON DRIVE

An estimate for connection to the high-pressure line has been received. The cost for this job will be on the order of \$15k. Before going further with this work, it was decided to check the pressure at the meter. Our water engineer (and the district) feels that we should deliver 40-psi minimum to the meter. Peter will check the pressure at the meter. Our water engineer is going to check with Lafayette regarding this matter to see if anything can be done to increase the pressure.

NEW BUSINESS

No new business was discussed.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark received a notice from the State that our lead and copper testing was not in compliance. Peter will check what the problem is.

ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:03 PM.

The secretary respectfully submits the above.

Robert Champ

5/13/2019



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May 10, 2019

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

RE: IT Consultant Status Report for May 13, 2019 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through May 10, 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 April 8, 2019 Meeting Minutes.
 - b) Published the April 2019 Financials.
 - c) Published the May 13, 2019 Meeting Agenda.
 - d) Published the 2019 Consumer Confidence Report (Water Quality Report).
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates - 4.
 - ii) Updated AVG virus scan and checked for viruses – 0 found.
 - iii) Hard disk was cleared of extraneous files (2.4GB) and defragmented.
 - iv) Verified Carbonite backup completed.

General Support

- 1) New Billing System
 - a) Attended the April 8, 2019 Board Meeting to review the billing software project.
 - b) General Activities:
 - i) Nick supported Mary and the installation of GoToMyPC.
 - ii) The training person at WMTC and Mary have communicated and scheduled the training for Mary.
 - iii) The April 2019 meter readings and the May Lot file report were sent to WMTC for conversion to the new system.
 - iv) Review interface processes between WMTC Billing System and Sensus AutoRead.

New Issues or Comments

None.

Sincerely,

J. Nicholas Bennett
Principal