



EAST BOULDER COUNTY WATER DISTRICT

P.O. Box 18641, BOULDER, COLORADO 80308-1641
303.554.0031 ♦ WWW.EASTBOULDERWATER.COM

Board of Directors Regular Meeting

St. Ambrose Episcopal Church

9 January 2017

Mark Johns called the meeting to order at 4:05 PM. Those in attendance were the board members Bob Champ, Rick Moeller, Yvonne Gates and Bill Hofgard. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were also present.

PUBLIC COMMENTS

No members of the public were present.

SECRETARY'S REPORT

The minutes of the 12 December 2016 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 12 December 2016 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 (Income & Expenses - annual budget vs. YTD actual, P&L YTD comparison, Income & Expenses by Month, Balance Sheet and the transaction report). Mary also e-mailed the water usage comparison spreadsheet.

Mary noted that she had paid the meeting expense to St. Ambrose Church for the upcoming year. Mary has also started the paperwork for applying for an audit exemption. The board discussed when, if ever, we should consider a complete audit, which would have to be included in our fall budgeting process. Every 5 to 7 years, or years when we have capital expenditures was discussed. Mary will ask our auditors for their recommendation.

Mark noted that we must submit our District map to the appropriate government agencies. Mark will e-mail the map to Mary who will submit to the government agencies.

The water rate worksheet for 2017 with the 5% Lafayette increase incorporated is on the website and Mary will enclose it in the next billing.

Mary also noted that mail for 7413 Spring Dr. was being returned. Yvonne was sure the property had been sold. Mary will investigate.

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

SYSTEM OPERATIONS REPORT – 12/12/2016 - 01/08/2017

12/12/2016	▪ Board Meeting
12/14/2016	▪ Pump House check 0.75mg/l free
12/15/2016	▪ Low pressure at 7316 Empire Dr. tested flow and pressure at meter pit, adjusted pressure from 50 to 60 psi, installed new iperl meter. Found whole house in customers crawl space filter that was restricting the flow. ▪ Added 1gal sodium hydrochloride to tank
12/21/2016	▪ Pump House check 0.72mg/l free ▪ Update pump hours log

12/30/2016	<ul style="list-style-type: none"> ▪ Pump House check 0.72mg/l free ▪ Added 1 gallon shc10%, and retested about 2 hours later at 0.76mg/l free ▪ Locate 7415 Panorama Dr. ▪ Meter reads 2 manual entries
01/04/2017	<ul style="list-style-type: none"> ▪ Pump House check 0.46mg/l free ▪ Service Agreement pump house check 0.92mg/l free ▪ Locate 7550 Spring Dr.

Peter noted that the addition of the sodium hydrochloride on 12/30 actually occurred on 1/04. Peter also discussed the location of the water pipes in the cul-de-sac at the end of Panorama Drive. We may have to obtain locating equipment to determine these lines and properly map them.

IT REPORT

Nick’s report was not received this month.

UNFINISHED BUSINESS

BILLING SOFTWARE UPDATE

This topic was tabled until the next meeting.

APPROVAL OF MINUTES OF NOVEMBER 21, 2016

After discussing the inclusion fee matters with our legal counsel it was decided that what occurred during that meeting was legally acceptable. Therefore, Rick Moeller made the motion that we approve the minutes of the Special Meeting held on 21 November 2016. Yvonne Gates seconded the motion, which passed unanimously.

NEW BUSINESS

DESIGNATE OFFICIAL MONTHLY AGENDA POSTING PLACE

Bob Champ made the motion that we continue using the pump house as our Official Posting Place for the agenda and also continue posting on the website. Bill Hofgard seconded the motion, which passed unanimously.

REVIEW OTHER STATUTORY REQUIREMENTS

Mark reviewed the statutory requirements for the upcoming year.

DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD

Rick had information on obtaining a scanner so that we could digitize files. Yvonne noted that she has a scanner that may be used by the district for this purpose. Rick will look into the possible use of Yvonne’s scanner.

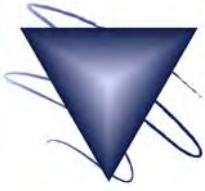
ADJOURN

A motion was made to adjourn by Rick Moeller, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 5:25 PM.

The secretary respectfully submits the above.

Robert Champ

1/9/2017



JNB Services, LLC

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

January 9, 2017

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

RE: IT Consultant Status Report for January 9, 2017 Board Meeting

Dear Board:

The following are the activities during this period. Activities performed through January 6, 2017 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 November 2016 Financials.
 - b) Published the December 12, 2016 Meeting Minutes.
 - c) Published the January 9, 2017 Meeting Agenda.
 - d) Built the 2016 Archives and established the website for 2017.
 - e) Published the 2017 Water Rates and Water Rate Announcement Letter.
 - f) Published the 2017 Transparency Notice.
- 2) Website Summary Statistics for December 2016:

The website statistics have been enabled for the new Windows Server 2008. However, there are considerable changes in format in how the information is presented, as it is a new program. Additional work is required to determine how best to summarize the information for the Board. This will be done during October and November.

- 3) IT Maintenance
 - a) System Maintenance
 - i) Windows updates.
 - ii) Cleaned-up disk space utilization
 - iii) Defragmented disk drive
 - iv) Updated AVG virus definitions and scanned the computer.
 - v) Verified Carbonite backups completed.

Operational Support

- 1) Billing Program Issue
Resumed preparations for meeting with White Mountain on a possible billing solution.
- 2) Developed 2017 Water Rates and Water Rate Announcement Letter.

General Support

- 1) Both telephone extensions were verified operational.

New Issues or Comments

- 1) None.

Sincerely,

J. Nicholas Bennett
Principal