



# 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

9 December 2019

Mark Johns (President) 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), Nick Bennett (IT Consultant) and Peter O'Brien (Operations) were also present.

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 11 November 2019 meeting were discussed. Rick Moeller made the motion that we approve the minutes of the 11 November 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.

Mary went through the financial statements and noted that the bond payment was made in December.

Mary also noted that the mill levy in the 2020 Budget had to be changed because the assessed valuation of the district changed. The mill levy for the budget is now set at 10.869. The resolution to set mil levies was changed to reflect this new value. Mary will forward the paperwork to the appropriate government agencies.

The board approved the financial statements and the transactions.

#### SYSTEM OPERATIONS REPORT –11/11/2019-12/09/2019

11/12/2019	<ul style="list-style-type: none"> <li>▪ Service Generator.</li> </ul>
11/13/2019	<ul style="list-style-type: none"> <li>▪ Cycle and paint valves at pump house, 11 outside and in street.</li> <li>▪ Write up new meter procedure.</li> </ul>
11/18/2019	<ul style="list-style-type: none"> <li>▪ Jay Located 7387 Panorama Dr.</li> </ul>
11/20/2019	<ul style="list-style-type: none"> <li>▪ Locate 11 Benchmark Dr.</li> <li>▪ Locate 7387 Panorama Dr.</li> </ul>
11/25/2019	<ul style="list-style-type: none"> <li>▪ Locate 630 Paragon Dr.</li> <li>▪ Locate 635 Paragon Dr.</li> <li>▪ Locate 754 Wells Dr</li> <li>▪ Locate Intersection of Wells and Paragon Dr.</li> <li>▪ Cycle and paint 5 valves on Skyway Dr and Skyway Ct.</li> <li>▪ Meter Reading for closing 738 Skyway Dr.</li> </ul>
11/27/2019	<ul style="list-style-type: none"> <li>▪ Pump House check 0.85mg/l free.</li> </ul>
12/01/2019	<ul style="list-style-type: none"> <li>▪ Meter Reads.</li> </ul>
12/04/2019	<ul style="list-style-type: none"> <li>▪ Pump House check 0.86mg/l free.</li> <li>▪ Re Locate 630 Paragon Dr.</li> <li>▪ Re Locate 635 Paragon Dr.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Re Locate 754 Wells Dr</li> <li>▪ Re Locate Intersection of Wells and Paragon Dr.</li> </ul>
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Peter discussed what was done to service the generator. Peter also noted that the redundancy in the locates was due to the recent snowstorm. Peter also stated that the work on connecting the Weiss property to the high-pressure line would begin this Tuesday.

**IT REPORT**

Nick went through his report and it will be posted on the website. Nick’s report covered the billing software escrow process in detail.

**UNFINISHED BUSINESS**

**BILLING SOFTWARE ESCROW**

Nick discussed what he had uncovered in his investigations of the escrowing process with Iron Mountain. The cost of this service is not trivial (\$1200/yr. after startup costs). Nick will be talking to White Mountain regarding the need for an escrow. The board was not sure that the escrow approach was necessary because we could do the billing process if an emergency arose.

**REVISIONS TO LINE EXTENSION REIMBURSEMENTS**

Rick submitted a letter asking the board to consider buying out the two remaining shares on his reimbursement agreement. This topic was again discussed in some detail. The cost to the district would be on the order of \$6780, which the district could recoup if residences relying on this line joined the district. The board was unsure how this would affect other agreements and the legality of this approach. Mark will meet with our lawyers to ask about the legal aspects of buying out the reimbursement agreements.

**CCR PROCEDURES**

Discussion on this topic was tabled until the next meeting.

**NEW BUSINESS**

**DESIGNATED ELECTION OFFICIAL**

Mary Wagner has volunteered to be our designated election official for the up-coming election in 2020.

**DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD**

Items that must be addressed in the January meeting were discussed (Transparency notice, District map, posting on meetings, etc.) It was also noted that a water rate hearing was scheduled and duly noticed in the Daily Camera.

