



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

8 March 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, Yvonne Gates and Bob Champ. Mary Wagner (Bookkeeper) and Peter O'Brien (Operations) were also present.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 8 February 2021 meeting were discussed. It was agreed upon by the board that the minutes should not be posted on the website until they are approved. Marsh Lavenue made the motion that we approve the minutes of the 8 February 2021 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.

The audit exemption is being finalized for filing with the state by the end of March.

Systems Operations expense was higher than usual this month because of the checking of meters and meter freezing problems.

Mark noted that a good measure of the solvency of the district is the amount of money in Colotrust, which as of this month is in excess of \$480K.

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. Nick did submit a letter of resignation, which the board accepted and he will finalize his work by the end of March.

SYSTEM OPERATIONS REPORT – 2/10/2021-3/08/2021

2/10/2021	<ul style="list-style-type: none"> ▪ Meet with Don Kluth, update handheld AR5501 for meter reading ▪ Pump House Check 1.07mg/l free. ▪ Look for leak at 556 Apollo, found water pooling around irrigation box on North side of house, shut off water at meter pit. Mark will get signed form from owner. Pumped out the water until it was below the drain valve to prevent it from siphoning back into the house.
2/17/2021	<ul style="list-style-type: none"> ▪ Locate 0 Spring Dr, 7550 Spring Dr, 7217 Spring Ct and 712 Paragon. ▪ Collect sample at 370 Paragon, deliver to lab. ▪ Pump House Check 1.08mg/l free.
2/20/2021	<ul style="list-style-type: none"> ▪ Weekend after 5PM, Jason replaced meter at 7446 Spring Dr.

2/22/2021	<ul style="list-style-type: none"> ▪ Locate 7526 Spring Dr. ▪ Meet with Scott Nix and directional driller at 7550 Spring Dr to discuss new water service. ▪ Meter verifications. ▪ Change meter at 7331 Spring Dr.
02/24/2021	<ul style="list-style-type: none"> ▪ Pump House Check 1.01mg/l free ▪ Work on meter verification. ▪ Install new drivers on GPS unit.
02/28/2021	<ul style="list-style-type: none"> ▪ Overtime for Justin to fix leak at 866 Paragon Dr. Installed adapter and ball valve.
03/01/2021	<ul style="list-style-type: none"> ▪ Meter reads
03/02/2021	<ul style="list-style-type: none"> ▪ Locate 738 Skyway Dr. ▪ Identify leak in NW corner of home and shut off water. ▪ Check meter and found no water flow at 7225 Empire. Stopped and talked to owner who mentioned he already repaired a leak at the vacuum breaker in the barn.
03/03/2021	<ul style="list-style-type: none"> ▪ Emergency locate 7222 Spring Dr. ▪ Pump House Check 0.90mg/l free. ▪ Installed new meter 7446 Spring Dr, 7435 Spring Dr, 7469 Spring Dr ▪ Locate 712 Paragon and 4 Benchmark Dr

Peter discussed some of the leaks that were associated with meters where there was no usage due to the residents not being in the home and thereby no water was being used. It was discussed whether we could catch these leaks via meter readings noting excess usage. Mark and Mary will look at usages, especially during winter, when such occurrences happen. As per district policy, excess usage because of accidental leaks will be charged at a lower rate. Mark and Peter will look over broken meters to see if insulation may be required.

Peter is looking in to replacing the GPS unit, which has been operating erratically.

UNFINISHED BUSINESS

BILLING ADJUSTMENTS

Mark talked to our lawyer regarding the district’s responsibility regarding the problem encountered with our assignment of the wrong meters to two households. Our attorney noted that collection from previous owners was not possible. He also noted that we are not obligated to pay interest on the monies that were collected in excess of the residence actual usage. The board agreed that interest would not be paid. Mary will summarize the actual amount due the customer and we will reimburse the customer the amount overpaid.

LAFAYETTE SETTLEMENT OFFER REGARDING JULY MAIN BREAK

During the Lafayette Main Break out of our district our valve had to be cleaned of debris by Peter multiple times at a cost to our district. Lafayette has offered to reimburse the district this labor cost.

Mark Johns made the motion that we accept the Lafayette offer to reimburse this cost. Bob Champ seconded the motion, which passed unanimously.

AUDIT EXEMPTION STATUS

The audit exemption is being finalized and is on schedule for filing.

Mark Johns made the motion that we approve Resolution 2021-2 allowing the district to request the audit exemption for 2020 with the state. Yvonne Gates seconded the motion, which passed unanimously.

NEW BUSINESS

FUTURE IT SOLUTIONS

Catherine Gee discussed how we might construct a website which would be user friendly with respect to offering concerned people easy access to topics relevant to the operations of the district. This could be done at a very reasonable monthly cost. Marsh noted that he had a couple of firms that could offer IT support for computers that the district owns. Marsh also discussed the possibility of having a server for records retention, which could be called upon when necessary. These records would not have to be on our regular website. It appears that using the methods that Catherine and Marsh have come up with that we would be able to have a user friendly web site and a method for records retention and IT support.

Tamblyn Tap

We are waiting for word from the customer if and when they wish to initiate the work to install the tap.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

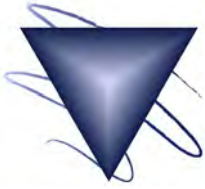
A customer who owes money for a past water leak will be contacted as to how they might pay the past due amount.

ADJOURN

A motion was made to adjourn by Yvonne Gates, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 5:43 PM.

The secretary respectfully submits the above.

Robert Champ; 3/8/2021



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March 7, 2021

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

RE: IT Consultant Status Report for March 8, 2021 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through February 5, 2021 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.

None.

General IT Consulting Activities

1. Website Maintenance
 - a. Published the February 8, 2021 Meeting Minutes.
 - b. Published the February 2021 Financials.
 - c. Published the March 8, 2021 Meeting Agenda.
 - d. Updated the News Alerts on the Home page for the virtual meeting that will be held on March 8, 2021.
2. IT Maintenance
 - a. System Maintenance on Current Laptop
None.
 - b. System Maintenance on New Laptop
 1. Windows Updates – 5.
 2. Disk drive maintenance.
 3. The current license for Carbonite will be redirected to support the new laptop.
 - c. Sensus Handheld
None.

General Support

1. New Billing System – Escrow Agreement
The fully signed copy of the Escrow Requirement removal has been given to Marsh.
2. Bulk Messaging
No additional work has been done on this issue.

New Issues or Comments

1. After twenty-plus years of service to the District, I have tendered my resignation as IT Consultant. It has been an interesting, at times challenging, but overall a satisfying experience. I have some clean-up work to do on the system, and I am completing a package of information to assist whomever takes on the IT support role. I expect everything to be completed by the end of March 2021.

Sincerely,

J. Nicholas Bennett
Principal