



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

10 February 2020

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 (Treasurer), Nick Bennett (IT consultant) and Peter O'Brien (Operations) were also present.

PUBLIC COMMENTS

Marsh Lavenue was present as an interested possible board member.

SECRETARY'S REPORT

The minutes of the 13 January 2020 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 13 January 2020 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 Audit Exemption would be completed by the next meeting.

Mary also noted that several water bills had to be resent because of usage errors.

The board approved the financial statements and the transactions.

SYSTEM OPERATIONS REPORT – 1/14/2020-2/10/2020

| | |
|-----------|--|
| 1/15/2020 | <ul style="list-style-type: none"> ▪ Pump House check 0.86mg/l free. ▪ Low oil pressure alarm on generator. |
| 1/16/2020 | <ul style="list-style-type: none"> ▪ Test generator, engine starts then cuts out, did this several times. Low oil pressure, pre low oil pressure, gauge says 75 psi, ordered new pressure sender. |
| 1/17/2020 | <ul style="list-style-type: none"> ▪ Picked up new oil pressure sender in Henderson. |
| 1/18/2020 | <ul style="list-style-type: none"> ▪ Installed new oil pressure sender. Issues with starting up generator, multiple failures, starts on occasion. |
| 1/22/2020 | <ul style="list-style-type: none"> ▪ Pump House check 0.79mg/l free. ▪ Bypass Yaskawa drive on fire system and turn off breaker panel for pump.#3. Pete let the fire department know so in the event of a fire during a loss of power they can run the fire pump manually while the backup generator is down awaiting service. ▪ Met with Hale Kell at 292 Paragon to check his chlorine levels. Initial reading was .03 free cl2, after 5 minutes of flushing it was still 0.04 cl2, after 20 minutes it came up to .26 cl2 and after 15 minutes of flushing it was at .3 mg/l free cl2. Spoke with Mr Kell about being the last house on the line and having a long offset line also so the chlorine level drops with little water use. During the spring and summer months when he's irrigating the chlorine probably stays pretty high. He is happy with the test results and glad to know that he has some residual and it goes up when we flush the line. ▪ Tony cut down trees, still need to be removed. |
| 1/23/2020 | <ul style="list-style-type: none"> ▪ Meet generator service technician. |
| 1/29/2020 | <ul style="list-style-type: none"> ▪ Pick up parts and install new gas pressure regulator with Dustin, generator still having same issues. |
| 1/30/2020 | <ul style="list-style-type: none"> ▪ Meter reads ▪ Locate 7217 Spring Ct |

| | |
|----------|-----------------------------------|
| 2/3/2020 | ▪ Work on meter file with Mary. |
| 2/5/2020 | ▪ Pump House check 0.94mg/l free. |

The backup generator remains inoperative as of this date, although the service technician has been out to assess the problem. Peter will obtain the status after the meeting. This issue is of a high priority because the pumps will be inoperative in case of a loss of Xcel power.

IT REPORT

Nick’s report will be posted on the website. It addresses a much less costly approach to escrowing the White Mountain Billing software. Nick will continue on this path for escrow.

The report also identifies approaches for replacing Windows 7 on our computer, which is no longer supported. Nick will identify whether replacing the computer or just a Windows update is the best approach to solve the problem.

UNFINISHED BUSINESS

BILLING SOFTWARE ESCROW

This was discussed in Nick’s report.

UPCOMING ELECTION

Three members of the board are up for reelection this year (Bill Hofgard, Bob Champ and Yvonne Gates). The call for nominations was published in the Daily Camera. Mary will cancel the election if there are three or less self-nomination forms submitted.

REVISIONS TO LINE EXTENSION REIMBURSEMENTS

Yvonne met with our lawyer and wrote a confidential synopsis of her meeting and circulated it to the board. Because of the confidential nature of this report, it was decided that the board go into executive session to discuss this topic. Rick Moeller as a board member and also a homeowner with a reimbursement agreement was not allowed to comment as a member of the public nor act or vote as a board member on this issue, because of this conflict of interest.

Yvonne Gates made the motion that we go into an executive session pursuant to Section 24-6-402(4)(e) for purposes of discussing the reimbursement agreements associated with the district. Mark Johns seconded the motion, which was passed unanimously.

Yvonne Gates made the motion that we come out of executive session. Mark Johns seconded the motion, which passed unanimously.

Yvonne Gates made the motion that we extend the time limits for all reimbursement agreements to 25 years, retroactive to the initiation date of the agreement. Mark Johns seconded the motion, which passed unanimously.

