



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 December 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 9 November 2020 meeting were discussed. Marsh Lavenue made the motion that we approve the minutes of the 9 November 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 noted that all property tax had been received. A new homeowners list will be resent as a pdf file. Our water purchase for the year is running about \$10k over budget.

The budget has been filed with the state and accepted. Our customers will be notified that the bonds have been paid off and that there is no longer a Debt Service portion of the budget. This will be noticed on the web site and possibly via a notice with the billing (Nick and Yvonne will handle). New inclusions at this time will still be charged the amount of taxes that would have been paid based on their assessed value for the years 2012-2019. This will be further discussed at the next meeting.

Mary has prepared the transparency notice, which is due on January 15, 2021.

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

IT REPORT

Nick's report was discussed and will be posted on the website.

SYSTEM OPERATIONS REPORT – 11/10/2020-12/14/2020

11/11/2020	<ul style="list-style-type: none">Locate 225 Majestic ViewLocate 160 ParagonLocate 7557 EmpirePump House Check 0.70mg/l free
11/14/2020	<ul style="list-style-type: none">Emergency locate 225 Majestic View, added additional flags. explained line was on far west side of property.Pump House Check 0.86mg/l free
11/20/2020	<ul style="list-style-type: none">Install and wire pressure transducerEmergency locate 225 Majestic View, diggers found water line while digging a pot hole, turned out to be a private water line
11/25/2020	<ul style="list-style-type: none">Pump House Check 0.68mg/l freeRefresh locate marks 7739 SpringRefresh locate marks 7526 Spring

11/26/2020	<ul style="list-style-type: none"> ▪ Emergency contacted by Boulder county dispatch regarding a water main break at intersection of Paragon and Barcelona turned out to be on Lafayette side, contacted Lafayette personnel
11/30/2020	<ul style="list-style-type: none"> ▪ Meter Reads
12/01/2020	<ul style="list-style-type: none"> ▪ Collect sample at 7435 Spring Dr, 0.58mg/l free
12/02/2020	<ul style="list-style-type: none"> ▪ Pump house check 0.62mg/l free, work on settings for low tank pump shut down
12/08/2020	<ul style="list-style-type: none"> ▪ Jay locates 275 Paragon Dr
12/09/2020	<ul style="list-style-type: none"> ▪ Pumphouse check 0.63mg/l free, added Mark and Marsh to alert list for low tank levels

Peter discussed the tank level gauge in more detail.

Peter also discussed the land that was sold by 225 Majestic View Drive and how the District might handle it. Mark felt that we would have to address this some time in the future if that homeowner desires inclusion in the district.

UNFINISHED BUSINESS

BILLING SOFTWARE ESCROW

See the IT report for details.

DISTRICT MASS NOTIFICATION

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

Catherine discussed a texting service that might be easily used at minimal cost. It was decided to table this item for two to three months whereupon White Mountain should have a text messaging service available.

NEW BUSINESS

2021 WATER RATE HEARING

Marsh Lavenue made the motion that we open the water rate hearing. Yvonne Gates seconded the motion, which passed unanimously.

The water rate hearing was noticed in the Daily Camera on November 14, 2020.

It was noted that we were \$10k under budget for water revenue this year. Marsh noted that we had a water mark up of about 1.75x Lafayette cost in 2018 and about 1.5x in 2019.

As per our 2021 budget we have on the order of \$525,582 in funds available. It was thereby decided that we could go another year not passing on the Lafayette increase of 5% and maintaining the same water rate structure.

Yvonne Gates made the motion that we do not change the water rates for the year 2021. Catherine Gee seconded the motion, which passed unanimously.

Mark Johns made the motion that we close the water rate hearing. Bob Champ seconded the motion, which passed unanimously.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mark received a written explanation of the problem regarding a customer’s water leak and shared the explanation with the board. As per previous cases the board discussed charging the customer only what our cost would be for amounts of water used above their normal usage for the months involved. Mary will calculate their bill based on this algorithm and let the board review the bill before contacting the customer.

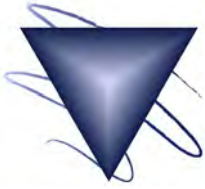
Mark also discussed his talks with Lafayette regarding costs to the district with respect to their main break, which was responsible for a large amount of water being wasted. Mary noted that Baseline Water District has received a credit from Lafayette. Lafayette is aware of our concerns.

ADJOURN

A motion was made to adjourn by Mark Johns, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 5:59 PM.

The secretary respectfully submits the above.

Robert Champ; 12/14/2020



JNB Services, LLC

P.O. Box 21496 ♦ BOULDER, COLORADO ♦ 80308-4496
303.324.2734 ♦ J.NICHOLAS.BENNETT@JNB-SERVICES.COM

December 13, 2020

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

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

Dear Board:

The following are the activities during this period. Activities performed through December 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.

General IT Consulting Activities

1. Website Maintenance
 - a. Published the November 9, 2020 Meeting Minutes.
 - b. Published the November 2020 Financials.
 - c. Published the December 14, 2020 Meeting Agenda.
 - d. Updated the News Alerts on the Home page for the virtual meeting that will be held on December 14, 2020.
 - e. Published the notice that the 2021 Operating Budget and the Long Range Plan was approved, with notice in News Alerts.
 - f. Published that the Water Rate Hearing will be held as part of the December 14, 2020 Regular Meeting.
 - g. Started creating the 2020 archive portion of the website and the documentation on how this is done.
2. IT Maintenance
 - a. System Maintenance on Current Laptop
None.
 - b. System Maintenance on New Laptop
 1. Windows 10 Updates – 8
 2. Cleaned up extraneous files (4.5 GB) and defragmented hard disk.
 - c. Mark asked for assistance with email on his Mac computer. Did some research and sent instructions on how to setup the Mail client.

General Support

1. New Billing System – Escrow Agreement

In a follow-up conversation with Ken, there is still great concern over protection of the intellectual property of WMTC. There was an increased level of concern over the training on the installation process, even. During the course of our conversation, Ken indicated that he thought of a few possible mitigations, but was not ready to share them, until he undertook some additional conversations at WMTC.
2. Bulk Messaging

There has been some progress with the WMTC solution development of their bulk messaging service. The software version with initial support has been installed on our server.

Since the solution is based off of the Utility Billing, there is a user-defined field available in each record that is available for our use. An initial thought is to use the layout of the distribution system of determine what physical segments are controlled by individual values. Properties served by each segment can be identified and if an impact to that segment(s) then messaging can be directed only to those properties, as appropriate.

a. E-Mail

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

b. Text Messaging

WMTC has started the development of the Text Messaging bulk notification service. Ken asked if it would be acceptable if a customer needed to identify the specific phone company for their mobile number. I indicated that wouldn't be a problem, as I have encountered that requirement in other systems. Apparently, it has to do with which interface solution they would use to send a notification to the phone number.

3. Invoicing for WMTC services.

I indicated that Mary had not received any invoices for past usage of Utility Billing. It was unclear why we hadn't been billed, but that he would have a statement generated showing each month's bills produced and the cost (\$0.50 per bill). I am estimating that would be around \$840 for 2020.

4. 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