East Boulder County Water District

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Board of Directors Regular Meeting

Virtual Meeting Held with Zoom

12 April 2021

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) was also present. Peter O’Brien (Operations) was absent.

# Public Comments

No members of the public were present.

# Secretary’s Report

The minutes of the 8 March 2021 meeting were discussed. It was agreed upon by the board to omit a portion of the Secretary’s report pertaining to the IT work scope and to correct a misspelled name. Catherine Gee made the motion that we approve the amended minutes of the 8 March 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.

Mary noted that three properties in the district had been sold and final meter readings were to be made. The expenditure for the meter mix-up was assigned as a miscellaneous expense.

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 ultimately be posted on the website. Nick’s work will be finalized this month.

**System Operations Report –3/08/2021-4/09/2021**

|  |  |
| --- | --- |
| 03/08/2021 | * Meter Verifications.
 |
| 03/09/2021 | * Pick up valve repair tool and repair kits in Denver and deliver to pump house.
* Inspect and document new water line at 7217 Spring Ct., talk to contractor about getting form signed to turn water on to property.
* Collect water sample at 635 Paragon and deliver to lab.
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| 03/10/2021 | * Pump House Check 0.92mg/l Free
* Move mapping files to new computer, and install gps drivers
 |
| 03/11/2021 | * Meter verification and locating.
 |
| 03/16/2021 | * Locate 712 Paragon and 7526 Spring.
 |
| 03/18/2021 | * Valve cycling and paint.
 |
| 03/20/2021 | * Overtime Emergency locate 752 Paragon
 |
| 03/21/2021 | * Locate 535 Apollo Dr, 7526 Spring Dr. final meter read 7302 Spring Ct
* Valve cycle and paint
 |
| 03/24/2021 | * Pump House Check 0.88mg/l free.
* Locate 526 Ponderosa, locate 7526 Spring Dr.
 |
| 03/29/2021 | * Road base work.
* meter reads, worked with Nick to get new computer to read meters, autovu was crashing, sort through some issues with Mary over the phone, and found damage to meter housing at 327 Majestic View contacted Owner, and Mark.
 |
| 04/06/2021 | * Pump House Check 0.80mg
* Locate 7217 Spring
* Collect sample 7588 Spring Dr. and deliver to the lab
 |
| 04/07/2021 | * See proposal for repairs at 327 Majestic View Dr
* Emergency Out of Water 6 Benchmark, ended up being customers automated leak detection system had shut off water to their home.
 |
| 04/08/2021 | * Locate 10 Benchmark.
 |

Peter was absent so the report is presented in the minutes without discussion. Mark noted that a meter that froze should be insulated to prevent further freezing issues. Landscaping around the meter could do this. The cost of this was discussed with respect to our Rules and Regulations. Mark will contact the homeowner to discuss the problem.

# Unfinished Business

## Billing Adjustments

Homeowners who had issues with respect to accidental increased water usage have asked the board for relief from the large bills because of the accidents. It has been the board’s position that we only charge our cost for the water above the normal usage for the month after verification that the problem has been fixed. Mary will calculate the corrected billing for these residences.

**Future IT Solutions**

Marsh had Steve Anderson of OMNI Network Design join our zoom meeting to introduce himself and discuss how he could support our IT needs. He noted that he would be ready to start immediately and that there are three other employees in the firm and there should be no problems supporting our needs. He has submitted a letter noting his firm’s qualifications.

After completing the talk with Steve, Marsh Lavenue made the motion that we hire OMNI Network Designs to handle our IT needs. Yvonne Gates seconded the motion, which passed unanimously. Marsh will contact Steve Anderson and relate that the board had hired the firm to handle our IT needs.

## Website Update

Catherine presented the work that she had accomplished in the creation of a new, more user friendly website. The only area that was in question was how we should treat our forms and archival needs. Mark will meet with Catherine to discuss this in more detail and present at the next meeting. Except for these needs, the new website is ready to be implemented, thanks to Catherine’s work.

Mark Johns made the motion that we allow Catherine to pay for and set up the Square Space Website. Yvonne Gates seconded the motion, which passed unanimously.

Marsh and Catherine will be in touch with Steve Anderson (Omni Network Design) to ensure that the archival material on the old website can be preserved, where necessary.

# New Business

**Repairs at 327 Majestic View**

The meter was accidentally damaged via a snowplowing accident and was repaired by Peter at the homeowner’s expense.

# Directors Comments and Other Matters to Come Before the Board

The board decided to keep meeting via Zoom for the near future.

# Adjourn

A motion was made to adjourn by Mark Johns, seconded by Bob Champ and unanimously approved. The meeting was adjourned at 5:49 PM.

The secretary respectfully submits the above.

Robert Champ; 4/12/2021