

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

March 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, MDM (District Manager)
Cade Bertrand, MDM (ORC)
Residents present: None

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Konecne at 7:10 pm and a quorum was noted. The Board reviewed and approved the Agenda for March 18, 2014. Director Ertl recommended adding a "Customer Relations" item to future agendas, until complaints have been resolved.

Minutes: The Minutes for February 18, 2014 were unanimously approved with the following change: Board signatures are to be removed from the Minutes.

The Board discussed using the Hoover Hill email addresses set up by Director Williams for emails associated with HHWSD. All agreed to use the hhwsd.org emails except for Director Foss, who wishes to continue to use his personal email address.

Special District Election: The Board was presented with the *Cancellation of Election and Declaration Deeming Candidates Elected Resolution and the Notification of Cancellation and Certified Statement of Results* to the Board; which must be filed with DOLA and published in a newspaper of general circulation within the District. The Board unanimously approved the Resolution, which was signed by the President. The Board requested that the notice be as small as possible due to the \$301 charge by the Daily Camera for the *Call for Nominations*.

Contract with District Manager: The contract with Metropolitan District Management was signed by Judy Bertrand and Director Konecne.

Director Konecne informed the board that the previous manager had been removed from the lock box and credit card.

**FINANCIAL
MATTERS**

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

Water and Sewer Billing: Director Konecne noted that she had balanced receivables. However, Director Weickmann noted that there is still work to be done and had some concerns about crediting accounts from last year. The billing will be done at Director Weickmann's home one more time prior to transferring the computer and printer to Ms. Bertrand.

The Board discussed a homeowner who has not been billed for usage (base rate only) for over 2 years; since 2011. The Board will establish at a future meeting the appropriate policy for responding to these types of issues.

Numerous customer billing issues were discussed that continue to be resolved. These included billing the wrong homeowner, not crediting payments to accounts or to wrong accounts, failure to pull all payments from the bank and record and failure to adjust water/sewer charges when home had sold.

The Board discussed the charges for the leak at account #1460 from July 2013. Director Foss provided an analysis on the charges and recommended providing a further credit of \$196.16 and a refund of late fees, which was seconded by Director Weickmann and unanimously approved. Director Foss recommended, in certain circumstances, that the charge be "reduced to the lowest tier, but not below what Boulder charges for water" as this rationale was used in the past to determine water charge for leaks, etc. It was noted that fees, charges and policies for water billing issues will be discussed at a future meeting.

Financial Statements: Director Konecne presented the financials year-to-date through February 2014 and noted that she had created funds and allocated expenses in order to comply with statutory accounting requirements. QuickBooks and various financial records were provided to Judy Bertrand before the meeting. Director Konecne informed the board that she had transferred \$20,000 to checking to cover expenses. Upon motion by David Williams, seconded by Director Ertl, the board unanimously accepted the financials.

ADMINISTRATIVE REPORT

Cade Bertrand, ORC, presented the notice (required by the State) to be mailed to homeowners stating that monitoring requirements were not met for HAA5s and TTHM. He informed that Board that these Notices could be mailed out or sent out with the Consumer Confidence Reports around June. The Board approved sending this notice out with the April 1, 2014 water/sewer bills. Cade Bertrand stated he will notify the Board if he is contacted by homeowners regarding this Notice.

Cade questioned the action the Board would like him to take when homeowners request information on test results. There currently is only one homeowner who has requested data; but Cade was instructed to inform homeowners to call the City with problems or general questions.

As there are currently only 2 water sample locations for the District and Cade discovered that one of the homeowners spent the winter in another state, he

wanted clarification on whether to request additional sites through the State. Director Foss made a motion to allow Cade Bertrand to investigate getting approved alternative sites and bring these alternatives to the Board. This motion was seconded by Director Konecne and unanimously approved.

The Board further directed the ORC to begin preparation of an Operations Plan, Emergency Response Plan, Sanitary Survey, Monitoring Plan, Backflow prevention plan and any other State requirements for ORC. The Board would like the homeowners to become better educated on water and sewer policies and recommendations. Mr. Bertrand stated he will begin a list of items needed to insure compliance with State requirements and referenced that the ORC needed to maintain analytical results. Director Foss provided some additional yellow form results to the ORC. The plan is to prepare a binder full of policies and procedures for the District.

ACTION ITEMS

The District Manager provided the Board with a draft of By-Laws; however the Board did not review at this time.

Status of retainage fee for Baseline Road repair was discussed. Director Foss has requested that Don Ash of Scott Cox publish the required Notice of Final Payment in the newspaper; which was not done. HHWSD has never been billed and the Board will address this issue when they receive the final invoice for \$22,000.

Director Williams is changing the phone address to Judy Bertrand and the Board agreed to revisit the phone number at the next board meeting.

Director Weickmann is the administrator on the water/sewer payment account and will add Judy Bertrand to that account as a user.

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 8:40 p.m. in order to go into Executive Session regarding an employee issue.

The next regular meeting is scheduled for April 15, 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 MARCH 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. Betty provided Judy with the Service Plan to review prior to the May meeting.
2. Director Konecne asked that Judy provide By-law template for presentation at the next board meeting. Judy provided but the Board did not have time to review or discuss.
3. Add billing for account #1460 issue from January 21, 2014 Minutes carried to March 18, 2014 Agenda. Resolved.
4. 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.
5. Director Ertl will send to Judy the Utility Rate sheet soft copy that was to have been mailed in December. Resolved
6. 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.
7. Directors Konecne and Weickmann want to investigate new software around the middle of 2014.
8. 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. Judy and Betty meet with bank and find options and costs before next board meeting. We have 6 months at \$250 until rates raise.
9. Dave Foss requested that the board identify documents, rules and regulations and policies at the May board meeting. This includes P&Ps, fees, emergency response plan and service plan.
10. Judy is to investigate with DOLA the record retention requirements on maintaining records.
11. Change of address for Boulder County to mail Judy property tax payment information
12. Cade: Need Hoos alternative testing location
13. Verify and determine resolution for meters unable to read

MDM self assigned:

1. Policy and Procedures for billing and water sampling. In process – Ann provided excellent procedures for invoicing, which will be incorporated into P&P
2. Ensure officers are elected at the May meeting, as a Treasurer is required by Statute