



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

12 August 2019

Mark Johns called the meeting to order at 4:04 PM. Those in attendance were the board members Bill Hofgard, Rick Moeller, Yvonne Gates and Bob Champ. Mary Wagner (Bookkeeper) and Nick Bennett (IT consultant) were also present. Peter O'Brien (Operations) was absent.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 8 July 2019 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 8 July 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 noted that there is still \$3500 in taxes still outstanding.

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

SYSTEM OPERATIONS REPORT – 07/08/2019 – 08/12/2019

07/08/2019	<ul style="list-style-type: none"> ▪ Locate 281 Ponderosa Dr.
07/10/2019	<ul style="list-style-type: none"> ▪ Pump house check 1.14 mg/l free. ▪ Install meter and radio at 460 Paragon Dr. ▪ Locate 7469 Spring Dr\
7/12/2019	<ul style="list-style-type: none"> ▪ Locate 7542 Panorama Dr.
07/17/2019	<ul style="list-style-type: none"> ▪ Pump house check 1.19 mg/l free.
07/23/2019	<ul style="list-style-type: none"> ▪ Update AutoRead, AutoVu and Field Logic software. Ran into some issues, will continue at a later date.
07/30/2019	<ul style="list-style-type: none"> ▪ Continued software updates.
08/01/2019	<ul style="list-style-type: none"> ▪ Meter reads, 135 meters on list, should be 143, had issues with finding the file, and still having issues with map function not working.
08/06/2019	<ul style="list-style-type: none"> ▪ Emergency Locate 7305 Spring Dr.
08/07/2019	<ul style="list-style-type: none"> ▪ Locate 841 Paragon Dr ▪ Locate 7750 Spring Dr ▪ Pump house check 1.01 mg/l free.

In Peter's absence the report was read for the board.

IT REPORT

Nick went through his report and it 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. There are still minor glitches in the billing software, which will be addressed. White Mountain verbally agreed to new license dates in the Service Agreement. Nick is meeting with White Mountain this week to discuss the remaining problems associated with the billing software.

UPDATE ON PRESSURE TANKS

Peter has finished the cleaning of the pressure tanks. Air was initially present in the lines, which he tried to purge. The status as to if this was successful was not available.

LOW PRESSURE AT 635 PARAGON DRIVE

It was decided by the owner to connect to the high-pressure line, thereby replacing the connection to the low-pressure line, which only delivered 36 psi. The homeowner will pay the cost of the connection and the district will absorb the cost of the previous connection to the low-pressure line. The owner wished to have a one-year payment plan for the costs incurred (about \$10K).

Rick Moeller made the motion that we allow for a one-year payment plan for this incident because of the complications incurred because of the low water pressure. This is to be a one-time event and does not set a precedent for the District's handling of costs incurred by homeowners. Bob Champ seconded the motion, which passed unanimously.

Mark will schedule the necessary work to connect to the water main.

MOELLER LINE EXTENSION REIMBURSEMENT

The reimbursement agreement was located and was discussed in detail by the board. There are three reimbursement agreements currently in effect. Two of these are associated with the Moeller and Kell properties. The third agreement (Majestic View Extension) treats new inclusions in the district in a different manner and is less complicated. Because of the complications in the Moeller/Kell agreements it is being considered by the board that we buy out these agreements and we recoup the costs incurred by new inclusions in the district. Mark will talk to our legal council to see if this approach is feasible.

NEW BUSINESS

POSTING ONLINE

Our legal council noted that it is now okay to post meeting dates, etc. on the web site. Mark Johns made the motion that the District now post meeting dates and related matter on the website. Yvonne Gates seconded the motion, which passed unanimously. Mark will get the exact wording of the resolution from our legal consultants.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mary noted that the audit exemption has been accepted.

Three board members will be up for reelection in 2020. It was decided that we should seek out any members in the district that would be interested in a board position. Rick will write a short statement seeking any interested homeowners that would like to assume a board position, which will be included in our billing statements.

ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 6:00 PM.

The secretary respectfully submits the above.

Robert Champ

8/12/2019



JNB Services, LLC

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

August 11, 2019

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

RE: IT Consultant Status Report for August 12, 2019 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through August 9, 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 July 8, 2019 Meeting Minutes.
 - b. Published the July 2019 Financials.
 - c. Published the August 12, 2019 Meeting Agenda.
 - d. Continued the work of establishing the District's website development location being the new District's remote server.
 - e. Renewed website hosting service with Hostway.
 - f. Published a revised update to the Doing Business with Us page to describe the new billing system and what the customer will have to do.
 - g. Updated the City of Lafayette Consumer Confidence Report that is part of the District's Consumer Confidence Report with their latest information.
2. IT Maintenance
 - a. System Maintenance
 1. Windows updates-1.
 2. Updated AVG virus scan and checked for viruses – 0 found.
 3. Hard disk was cleared of extraneous files (1.4 GB) and defragmented.
 4. Verified Carbonite backup completed.
 5. Reinstalled the GoToMyPC shortcut since WMTC renamed the District's server.
 6. Sent Mary the username and password so she could install Carbonite on the new laptop.
 - b. Operation Support
 1. Renewed Phone.com service for one year and updated credit card information in the District's account.
 2. Mary encountered a problem connecting to the District server. I worked with WMTC Support to re-establish the GoToMyPC services for the District's server.
 3. Assisted Pete in the July usage billing process. Further discussion in General Support: New Billing System.

General Support

1. New Billing System

- a. Re-added the shortcut to GoToMyPC on both the laptop support userid and the meter reading userid. WMTC changed the name of the server, which invalidated the old shortcut. Working with WMTC to see why we were not notified of the change.
- b. Created a document of the issues we encountered during the first meter reading/billing cycle with the WMTC Billing Utility. The following are the activities following-up on the first billing cycle:
 - i) I sent for review with Mary the issues that had been identified. She had no additions or changes.
 - ii) Emailed the document of our issues to WMTC. Have scheduled a meeting with WMTC to review.
- c. Notified WMTC of the new "Amended License Initiation and Renewal Dates Agreement." Received verbal acceptance of the document, with formal written acceptance planned for the meeting over the issues encountered.
- d. Due to some issues in programing the meters, Pete received a new version of the AutoRead software. He has been supporting that software and I have done next to nothing with it (exception is the defining of the fields for the import/export from the Billing Utility. This ended up generating several issues for July usage meter reading.
 - i) Apparently, some of the characteristics of the output file from AutoRead that goes to the Billing Utility did not stay like it had been. This resulted in a file that Mary could not use for Billing.
 - ii) I discovered that the record delimiter in the file was no longer set. This was corrected.
 - iii) Pete manually corrected the file structure and Mary was able to use it for billing.
 - iv) While I was working on this issue, the Handheld device field definitions were specified for use with the Billing Utility.
 - v) There is a minor issue concerning the filenames and location for the file that is created by AutoRead and sent to Billing. It would appear that it is easiest for the meter reading side to address this. Email would no longer be used, with the exchange files accessed from the WMTC Server. This will be resolved this month.

New Issues or Comments

None.

Sincerely,

J. Nicholas Bennett
Principal