



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
303.554.0031 ♦ WWW.EASTBOULDERWATER.COM

Board of Directors Regular Meeting

Virtual Meeting Held with Zoom

14 September 2020

This meeting was held via videoconference due to the coronavirus.

Mark Johns (President) called the meeting to order at 4:00 PM. Those in attendance via video were the board members Marsh Lavenue, Yvonne Gates and Bob Champ. Mary Wagner (Bookkeeper), Nick Bennett (IT consultant) and Peter O'Brien (Operations) were also present.

PUBLIC COMMENTS

Catherine Gee was also present as a member of the district interested in filling the vacant board position.

SECRETARY'S REPORT

The minutes of the 10 August 2020 meeting were discussed. Marsh Lavenue made the motion that we approve the minutes of the 10 August 2020 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 we are still short about \$1966 in tax payments.

Maintenance and repairs due to the Lafayette main break amounted to about \$4600. Lafayette reads the main meter in the middle of the month and it would be better for correlation purposes to have them read the meter at the end of the month, as we do. Mark will discuss with Lafayette when he talks to them about the main break.

Mary noted that the insurance premium for the board liability has been paid.

Mary went through the financial statements and the board approved the financial statements and the transactions.

IT REPORT

Nick's report will be posted on the website.

SYSTEM OPERATIONS REPORT – 8/11/2020-9/14/2020

8/11/2020	<ul style="list-style-type: none">Collect lead and copper samples, and deliver to the lab, read master meter and sent information to Mark, check for overflow.
8/14/2020	<ul style="list-style-type: none">Collect water sample 7444 Panorama Dr, and deliver to the lab.
8/17/2020	<ul style="list-style-type: none">Pumphouse check 0.78mg/l freeJay locate 231 Ponderosa DrJay locate 7526 Spring Dr
8/25/2020	<ul style="list-style-type: none">Locate 231 Ponderosa
8/26/2020	<ul style="list-style-type: none">Pumphouse check 1.05 mg/l free
8/31/2020	<ul style="list-style-type: none">Meter Reads

9/02/2020	<ul style="list-style-type: none"> ▪ Pumphouse check 1.0 mg/l free
9/09/2020	<ul style="list-style-type: none"> ▪ Pumphouse check 1.87 mg/l free ▪ Locate 7739 Spring ▪ Locate 7526 Spring Dr
9/14/2020	<ul style="list-style-type: none"> ▪ Locate 7509 Spring ▪ Locate 7217 Spring Dr

Peter noted that labor for the water leak was \$2687.50. He estimated that the water lost via the overflow was about 38 hours. We are still trying to get a good estimate of the amount of water lost via prior usage and master meter readings.

Peter also noted that we are due for a tank cleaning in October. This is mandated by the Colorado Dept. of Health and Peter said that he could do the inspection. The tank was last cleaned in October of 2015.

Peter also noted that the lead and copper testing was done and sent to the appropriate customers.

He also noted that he and Mark will inspect a damaged meter on Spring Ct.

UNFINISHED BUSINESS

BILLING SOFTWARE ESCROW

See the IT report for details. White Mountain is reviewing the document.

DISTRICT MASS NOTIFICATION

The means by which we may accomplish this was discussed. We may be able to do this via e-mails, which are available on the WMTD billing list. Nick will follow up on this possibility. Catherine Gee noted that there is Software available for notifying via text. We will continue looking into options on how we might do this.

NEW BUSINESS

APPOINTMENT OF BUDGET OFFICER

Mark Johns made the motion that we appoint Mary Wagner as budget officer for 2021. Bob Champ seconded the motion, which passed unanimously.

APPOINTMENT OF NEW BOARD MEMBER TO FILL VACANCY

Mark Johns made the motion that we appoint Catherine Gee to fill the board vacancy due to the resignation of Rick Moeller. Yvonne Gates seconded the motion, which passed unanimously.

The oath of office was given to Catherine and the necessary paperwork will be filed with the state.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Marsh Lavenue inquired about the ability of the district to deliver water in case of fire emergency. Peter noted that we could deliver on the order of 800 gal/min. via the emergency pump.

ADJOURN

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

The secretary respectfully submits the above.

Robert Champ

9/14/2020



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September 13, 2020

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

RE: IT Consultant Status Report for September 14, 2020 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through September 11, 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 August 10, 2020 Meeting Minutes.
 - b. Published the August 2020 Financials.
 - c. Published the September 14, 2020 Meeting Agenda.
 - d. Added recognition of Bill Hofgard following his death.
 - e. Updated the News Alerts on the Home page for the virtual meeting that will be held on September 14, 2020.
2. IT Maintenance
 - a. System Maintenance on Current Laptop
 1. Updated .NET framework
 - b. System Maintenance on New Laptop
 1. Installed the outstanding fixes for the system.
 2. Installed the DVD drive.
 - c. System Configuration on New Laptop
 1. Partitioned the single hard drive to four logical drives.
 2. Changed where some data files are stored to the new logical drive(s).
 3. Added remote access for the WMTC server and verified.
 4. Added three usersids.
 5. Moved pagefile.sys from C: drive to D:Temp drive.
 6. Established Microsoft Mail accounts: it.support@eastbouldewater.com and operations@eastboulderwater.com.
 7. Installed OpenOffice
 8. Installed and activated AVG Internet Security and performed deep scan.

9. Added user folders for Data Drive (F:)
 - i. Operations
 - ii. Billing
 - iii. Website
10. Created a Microsoft Account.
11. Installed Chrome browser.

General Support

1. New Billing System
 - a. The Escrow Agreement document major content, including comments from our attorney has been created and general terms and conditions have been added for further review. Reviewed with Mark and it was decided to submit to WMTC for their thoughts.
 - b. The WMTC feedback was very positive. In discussions with Ken, he is needing reviews from several different individuals to finalize their position. The COVID-19 issues are effecting this review.
2. Updated the letterhead with the new offices for Marsh, Yvonne and Mark.
3. Updated email addresses for Marsh, Yvonne and Mark.

New Issues or Comments

- a. None.

Sincerely,

J. Nicholas Bennett
Principal