



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

12 October 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, Catherine Gee, 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 14 September 2020 meeting were discussed. Yvonne Gates made the motion that we approve the minutes of the 14 September 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 \$945 in tax payments.

One customer has incurred high water bills over the last few months and Yvonne noted that it could be due to a break in their irrigation system, which runs at night. Mark will get the information on the bills and call the customer to understand the situation.

Yvonne has the signed Moeller Contract and the appropriate payment will be made.

Mary noted that we should enable all the directors to be signatories on both the Colotrust and First National bank accounts. We will discuss this in more detail at the next meeting.

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. Nick will note his work procedures so that in an emergency his work scope can be covered.

SYSTEM OPERATIONS REPORT – 9/16/2020-10/12/2020

9/16/2020	<ul style="list-style-type: none">• Pumphouse check.• Locate intersection of Panorama and Spring.• Meet with Nick to review computer setup.• Collect water sample at 712 Paragon.
9/17/2020	<ul style="list-style-type: none">• Pete and John doing tank inspection with underwater drone.• Review tank inspection videos, import videos and pictures and write a report for the state
9/23/2020	<ul style="list-style-type: none">• Pumphouse check 1.00mg/l free.

9/30/2020	<ul style="list-style-type: none"> • Pump house check 0.93mg/l free. • 11 Benchmark reported high water usage. Spent time going through his complex water system looking for leaks and didn't find anything substantial. Suspect water was used during 90-degree days to fill pond and irrigate lawn. • Meter Reads
10/05/2020	<ul style="list-style-type: none"> • Collect water sample at 940 Paragon. • Emergency respond to out of water. found switch gauge in basement way out of calibration
10/06/2020	<ul style="list-style-type: none"> • Collect water sample at 940 Paragon, deliver to lab
10/07/2020	<ul style="list-style-type: none"> • Pump house check 1.01 mg/l free. • Locate 7526 Spring Dr., refresh existing marks. • Spoke to Terry Kenyon referencing changing switch gauge out for pressure transducer

Mark discussed the gauge problem and noted that we should improve our sensor system. We will expedite doing this and delay repairing the valves in the street.

Peter did do the tank inspection via a drone and found the water tank in good condition. A report has been written and is on file.

Mark discussed taking the new directors on a tour of the pump house and the district.

UNFINISHED BUSINESS

BILLING SOFTWARE ESCROW

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

DISTRICT MASS NOTIFICATION

Catherine has kindly offered to address this situation. Nothing new was reported at this meeting.

NEW BUSINESS

PRELIMINARY BUDGET FOR 2021 / SCHEDULE 2021 BUDGET HEARING

Mary went through the drafts of both the Debt Service Fund budget and the Water Enterprise Fund Budget. The bonds will be paid off on December first of this year so the Debt will then be retired, therefore, a new budget is not proposed.

Mary went through the Water Enterprise budget by line item and will address any changes in the final budget to be heard in the regular November meeting. The budget hearing will be publicized in the Daily Camera, and will be a zoom virtual meeting.

The only Long Range commitment is the Benchmark replacement. We will check with our engineer (T. Kenyon) regarding the updated cost of this work and whether there are enough funds available.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Catherine is still in the process of executing the oath of office paperwork. Her term will run to 2022.

ADJOURN

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

The secretary respectfully submits the above.

Robert Champ

10/12/2020



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October 11, 2020

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

RE: IT Consultant Status Report for October 12, 2020 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through October 9, 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 September 14, 2020 Meeting Minutes.
 - b. Published the September 2020 Financials.
 - c. Published the October 12, 2020 Meeting Agenda.
 - d. Updated the News Alerts on the Home page for the virtual meeting that will be held on October 12, 2020.
2. IT Maintenance
 - a. System Maintenance on Current Laptop
None.
 - b. System Maintenance on New Laptop
 1. Installed the outstanding fixes for the system.
 - c. System Configuration on New Laptop
 1. Installed Microsoft Expression Studio Ultimate for website support.
 2. Installed Adobe Acrobat 10 and Reader 10.
 3. AVG Internet Security virus scan.

General Support

1. New Billing System
 - a. The WMTC feedback was very positive. The review within WMTC is still being effected by COVID-19 issues.
2. Updated the letterhead with the new office for Catherine.
3. Updated email address for Catherine.
4. Fixed notifications of phone messages for Mark.

New Issues or Comments

- a. A document will be created to describe how the IT infrastructure of the District is supported.

Sincerely,

J. Nicholas Bennett
Principal