

**MINUTES OF THE BOARD OF DIRECTORS
HOOVER HILL WATER AND SANITATION DISTRICT**

October 22, 2014: 6:45 P.M.

Rocky Mountain Fire Department, Station 1,
7700 Baseline Road, Boulder, Colorado 80303

ATTENDEES

Directors present: Tania Ertl
Dave Foss, President
Betty Konecne, Treasurer
Ann Weickmann

Others present: Judy Bertrand, MDM (District Manager)

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:48 pm and a quorum was noted. Director Williams was excused. The Agenda was approved.

Minutes: The Minutes from September 16, 2014 were reviewed and unanimously approved.

Usage Rate Adjustment: President Foss presented the analysis of water usage and the potential adjustment to account #1680 (Worlock). As the July 2014 usage exceeded the previous 4 years of average usage, the Board unanimously agreed to provide a credit of \$619.28 for usage due to a sprinkler leak. However, the Board required that the customer pay by October 31 or water would be shut off.

Repaving of Westview Drive: The Board had hoped to postpone the paving as it may be necessary to install new water lines; however, the paving has been completed. Director Weickmann has photos of the paving. It was noted that Asphalt Paving Specialties from Henderson, CO performed the work.

Policy and Procedures: Will be tabled to a meeting after the budget has been prepared and approved.

Tap Fees: President Foss wants to insure that the tap fees for water and sanitation reflect what current property owners have paid for assets and infrastructure. He has asked the District Manager to prepare an analysis of possible fees.

Publication of Notice of Budget Hearing: The Board authorized the Manager to publish the Notice of Budget Hearing in the Boulder Weekly newspaper notifying interested parties of the budget meeting to be held on November 8, 2014 at 10:00 a.m. at 1241 Meadowlark Dr.

Phone Line Transfer: The District Manager stated that Vonage and/or Century Link have still not transferred the phone line to her. Director Williams was not at the meeting and

could not speak to what he had discovered. However, the Board directed the Manager to cancel the contract with Vonage and request Century Link to deactivate the 303-499-4425 and leave a message stating “the new number is 303-704-9438”.

Website: The Board briefly discussed the current HHWSD website and how to keep it current.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending October 21, 2014. Director Ertl questioned the ORC’s 45 minute charge for manually reading the meters. The Manager requested that the Board authorize replacing the batteries or transmitters on those that consistently are unreadable. There were 11 meters that were unreadable for September. The bid from National Meter was presented to the Board at the August 14, 2014 board meeting and reflected the cost at \$175 per meter. Director Weickmann stated that before approving replacement that she would like to ride along with MDM staff to read the meters. After discussion, the Board unanimously approved the claims as presented.

Financial Statements: The Income Statement, Balance Sheet and various other financial documents were presented to the Board, with Treasurer Konecne making a motion to accept and Director Ertl seconding. The Board unanimously approved accepting the September 30, 2014 financial documents.

The Board discussed how to allocate the transfer fee income and payment of the same to MDM. Treasurer Konecne recommended titling the account “pass through fees and charges” in the “Misc. Income account” as the income immediately transfers to MDM.

Water and Sewer Billing: The Board was presented with a spreadsheet showing the City of Boulder water/sewer usage and charges to HHWSD compared to the usage and charges billed to the homeowners.

Accounts Receivables: The Manager provided a spreadsheet (which is attached to these Minutes) showing the accounts that had been given a 60 Day Courtesy Notice in the September 30, 2014 water and sewer bills. There were no final notices mailed with the billing for September.

Draft of Budget: A draft of the budget was provided to the Board on October 15th and the Board approved the holding of a special budget meeting on November 8, 2014.

City of Boulder Water & Sanitation Rate Increase: Treasurer Konecne stated that the Boulder City Council approved the rate increases for 2015. This will mean a 5% increase in water and 30% increase in sanitation charges.

OPERATIONS REVIEW

The ORC's email and sampling results were included in the Board packet and are an attachment to the Minutes.

CUSTOMER RELATIONS

Director Williams is investigating using PayPal as a method for homeowners to make payments. Treasurer Konecne stated that we may want to discuss sending bills via email in the future.

OTHER BUSINESS

Potential items for capital improvement plan (CIP) were discussed. President Foss stated that the hydrants didn't flow when tested on Stearns and the fire fighter stated he would report it. There are no taps between Westview and Ridglea.

The Westview/Meadowlark loop cost was discussed and the cost was thought to have been \$220-\$250/ft. for pipe replacement.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by Director Weickmann, duly seconded by President Foss, and upon unanimous vote, the meeting was adjourned at 8:45 p.m.

A special board meeting for the purpose of discussing the 2015 budget and water and rate increases is scheduled for November 8, 2014 at 10:00 a.m. at 1241 Meadowlark Drive, Boulder, CO.

The next regular meeting is scheduled for November 18, 2014 at 6:45 p.m. at the Rocky Mountain Fire Station, 7700 Baseline Road, Boulder, Colorado 80303.

Respectfully submitted,
Judy Bertrand, District Manager: Secretary

THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 22, 2014 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.