



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

11 January 2021

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 and Bob Champ. Mary Wagner (Bookkeeper), Peter O'Brien (Operations) and Nick Bennett (IT consultant) were also present. Yvonne Gates was absent (excused).

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 14 December 2020 meeting were discussed. Mark Johns made the motion that we approve the minutes of the 14 December 2020 meeting. Bob Champ 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 cash transactions item by item. The Boulder Water Well, Xcel and Lafayette Water bills had not been received by meeting time. The Transparency Notice and the Budget have been filed with the Division of Local Governments.

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 – 12/15/2020-1/11/2020

12/16/2020	<ul style="list-style-type: none"> ▪ Pump House Check 0.51mg/l free. ▪ Added 1.5 gallons SHC.
12/22/2020	<ul style="list-style-type: none"> ▪ Pump House Check 0.86mg/l free. ▪ Added 1-gallon SHC.
12/30/2020	<ul style="list-style-type: none"> ▪ Pump House Check 0.89mg/l free ▪ Repair valve box #29 intersection of Paragon and Empire.
12/31/2020	<ul style="list-style-type: none"> ▪ Meter Reads
1/06/2021	<ul style="list-style-type: none"> ▪ Pump House Check 0.83mg/l free. ▪ Read meter 0388 Paragon
1/07/2021	<ul style="list-style-type: none"> ▪ Meter Reads ▪ Justin did locates 7217 Spring Ct, 7526 Empire, 7271 Spring Dr, 7380 Panorama 1/7/21 ▪ 1-07-2021 review locates to see which ones need to be completed one on 7380 Panorama stump grinding in back lot was clear and I had the office reply it was clear to UNC

Peter also discussed the adding of chlorine to the water system. This time of year it takes about 10 days to turn over the storage tank and this length of time can diminish the chlorine in the system. Peter measures the chlorine at the pump house spigot.

Peter discussed the repair work to be done on the valves using the newly purchased tool. He will begin the repair work in the near future, weather permitting.

UNFINISHED BUSINESS

BILLING SOFTWARE ESCROW

See the IT report for details.

DISTRICT MASS NOTIFICATION

Nick's report again summarizes White Mountain's work on Bulk messaging. Marsh has offered to monitor the progress on this project.

NEW BUSINESS

ANNUAL POSTINGS: AGENDAS, TRANSPARENCY NOTICE

Marsh Lavenue made the motion that we pass Resolution 2021-1 which states that we continue to post the agenda on the district website and on the pump house. Bob Champ seconded the motion, which passed unanimously. Pete will do the posting on the pump house.

Mary has filed the transparency notice with the SDA. The notice is also on our website.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Mary has heard back from our auditor regarding his preparing the audit exemption this year.

Rock Creek Church has again expressed interest in including in the district. Mark discussed his previous work on this possible inclusion where he estimated the church's cost at about \$85K. This inclusion would also have to pay into the Majestic View reimbursement agreement.

A firm doing demolition work at 7739 Spring Drive contacted Mark regarding use of District water for dust control. They will track the amount used and provide a billing address.

Lafayette has again been contacted via e-mail regarding the cost incurred by the district during their main break.

The resident who had a leak and incurred a high bill received the new billing with alleviation in the water rate for the high usage and will pay the bill.

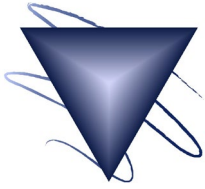
Another customer had a check bounce for insufficient funds and will be re billed.

ADJOURN

A motion was made to adjourn by Bob Champ, seconded by Catherine Gee and unanimously approved. The meeting was adjourned at 5:11 PM.

The secretary respectfully submits the above.

Robert Champ; 1/11/2021



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January 10, 2021

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

RE: IT Consultant Status Report for January 11, 2021 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through January 8, 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 determination.

General IT Consulting Activities

1. Website Maintenance
 - a. Published the December 14, 2020 Meeting Minutes.
 - b. Published the December 2020 Financials.
 - c. Published the January 11, 2021 Meeting Agenda.
 - d. Updated the News Alerts on the Home page for the virtual meeting that will be held on January 11, 2021.
 - e. Updated the News Alerts on the Home page that the 2021 Transparency Notice is available.
 - f. Created the 2021 Water Rate Announcement Letter and the 2021 Water Rate Calculator and published on the website.
 - g. Cleaned up miscellaneous extraneous files on the website.
 - h. Completed the creation of the 2020 Archive and implemented the 2021 District website.
2. IT Maintenance
 - a. System Maintenance on Current Laptop
None.
 - b. System Maintenance on New Laptop
None.

General Support

1. New Billing System – Escrow Agreement

WMTC has re-reviewed the Escrow requirement. They have come to the conclusion that its is impossible to deliver, considering the potential exposure of their Intellectual Property. In further discussions with Ken, I indicated that the District was willing to formally eliminate the requirement for escrow. We would document the that we vacate the requirement in the Billing Solution Requirements document and the Software Proposal and Agreement document. This would be done by a document signed by the District and WMTC. A draft of the document is being prepared for Board review.

2. Bulk Messaging

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

a. E-Mail

I have performed a single e-mail message test to myself that worked as expected. The bulk e-mail message service currently uses the e-mail address(es) in the customer's record. Not all customers have provided one or more e-mail addresses.

b. Text Messaging

I indicated that it would be acceptable to the District of the specific carrier supporting a phone number be required data. Further discussions on how the messaging service would work (both for e-mail and SMS) were held. Stressed were the opt-in by message delivery and type of situation to have notification. WMTC indicated that the SMS form of messaging (and more comprehensive integration with the e-mail mechanism) would be rolling out in second quarter, 2021.

3. IT Support Documentation

Continued development of the approach and procedures for supporting the District's IT needs as a function of other IT activities.

New Issues or Comments

1. Review the draft of the elimination of Escrow requirement for the Utility Billing Software.

Sincerely,

J. Nicholas Bennett
Principal