

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

14 October 2019

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

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 9 September 2019 meeting were discussed. Mark Johns corrected the spelling of Ram Chinatalapally's name. Yvonne Gates made the motion that we approve the amended minutes of the 9 September 2019 meeting. Bill Hofgard 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 financial report was reviewed, and the board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT –09/09/2019-10/14/2019

09/04/2019	<ul style="list-style-type: none"> ▪ Pump house check 1.18mg/l free ▪ Worked on meters not showing up on mapping system. ▪ Called Sensus ▪ Sensus did not return my call while I was here
09/11/2019	<ul style="list-style-type: none"> ▪ Emergency locate: 7509 Panorama
09/11/2019	<ul style="list-style-type: none"> ▪ Collected sample at Longs Peak ▪ Delivered to the lab ▪ Worked with Sensus to figure out why no green dots on map (still pending)
09/18/2019	<ul style="list-style-type: none"> ▪ Pumphouse check 1.12mg/l free ▪ Deliver more lead and copper sample bottles
09/19/2019	<ul style="list-style-type: none"> ▪ Pick up lead and copper samples ▪ Deliver to lab
09/24/2019	<ul style="list-style-type: none"> ▪ Locate 7831 Spring Dr. ▪ Meter read at 7739 Spring Dr. ▪ Office time- to complete Lead and Copper Reporting requirements
09/30/2019	<ul style="list-style-type: none"> ▪ Continued working with Don (Dana Kepner), and Sensus to determine that the auto read file had the latitude and longitude reversed. ▪ Corrected and re-imported file ▪ Now dots of meters are showing in software ▪ Completed meter reads for the month of September

10/02/2019	<ul style="list-style-type: none"> ▪ Locate 7739 Spring Drive-Jay
10/03/2019	<ul style="list-style-type: none"> ▪ Pumphouse check 1.0 mg/l free ▪ Collect water sample Barcelona Dr. ▪ Deliver to lab
10/07/2019	<ul style="list-style-type: none"> ▪ Locate 841 Paragon Dr.
10/09/2019	<ul style="list-style-type: none"> ▪ Pumphouse check 1.01mg/l free ▪ Change oil in compressors. ▪ Locate 895 Paragon Dr ▪ Locate 903 Paragon Dr ▪ Locate 963 Paragon Dr ▪ Locate 1025 Paragon Dr

Peter read his report for the board and noted that a customer had a radio module, which was not working because it had been run over. The module will be replaced at the homeowner’s expense. One of the compressors appears to not be running properly. Peter will trouble shoot the problem, which may be the compressor belt. Peter also noted that he could handle the tree problem at the pump house, if necessary. Rick was going to contact our mowing contractor but in his absence we are unsure of the status. We will address this at the next meeting. Also, the noise from the generator was more intrusive when one of our pumps failed and during the occasional power outages.

IT REPORT

Nick went through his report and it will be posted on the website. Nick also had the Acceptance Agreement for Mark to sign. This document was signed, and we now officially have White Mountain Utility Billing Software. Nick noted that we should obtain a third party to escrow the necessary software to ensure that we do not lose the ability to invoice our customers in case White Mountain fails to support us. Mark will contact our attorney to see how to implement the escrow.

UNFINISHED BUSINESS

BILLING SOFTWARE

Nick’s report has a good synopsis as to the status of the Billing software.

REVISIONS TO MOELLER & KELL LINE EXTENSION REIMBURSEMENTS

The district has several agreements, which would have to be considered if we were to change any of the agreements on file. It was therefore considered that we might let the agreements remain as they are (elapsed) or extend the agreements. This will be discussed further at the next meeting.

NEW BUSINESS

PRELIMINARY 2020 BUDGET/ SCHEDULE 2020 BUDGET HEARING

Mary had e-mailed the preliminary budget to the board for their review. The board noted that the proposed budget was viable and could be reviewed at the budget hearing.

Mark Johns made the motion that we schedule the Budget Hearing for the next regular Board Meeting to be held 11 November 2019. Yvonne Gates seconded the motion, which passed unanimously.

A notice to this effect will be published in the Daily Camera.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark noted that the customer at 635 Paragon Drive did not need a repayment plan to pay for the connection to the high-pressure line. Mark will contact the proper contractor to start the project. Because there was an inquiry for a residence to connect just west of 635 Paragon, Peter will measure the pressure of the line at Long Peaks Drive.

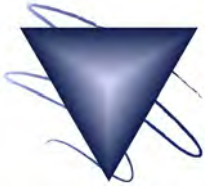
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bill Hofgard and unanimously approved. The meeting was adjourned at 5:34 PM.

The secretary respectfully submits the above.

Robert Champ

10/14/2019



JNB Services, LLC

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

October 13, 2019

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

RE: IT Consultant Status Report for October 14, 2019 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through October 11, 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. Approve the rewritten Utility Billing System Acceptance Agreement.

General IT Consulting Activities

1. Website Maintenance
 - a. Published the September 9, 2019 Meeting Minutes.
 - b. Published the September 2019 Financials.
 - c. Published the October 14, 2019 Meeting Agenda.
2. IT Maintenance
 - a. System Maintenance
 1. Windows updates-4.
 2. Updated AVG virus scan and checked for viruses – 0 found.
 3. Hard disk was cleared of extraneous files (2.1 GB) and defragmented.
 4. Verified Carbonite backup completed.
 - b. Resumed working with the SiteProtect system to reduce the number of SPAM emails received. Inbox cleanup will be a side-benefit of this effort.

General Support

1. New Billing System
 - a. Still no satisfactory answer has yet been received on why the server was renamed and, apparently, invalidating the GoToMyPC shortcut.
 - b. A major objective was to get the Acceptance Agreement completed. After some challenges trying it through emails, met with Ken and determined what the issues really were.
 - i) Reviewed with Mark some of the positions Ken took and my strong push-back statements to bring him up-to-date and to ensure I was correctly reflecting the District's position (I was). Created a summarizing email with all of the exchanges as attachments and sent to Mark for reference.
 - ii) Identified the approach and resolution of the Acceptance Agreement that I would be talking with Ken about and received concurrence on the approach from Mark.
 - iii) Met with Ken and were able to reach agreement in principal on what needed to be done.

- iv) Drafted the Acceptance Agreement and reviewed it with Mark and received the okay.
 - v) Sent the proposed draft Agreement to Ken and received a response that it was acceptable, and he would get WMTC's legal to review, but did not anticipate any problems.
 - vi) Notified Mark of the results.
 - vii) To finalize the Agreement, it needs to be presented to the Board and Mark needs to sign, if satisfactory, and returned to WMTC.
 - viii) Once received by WMTC, the District will be billed for the invoice processing we have done, and continue to perform. It is \$0.50 per invoice generated.
- c. One of the requirements to ensure on-going success with any new billing software solution was to have the system kept in escrow in event of the vendor going out of business or no longer offering the product. We are obligated to notify WMTC of the escrow agent. We currently have not identified an escrow agent and need to do this.
2. During time at pump house, noticed compressor 2 having a funny sound. In reflection, it also was running slower than compressor 1. Called Pete and he directed that I turn off compressor 2 and turn on compressor 1, as he would be in that afternoon.

New Issues or Comments

- 1. A rewritten Acceptance Agreement has been created. It has had preliminary approvals from Mark and WMTC. If the Board approves, Mark needs to sign a copy for return to WMTC.
- 2. An escrow agent is needed to be identified.

Sincerely,

J. Nicholas Bennett
Principal