It was determined that for each of the agreements there is a possibility of properties including in the district. This would allow some possible financial payback to the homeowners holding the agreement. Yvonne will talk to our attorney regarding one agreement, whereby the homeowner has moved out of the district. She will also talk to the attorney regarding amending the agreements.

NEW BUSINESS

DISTRICT POLICY RELATING TO TEMPORARY SUSPENSION OF SERVICE

Mark received a request from a new homeowner in the district who is planning to do extensive construction on his property and wishes to suspend water service in the home. This item is not addressed in the Rules and Regulations.

After discussion, Yvonne Gates made the motion that we suspend service by moving the property to Standby and incorporate this policy in the Rules and Regulations. Mark Johns seconded the motion, which passed unanimously.

As per the Rules and Regulations, the homeowner is responsible for the cost of EBCWD shutting off of the water service and the subsequent turning on of the water service.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

No comments were noted.

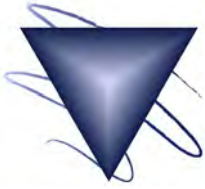
ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Mark Johns and unanimously approved. The meeting was adjourned at 5:45 PM.

The secretary respectfully submits the above.

Robert Champ

2/10/2020



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February 9, 2020

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

RE: IT Consultant Status Report for February 10, 2020 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through February 7, 2020 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 January 13, 2019 Meeting Minutes.
 - b. Published the January 2020 Financials.
 - c. Published the February 10, 2020 Meeting Agenda.
 - d. Created and Published the 2020 Water Rate documents.
2. IT Maintenance
 - a. System Maintenance
 1. No additional Windows 7 updates are available.
 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

The met with White Mountain Technology to discuss escrow options and cost factors. The costs associated with Iron Mountain Escrow Services was presented as an issue, but that the District needed to protect the investment in the tool that is responsible for generating the revenue that runs the District.

After a second discussion on January 30th, a new option was developed. WMTC offered an approach to assist the District protect the investment in the billing solution. The following are aspects of this new approach:

- a. WMTC would amend the existing software license to include a service, at no additional cost, that would train me in all aspects of the software, including functionality, and how it is constructed, maintained and installed and customized.
- b. There would be computer system resources at WMTC available where I can practice with supporting the billing software and support environment.

- c. A USB drive would be loaded with all software, documentation, etc. and provided to me to be held safe, in escrow.
- d. A short escrow document that describes the conditions where the District is entitled to access and use the billing software would be created. This document would identify and describe the duties of the District's "transfer agent."
- e. To address the case of something happening to me, WMTC would allow another party (e.g., the District's attorney) to act as a "transfer agent" to be able to access the USB drive and give it to the new District-identified IT person. WMTC would be notified of the new IT person and this person would be trained, as I was. To make this possible, I would get a bank safe deposit box, with the District's attorney as a signatory, to hold documentation and the USB drive.
- f. On the anniversary date of the underlying license agreement, and upon payment of the next year license cost, a new USB drive would be created and given to me for escrow. Thus, the escrow is refreshed every year on anniversary date and the District will be relatively current, in the event of the need to access the repository.

Upon initial reflection, this approach would seem to address many of the concerns associated with using Iron Mountain.

New Issues or Comments

1. Microsoft has implemented End-of-Life for Windows 7 on January 14, 2020.
Began investigation of two approaches to addressing the loss of Windows 7 support.
 - a. Upgrade the existing Windows 7 Professional to Windows 10 Professional.
 - i. Did find an indication that because we have a properly licensed instance of Windows 7, there may be a way to get a no-cost upgrade to Windows 10. Otherwise the cost is about \$120 or so, one-time charge.
 - ii. The process is somewhat time consuming, since the District's laptop is being updated "in-place." To do the backups, download the update tool, download and install the new version of Windows and do post-installation verifications will likely be a four to five-hour job, assuming no problems. There would be no backup machine in event of a problem—it must be converted.
 - iii. The hardware is not changed, and the laptop was acquired in mid-2012, so it is approaching eight years old.
 - b. Acquire a new laptop already preloaded with Windows 10 Professional and reinstall District software and settings, as required.
 - i. The new system, with current technology and capabilities would already have Windows 10 Professional installed. The Sensus Handheld used to require a DB9 serial port connection, which somewhat limits the choices available. However, Sensus has updated the software to use a USB connection. So far, it would seem that a system could be acquired for around \$650, or so.
 - ii. The District would need to reinstall several programs, including Adobe Acrobat, Sensus AutoRead and AutoView, OpenOffice, AVG, etc.; devices, including HP printer and Sensus Handheld; and, settings, including shortcuts and network settings. This process is expected to take several hours.
 - iii. A new system will come with a warranty.

Sincerely,

J. Nicholas Bennett
Principal