The board also discussed the up coming election and the possibility of recruiting new board members. It was noted that the board members pay could be increased from \$600/yr to \$1200/yr.

**ADJOURN**

A motion was made to adjourn by Rick Moeller, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 5:41 PM.

The secretary respectfully submits the above.

Robert Champ

12/9/2019





# JNB Services, LLC

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November 8, 2019

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

*RE: IT Consultant Status Report for December 9, 2019 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through December 6, 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. None.

## **General IT Consulting Activities**

1. Website Maintenance
  - a. Published the November 11, 2019 Meeting Minutes.
  - b. Published the November 2019 Financials.
  - c. Published the December 9, 2019 Meeting Agenda.
  - d. Began building the 2019 Archives and preparing the website for 2020.
2. IT Maintenance
  - a. System Maintenance
    1. Windows updates.
    2. Updated AVG virus scan and checked for viruses – 0 found.
    3. Hard disk was cleared of extraneous files and defragmented.
    4. Verified Carbonite backup completed.

## **General Support**

1. New Billing System
  - a. Initiated in-depth review of Iron Mountain escrow services. As can be seen from the high-level identification of processes and steps identified below. It is a comprehensive activity, which is all focused on being able to successfully continue to support the escrowed system when the vendor is no longer in the picture.
  - b. The escrow processes are somewhat daunting. The following are major items of consideration for what is included in an escrow deposit:
    - i) Roadmap of deposit materials.
    - ii) A general description of the items to be deposited.
      - (1) General function of the software to be placed into escrow.
      - (2) Type of media on which the source code will be delivered, and the deposit size (both physical and logical).
      - (3) Utilities or third-party applications used to create the deposit.
    - iii) Non-default parameters used in creating the media that would affect the extraction process.

- iv) Encryption information, required passwords, and/or crypto-keys or software programs required to access the deposit materials.
- v) Information required to produce a plain-text version of the source code.
- vi) Contact information for key programmers.
- vii) Source code.
- viii) Component dependencies.
  - (1) Build environment setup and configuration.
  - (2) Build control files.
- ix) Any applications necessary to compile and build executable code, objects, dynamic libraries, and so on.
  - (1) Build instructions.
  - (2) Design documentation.
  - (3) APIs/program interface documentation.
  - (4) Test diagnostics.
- x) Data and database info
  - (1) Samples/examples of any data or databases required to run the application, including data used for regression testing.
  - (2) Details of database schema and design information.
- xi) Runtime and production info
  - (1) A detailed listing of all third-party libraries, shared libraries, applications, scripts (xml, html, and so on), and data required to establish the live environment.
- xii) Hosting configuration instructions (detailed steps necessary to configure the environment for hosting executable code).
  - (1) Network design information.
  - (2) Runtime/production environment installation and configuration instructions for operating systems and diagnostics, and steps required to load the application. Identify any third-party components and configuration settings required for production systems.
  - (3) User manuals/training guides.
- xiii) Software and system requirements to successfully execute the software, and for each build environment needed to compile the software.
  - (1) Number of machines required to set up the software.
  - (2) The nature of the code in the deposit.
  - (3) Number of build processes and unique build environments required to assemble the material in the escrow deposit into the deliverables.
  - (4) The OS (including versions) used during compilation.
  - (5) Number of separate deliverable components built.
  - (6) Any compilers, linkers, or other tools needed to build the application, including the brand and version.
  - (7) Any third-party libraries used to build the software.
  - (8) The amount of time a complete build of the software takes.
  - (9) Any formal build document describing the necessary steps for system configuration and compilation.
  - (10) A brief description of the developer's quality assurance (QA) testing process.
- c. There is also the matter of ensuring that the escrow deposit is complete to allow for the successful recreation of the software. This verification activity is provided by additional services from Iron Mountain at additional fees.
- d. Iron Mountain has included template escrow agreements that can be tailored to our needs with WMTC.

**New Issues or Comments**

None.

Sincerely,

J. Nicholas Bennett  
Principal