



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
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Board of Directors Regular Meeting

Virtual Meeting Held with Zoom

9 November 2020

This meeting was held via videoconference due to the coronavirus.

Mark Johns (President) called the meeting to order at 4:03 PM. Those in attendance via video were the board members Marsh Lavenue, Catherine Gee, Yvonne Gates and Bob Champ. Mary Wagner (Bookkeeper), Peter O'Brien (Operations) and Nick Bennett (IT consultant) were also present.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 12 October 2020 meeting were discussed. Mark Johns brought up the subject that we should discuss water rates at the December meeting and perhaps not leave them as they are. The draft minutes stated that we would not pass on the Lafayette rate increase and this may not be the case. Mark Johns made the motion that we approve the minutes of the 12 October 2020 meeting, as amended. Marsh Lavenue seconded the motion, which was approved unanimously. A water rate hearing will be scheduled for the December meeting.

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 \$900 in tax payments. She will transfer the final tax payment on the 20th of November.

Yvonne discussed how the new board members could become signatories on our bank account.

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 – 10/13/2020-11/09/2020

10/15/2020	<ul style="list-style-type: none">▪ Pumphouse check 0.90mg/l free▪ Jay locate 3 Benchmark
10/19/2020	<ul style="list-style-type: none">▪ Emergency response to shut off water for leak near intersection of Paragon and Wells
10/20/2020	<ul style="list-style-type: none">▪ Emergency locate request intersection of Paragon and Wells▪ Locate 841 Paragon, and 275 Paragon
10/21/2020	<ul style="list-style-type: none">▪ Locate intersection of Panorama and Spring Dr.▪ Flush hydrant at intersection of Paragon and Spring Drive 0.65mg/l free chlorine no dirty water from yesterday's repair▪ Pump house check 0.86mg/l free chlorine, alarm for generator "over crank" was going off, notified Mark, and will call Generator Source to repair, can smell gas, but. won't start

10/27/2020	<ul style="list-style-type: none"> ▪ Meet Generator Source. W waited 2.0 hours, pump house check. 0.54mg/ l free, looked at moving low tank level light closer to window, seems like it would be better to install a new alarm light outside ▪ Locate 7740 Spring Dr. ▪ Daniel with Generator Source showed up, and found a couple of minor drips on coolant system, tightened clamps, and topped off coolant (not related to why generator would not start), he checked fuses, loose connections, spark, it seems like it was a fuel supply problem, Even though I could smell fuel it wasn't getting enough. He used ether to start it then adjusted the fuel supply regulators. Seems to run now, he did say I should check it again tomorrow when it's cold, and he also said the solenoid valve seemed to be a little erratic. .
10/28/2020	<ul style="list-style-type: none"> ▪ Verify auto start on generator, everything worked fine
10/29/2020	<ul style="list-style-type: none"> ▪ Meter reads ▪ 7737 Spring Dr. and 903 Paragon Dr.
10/30/2020	<ul style="list-style-type: none"> ▪ Additional time to evaluate possible leaks for Konoy Mandal at 11 Benchmark
11/04/2020	<ul style="list-style-type: none"> ▪ Locates 0 spring Dr, 7526 Spring Dr, 7456 Spring Dr. ▪ Pump house check 0.76 mg/l free

Peter discussed the generator problem in more detail and the generator is now running properly. The solenoid valve may have contributed to the problem and a new one will be ordered as a backup.

Peter is also ready to install a level gauge in the water storage tank, noting when the tank is either getting too low or too high.

The water line break at the four-way stop at Paragon and Wells was discussed. A compression fitting failed and was repaired. Mark noted that the drawings may be erroneous and should be looked at.

Peter also noted that another pump house warning light could be located outside the pump house, if desired.

UNFINISHED BUSINESS

BILLING SOFTWARE ESCROW

See the IT report for details. White Mountain Lawyers have become involved and have put some new demands into the agreement. Nick is meeting with them tomorrow and will report on this meeting next month.

DISTRICT MASS NOTIFICATION

Nick's report summarizes White Mountain's work on Bulk messaging.

Catherine had a presentation summarizing her work on finding an independent source for mass notification of customers. Those customers wanting this service could opt in and would be notified of water supply problems. Cost for this service is very reasonable. This item will be discussed further.

NEW BUSINESS

BENCHMARK REPLACEMENT COSTS

Mark e-mailed a spreadsheet to the board summarizing the costs of the Benchmark Replacement that our engineer had previously compiled. Uplifting this cost by 5% per year raised the total bid from \$177,595 to about \$196K. The district has ample funds available to cover this cost, if necessary. However, recent repairs on Benchmark lines have shown the mains to be in reasonably good condition. Our approach has been to repair problems as they occur and if the frequencies of repairs rise we will revisit replacement.

