



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

8 July 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) and Mary Wagner (Bookkeeper) were also present. Nick Bennett was present to discuss the billing software.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 10 June 2019 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 10 June 2019 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.

We are now halfway through the year and except for a couple of line items, we are on budget.

Mary reviewed the financial report and the board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 06/10/2019 – 07/08/2019

| | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06/12/2019 | <ul style="list-style-type: none"> ▪ Pump house check 1.27mg/l free. ▪ Locate 141 Ponderosa. ▪ Check low pressure at 7553 Skyway Ct. varied from 47 to 53. ▪ Check excessive water usage at 7526 Spring dr. No current usage but 55k has been used since last measured 1709-1644 |
| 06/27/2019 | <ul style="list-style-type: none"> ▪ Work with Nick on getting changed over to new system. ▪ Locate 841 Paragon and 7380 Panorama Dr. |
| 06/19/2019 | <ul style="list-style-type: none"> ▪ Pump house check 1.10 mg/l free. ▪ Locate 7257 Spring Ct. ▪ Locate 7380 Panorama Dr. ▪ Turn off water 7526 Spring Dr. Last reading 1709 |
| 06/27/2019 | <ul style="list-style-type: none"> ▪ Pump house check 1.05 mg/l free ▪ Measure pressure at meter 635 Paragon, 36psi. ▪ Look at work being done at 460 Paragon, took photos. ▪ Meter Read at 7340 Empire Rd- 137. ▪ Collect sample 996 Paragon and deliver to lab. |
| 06/30/2019 | <ul style="list-style-type: none"> ▪ Meter Reads. ▪ Worked out issues with Non-Reads and Non-Route. |

On July 6th Peter verified the 0-meter readings for accuracy, collected a lab sample and did a pump house check at 1.14mg/l.

IT REPORT

Nick's report was received and will be posted on the website.

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick's report has a good synopsis as to the status of the Billing software and he summarized his report.

Rick Moeller made the motion that we amend the Service Agreement with White Mountain regarding the renewal dates. Yvonne Gates seconded the motion, which passed unanimously.

UPDATE ON PRESSURE TANKS

Peter was waiting for the go ahead to finish cleaning the pressure tanks. Rick Moeller made the motion that we allow Peter to schedule and clean the remaining pressure tanks. Mark Johns seconded the motion, which passed unanimously.

LOW PRESSURE AT 635 PARAGON DRIVE

Peter measured the water pressure at the house at 36 psi. Mark has talked to the homeowner regarding what options are available to solve the low-pressure problem. The board discussed the possible solutions and Mark will discuss what the homeowner feels as his best solution. Mark will also contact Lafayette to see if there is any possible alleviation of this issue that they could employ.

WATER METER PIT ADJUSTMENT AT 735 PARAGON DRIVE

The meter at this address was raised about 18 inches to ground level, but because it borders a ditch, there is a possibility of freezing. This is Bill Hofgard's property and he said that the District could do the necessary landscaping assuring that the meter will not freeze.

MOELLER LINE EXTENSION REIMBURSEMENT

The reimbursement agreement stipulates that users connecting to the original extension of our water main to the Moeller property pay 20% of the original cost. The original cost was \$17,172, paid by the Moeller's'. We are still trying to get a copy of the agreement, which was put in place in 2001 to determine if it elucidates the rationale behind the reimbursements being 20% of the cost. The board discussed what might be our options regarding this reimbursement agreement and what might be done to come to some sort of an equitable solution to the matter. It was decided to table this item until we have the agreement in hand.

NEW BUSINESS

No new business was discussed.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

ADJOURN

A motion was made to adjourn by Robert Champ, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 6:03 PM.

The secretary respectfully submits the above.

Robert Champ

7/8/2019



JNB Services, LLC

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

July 6, 2019

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

RE: IT Consultant Status Report for July 8, 2019 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through July 5, 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.

1. Sign agreement with White Mountain Technology and Consulting to use new dates for renewals, etc. for the utility billing software and services.

General IT Consulting Activities

- 1) Website Maintenance
 - a) Published the June 10, 2019 Meeting Minutes.
 - b) Published the June 2019 Financials.
 - c) Published the July 8, 2019 Meeting Agenda.
 - d) Continued the work of establishing the District's website development location being the new District's remote server.
 - e) Updated credit card for Hostway, the website hosting service.
 - f) Published a July 1, 2019 update to the Home page News Alerts concerning the implementation of the new utility billing system. Also published an update to the Doing Business with Us page to describe the new billing system and what the customer will have to do.
- 2) IT Maintenance
 - a) System Maintenance
 - i) Windows updates.
 - ii) Updated AVG virus scan and checked for viruses – 0 found.
 - iii) Hard disk was cleared of extraneous files and defragmented.
 - iv) Verified Carbonite backup completed.

General Support

- 1) New Billing System
 - a) Met with Ken Rogge to finalize the fields for the exchange between WMTC Utility Billing system and Sensus AutoRead meter reading system. Also, a review of progress in the migration.
 - b) General Activities:
 - i) Added the shortcut to GoToMyPC on both the laptop support userid and the meter reading userid.

- ii) Discussed with Tammy what the next steps were for doing the testing of the AutoRead interfacing meter read file testing.
- iii) Worked with Pete to setup the AutoRead configuration for the Route file that is sent from WMTC Utility Billing. Encountered a few issues that were documented, and sample data was sent to WMTC. Received a call from Ken and we went over the issues encountered. WMTC would be sending a new Route file later in the day, following some changes at their end.
- iv) Returned to the Pump House in the evening after a new Route file was received from WMTC. It checked out with 134 meters having been identified for reading. There should have been several more, and that issue will be dealt with after billing is done. Pete now needs to read the meters and the results sent to WMTC for testing.
- v) Pete successfully read the 134 meters Sunday morning. The output file could not be readily identified so he couldn't send the data to WMTC for testing. I would come in Monday morning and resolve the issue. The configuration specifies the path to the file for the meter read data, but not the actual filename. That is specified elsewhere.
- vi) Sent the meter read data to WMTC and requested a call on the status when WMTC determined the results of their testing. WMTC was going to get with Mary and ensure the utilizations were correct and ensure she had the meter reads for the first billing with the new system. Notified Pete that Mary didn't have the exception meter (3 customers and the master meter) readings. He was going to send those to Mary.
- vii) Received a call from Mary who was encountering significant time to print invoices. Did some brainstorming and we concluded that the delay is caused by the reverse-order printing and maybe overhead in GoToMyPC. This will be one of the follow-up items to get resolved for the future.
- viii) I will be gathering all issues associated with the first billing and will setup a meeting with WMTC to review and get resolved.

New Issues or Comments

1. Review and sign the Amendment to the Service Agreement changing the renewal dates, etc.

Sincerely,

J. Nicholas Bennett
Principal