

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

February 18, 2014: 6:45 P.M.

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

ATTENDEES

Directors present: Betty Konecne, President
Tania Ertl
Dave Foss
Ann Weickmann
David Williams
Others present: Judy Bertrand, Metropolitan District Manager (MDM)
Residents present: None

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Konecne at 7:05 pm and a quorum was noted. The Board reviewed and approved the Agenda for February 18, 2014.

Minutes, Financials and Clean-up: The Board presented, reviewed and approved September 2013 Minutes and Financials, the October 2013 Water Bill, November 2013 Minutes, December 2013 Financials, January 2014 Minutes and Financials, and Water billed and usage from January 2014. These documents were not presented to the Board previously. Upon motion by Director Foss, duly seconded by Director Williams, and upon unanimous vote, these Minutes and Financials were approved as written.

The Minutes for January 21, 2014 were presented. Director Weickmann made a motion to delete Item #12 as Director Williams' name has already been added to the SDA membership list. Director Foss seconded the motion, and upon unanimous vote the Minutes were approved as written.

Special District Election: Ms. Bertrand presented to the Board a *Resolution appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election*. Upon motion by Director Ertl, duly seconded by Director Foss, and upon unanimous vote, the Resolution was passed and signed by President Konecne.

Ms. Bertrand presented the *Call for Nominations* to be published in a newspaper of general circulation within the District. Director Weickmann recommended adjusting the contact information to read "Forms may also be obtained electronically by contacting: judy@metro-district.com". This change was made.

Ms. Bertrand provided copies of the *Self Nomination and Acceptance Form* to all Board Members and informed the Board that these forms are due to the DEO by February 28.

Contract with District Manager: Prior to signing the District Manager's contract, the board would like their attorney to review Item 11, Indemnification; No Waiver of

Liability. Director Foss also requested that Metropolitan District Manager provide a flat rate for additional services added after initial bid and referenced under Scope of Work, items t-v. Upon motion by Director Foss, duly seconded by Director Williams, and upon unanimous vote, these motions were passed. Director Konecne stated she would email the contract to the attorney the next day.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of current claims for the period ending February 28, 2014. Upon motion by Director Ertl, duly seconded by Director Foss, and upon unanimous vote, the current claims were approved as presented.

The January 21, 2014 Minutes discussed the increase in Lock Box Bank charges from \$199 to \$352 per month. Director Konecne spoke with the bank and they failed to notice a flag on the account. The District should see a charge of approximately \$250 from this point forward. Director Konecne also requested that the previous manager be removed from the account.

Director Konecne reported that the \$177 duplicate payment to Scott Cox, referenced in the January 21, 2014 Minutes, had not been sent and the check was voided. Director Foss requested that the billing issue for account #1460 be carried forward to the March 18, 2014 Agenda.

Financial Statements: Director Konecne presented the December 2013 Financials with the adjustment of a transfer of Ramey charges to the appropriate line item.

Director Konecne presented the January 2014 financials and also brought to the Board's attention that there was currently only \$163 in the checking account. Transfer of funds was discussed, but no motion made at this time. Upon motion by Director Foss, duly seconded by Director Williams, and upon unanimous vote, the unaudited financials were accepted as presented.

Director Konecne presented a copy of the 2014 Final Budget to all board members and noted that it has been submitted to DOLA. Director Konecne informed the Board that the audit had previously been filed with the State instead of DOLA. The District Manager will insure the filings are made appropriately in the future.

ADMINISTRATIVE REPORT

None

ACTION ITEMS

Directors Ertl and Williams have documentation from numerous homeowners regarding water billing issues and complaints. Director Williams is sending the District Manager email he has received in a zip-file.

Director Williams is investigating the transfer of the Hoover Hill phone number to the new District manager's office.

The previous manager did not incorporate the water and sanitation increase into the January water/sewer invoices. Ms. Bertrand stated that CRS 32-1-1001 requires a 30 day notice of water and sanitation increases. The Board had previously approved the rate increase and determined that the rate increase would take effect on April 1, 2014 with notice to the homeowners in the March 1, 2014 bills. Director Ertl will make the copies. (The "2014 Report, utility Policies and Rate Changes Effective April 1, 2014" is attached to these Minutes.)

Director Konecne reported that she had filed a change of address form for the District and mail will be sent to her home address.

The Board requested Director Williams to provide each Board member with an individual District email address. Director Williams is also setting up one for the District Manager.

Director Williams is personally paying for the website and requested the District's tax ID in order to obtain a discounted rate.

Director Weickmann requested that MDM meet with her on February 28 to read the meters and on March 1 to prepare the water/sewer billings. The Board directed the District Manager to perform meter readings on the last work day of each month, as that coincides with the Boulder water billing date.

Upon motion by Director Konecne, duly seconded by Director Ertl, and unanimously approved, the introduction letter (Announcement) of the new District Manager with the change of email address to be manager@hhwsd.org will be included in the March 2014 water and sewer bill. (The Announcement letter is attached to these Minutes.)

The Board directed MDM to perform work outside the initial Scope of Work for the water sampling/testing and to investigate past issues in filings. This additional work has been included in the new contract sent to the lawyer for review by Director Konecne. Cade Bertrand of MDM will provide these services and oversee sampling, meter shut off and intermediate meter readings.

OTHER BUSINESS

None

PUBLIC COMMENT

N/A

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by Director Foss, duly seconded by Director Williams, and upon unanimous vote, the meeting was adjourned at 9:15 p.m.

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

Respectfully submitted,

Judy Bertrand, District Manager: Secretary

THESE MINUTES APPROVED AS THE OFFICIAL FEBRUARY 18, 2014 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.

Board Directed assignments for District Manager for discussion at next board meeting:

1. Director Konecne asked that Judy determine what is required to update/create a Service Plan.
2. Director Konecne asked that Judy provide By-law template for presentation at the next board meeting.
3. Add billing for account #1460 issue from January 21, 2014 Minutes carried to March 18, 2014 Agenda.
4. Verification of account #920 credit issued twice for overpayment of February 2013 leak.
5. Status of retainage fee for Baseline Road repair. Don Ash of Scott Cox has not published the Notice of Final Payment in newspaper. Director Ertl has final file on project.
6. Director Weickmann wants to insure the manager compares the water purchased is tied to the water usage/billing. Director Foss stated that there would always be a discrepancy between Boulder water bill and District usage, but should be within reasonable limits.
7. Director Ertl will send to Judy the Utility Rate sheet soft copy that was to have been mailed in December.
8. Director Foss asked that Judy include revisiting water and sewer policies on the agenda for March or April. These will include late fees and returned check charges that Director Ertl mentioned.
9. Discussion of verbiage for notice of increase and problems with billing:
Director Williams: Possible verbiage for notice: "The billing increase was to have been implemented, but due to billing errors the rate increase will not take effect until the April billing." Common theme is that people paid on time but got charged late fees.
Director Ertl: Information came from bank and manager was to enter into Stoker; however manager may not have been entering into Stoker.
Director Weickmann: Lock box statement has shown homeowner name with no payment at times.
10. Directors Konecne and Weickmann want to investigate new software around the middle of 2014.
11. Director Konecne requested that we explore electronic options and decide what to do within six weeks. Wants to determine if Great West is providing good rates for lock box. She is sending manager the id and password.
12. Judy is responsible for providing Director Williams with Financials and Minutes of meetings for upload to website.
13. Auditor filed audit with the State and Judy will insure that audit for 2013 is filed on the DOLA website.

MDM self assigned:

1. Policy and Procedures for billing and water sampling
2. Records inventory and retention
3. Cade Bertrand: Update on water sampling, violations and testing