2021 BUDGET HEARING

Mark Johns made the motion that we open the Budget Hearing. Bob Champ seconded the motion, which passed unanimously.

The Budget Hearing was noticed in the Daily Camera on 24 October 2020. Mary went through the appropriate budget documents, noting that because the bonds have been retired there is no Debt Service Fund Budget.

Yvonne Gates made the motion that we adopt Resolution 2020-B1 which adopts the Water Enterprise Fund Budget and appropriates sums of money for the year 2021. Bob Champ seconded the motion, which passed unanimously.

Yvonne Gates made the motion that we adopt the budget message for the Water Enterprise Fund for 2021. Bob Champ seconded the motion, which passed unanimously.

The necessary documents will be signed and Mary will forward the appropriate documents to the Division of Local Governments.

Mark Johns made the motion that we close the Budget Hearing. Yvonne Gates seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

A customer had contacted the district regarding a water leak that may have contributed to high water usage. Reviewing water usage at this residence shows high usage in the past and that the leak may not have impacted the water usage to a great degree. Mark will ask the customer for a written explanation of the problem and what they believe transpired.

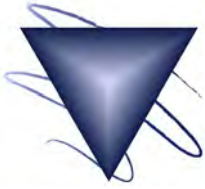
The board also discussed end of year bonuses for our contractors.

ADJOURN

A motion was made to adjourn by Mark Johns, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 6:30 PM.

The secretary respectfully submits the above.

Robert Champ; 11/9/2020



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November 8, 2020

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

RE: IT Consultant Status Report for November 9, 2020 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through November 6, 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. Escrow Agreement issue from attorneys for WMTC.

General IT Consulting Activities

1. Website Maintenance
 - a. Published the October 12, 2020 Meeting Minutes.
 - b. Published the October 2020 Financials.
 - c. Published the November 9, 2020 Meeting Agenda.
 - d. Updated the News Alerts on the Home page for the virtual meeting that will be held on November 9, 2020.
 - e. Published the 2021 Preliminary Operating Budget and the Long Range Plan, with notice in News Alerts.
 - f. Updated the Financials page to indicate that the District would request and Exemption from Audit for 2020.
 - g. Published status updates on the News Alerts section about a water leak at the Paragon, Spring and Wells Drive four-way stop.
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. Added pumphouse WiFi network settings.
 - d. Mary encountered an email problem with emails being deleted after several weeks. Provided some suggestions for a possible solution.

General Support

1. New Billing System – Escrow Agreement
 - a. There has been some additional feedback from WMTC on the Escrow Agreement. This is from their attorneys Their position is described below:

From what I (Ken Rogge) understand our attorneys will author a new agreement with the primary changes being made from your original document:

- 1. WMTC will not provide a practice environment or machine. We will provide training and support (which will be me) for a limited amount of time.*
- 2. Financial penalties will be levied on EBCWD if the escrow materials are mishandled in any way.*
- 3. EBCWD must accept 100% responsibility and 100% of resulting financial penalties if the escrow is misused in any way.*
- 4. The agreement is only valid as long as WMTC is in business and supporting the software. No obligation can be agreed to past the point WMTC ceases to exist or decides to stop producing or supporting the UTB software. EBCWD can use the last updated escrow material in perpetuity should such event occur.*
- 5. No internal technology architectural will be a part of this agreement, other than detail on how the software can be installed under strict conditions. The agreement will not include code or database architectures and/or models.*
- 6. WMTC has no financial obligation relative to this agreement. As this is an extra-ordinary accommodation responding to an EBCWD request not normally a part of the UTB subscription process, all points to this agreement must remain cost neutral for WMTC.*

Other than the above it seems all other points brought up by your original document are agreeable.

- b. I have not yet seen the document that is being proposed, so I can not attest to the language. However, I do have some concerns over their point number 5. Because of a past IP theft, they are being very cautious on this point. I will be discussing this with WMTC during a meeting on Tuesday.
2. Bulk Messaging

There has been some progress with the WMTC solution development of their bulk messaging service.

 - a. E-Mail

They are using the AuthSMTP service as part of their solution. A new email address is being set up for all messages that are sent in bulk. The email address is currently planned to be CustomerMessage@eastboulderwater.com.

I did some follow-up with Hostway (our website hosting service) concerning a potential DNS issue. Should have more resolution by Tuesday from work WMTC is following up with.
 - b. Text Messaging

WMTC has started the development of the Text Messaging bulk notification service. More will be learned during a Tuesday meeting with WMTC.
3. IT Support Documentation

Continued development of the approach and procedures for supporting the District's IT needs.

New Issues or Comments

None.

Sincerely,

J. Nicholas Bennett
Principal