

# 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

10 April 2017

Rick Moeller called the meeting to order at 4:06 PM. Those in attendance were the board members Bob Champ, Bill Hofgard and Yvonne Gates. Mary Wagner (Bookkeeper) and Peter O'Brien (Operator) were also present. Mark Johns (President) was absent (excused).

### PUBLIC COMMENTS

No members of the public were present.

### SECRETARY'S REPORT

The minutes of the 13 March 2017 meeting were discussed. Bill Hofgard made the motion that we approve the minutes of the 13 March 2017 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 (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 has received and deposited \$14.9k in taxes from Boulder County.

A billing adjustment was made because of a leak on Rick Moeller's property and \$1400 was spent for radio read meters from Dana Kepner.

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

#### SYSTEM OPERATIONS REPORT – 03/13/2017 - 04/09/2017

03/13/2017	<ul style="list-style-type: none"><li>• Board Meeting</li></ul>
03/14/2017	<ul style="list-style-type: none"><li>• Pump house check 0.98mg/l free</li><li>• Sample collection at 866 Paragon is 0.83 mg/l free</li><li>• Meter installation at 7355 Spring Drive</li><li>• Exercise 5 buried gate valves</li><li>• Flushed fire hydrant at 281 Ponderosa</li></ul>
03/15/2017	<ul style="list-style-type: none"><li>• Locate at 195 Barcelona</li></ul>
03/17/2017	<ul style="list-style-type: none"><li>• Top off tank for water shut down, I filled ~5" above full, turn off inlet to district, returned at around 4 p.m. to turn water on to District.</li></ul>
03/22/2017	<ul style="list-style-type: none"><li>• Pump house check 0.84mg/l free,</li><li>• Spoke to Terry Kenyon referencing by-pass prv. It is there to reduce surging at lower flows, sounds like it needs to be on and adjusted.</li></ul>
03/29/2017	<ul style="list-style-type: none"><li>• Pumphouse check 0.52mg/l free</li><li>• 03-29-2017 locate 7550 Spring Drive</li><li>• Exercised 5 buried gate valves</li><li>• Meter reads</li></ul>
03/31/2017	<ul style="list-style-type: none"><li>• Locate at 7514 Panorama</li></ul>
04/04/2017	<ul style="list-style-type: none"><li>• Locate at 7550 Spring Drive</li><li>• Pump house check 0.66mg/l free</li></ul>

04/05/2017	• Pump house check 0.55mg/l free,
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Peter noted that Dana Kepner was in the process of backing up our shared files. Bill and Yvonne both expressed interest in spending about an hour or so with Peter surveying the district (pump house, etc.)

**IT REPORT**

Nick’s report was received and will be posted on the website.

**UNFINISHED BUSINESS**

**BILLING SOFTWARE UPDATE**

No progress on this item happened during the last month.

**RULES AND REGS: INCLUSION FEE WORDING**

This issue was tabled so that Mark Johns could be present for the discussion.

**NEW BUSINESS**

No new business was discussed.

**DIRECTORS COMMENTS AND OTHER MATTERS TO COME BEFORE THE BOARD**

No comments were noted.

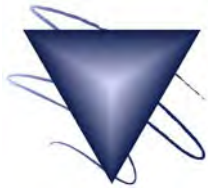
**ADJOURN**

A motion was made to adjourn by Bill Hofgard, seconded by Yvonne Gates and unanimously approved. The meeting was adjourned at 4:32 PM.

The secretary respectfully submits the above.

Robert Champ

4/10/2017



# JNB Services, LLC

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April 10, 2017

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

*RE: IT Consultant Status Report for April 10, 2017 Board Meeting*

Dear Board:

The following are the activities during this period. Activities performed through April 7, 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.

None.

## **General IT Consulting Activities**

### 1) Website Maintenance-

- a) Published the March 13, 2017 Meeting Minutes.
- b) Published the April 10, 2017 Meeting Agenda.
- c) Published the February 2017 Financials.

### 2) Website Summary Statistics for February 2017:

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 – 4.
- ii) Defragmented disk drive
- iii) Updated AVG virus definitions and scanned the computer.
- iv) Verified Carbonite backups completed.

- b) EBCWD Admin user profile for Windows has had some kind of problem and will not load during Windows start-up. Researching the cause and determining how best to correct.

### 1) Billing Program Issue

Submitted initial set of requirements for review and discussion.

## **General Support**

- 1) Both telephone extensions were verified operational.

## **New Issues or Comments**

None.

Sincerely,

J. Nicholas Bennett  
Principal