

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

April 15, 2014: 6:45 P.M.

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

ATTENDEES

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

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Konecne at 6:45 pm and a quorum was noted. The Board excused the absence of Director Ertl and reviewed and approved the Agenda for April 15, 2014 with the addition of discussion on Record Retention.

Minutes: The Minutes for March 18, 2014 were unanimously approved.

Insurance Policy Review: Director Weickmann requested that the District Manager insure that the District is only paying for necessary coverage and noted that the policy stated there were two full-time employees.

Xerox Printer: As the District Manager is providing a printer for use in water and sanitation billing and the Xerox printer is fully depreciated and has no value, the Board agreed to give the printer to the President.

Record Retention: The District Manager provided the verbiage from the Colorado Government, "Records Management Manual, Municipalities" stating that documents should be kept for six (6) years. The Board unanimously approved following these guidelines for record retention of District documents.

Storage Unit: The Board discussed investigating what is currently being stored in the storage unit on Erie Parkway, in order to clear it out and discontinue paying rent for the unit.

**FINANCIAL
MATTERS**

Claims: The District Manager provided two checks for legal fees to the Board and questioned the legal charges for review of the District Manager's contract. The Board approved paying the legal charges in full.

The Board reviewed the payment of claims for the period and unanimously approved the current claims as presented.

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

Financial Statements: The District Manager presented the Bank Reconciliation for March 2014 and the list of vendor payments to the Board. The District Manager brought to the Board's attention that HHWSD is not complying with GASB requirements for property tax accrual and the President stated that the District would begin next year using the accrual method and continue with the current account methods through 2014.

The Income Statement, Balance Sheet and various other financial documents were presented to the Board. There was discussion by the Board of consolidating some of these statements that have duplicate information.

The President noted that the credit card would be cancelled as there is currently no need for it.

ADMINISTRATIVE REPORT

Director Foss stated that he had begun developing a list of items for inclusion in a Master Policy and Procedure manual and the Board agreed to discuss items that should be included at the next Board meeting in May.

ACTION ITEMS

Director Williams will present a report offering various options for the HHWSD phone line next month.

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 Williams, duly seconded by Director Foss, and upon unanimous vote, the meeting was adjourned at 8:45 p.m.

The next regular meeting is scheduled for May 20, 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 APRIL 15, 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 Weickmann requested that the District Manager review the Insurance policy and insure that the District is not paying for unneeded coverage.
2. Directors Konecne and Weickmann want to investigate new software around the middle of 2014.
3. 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.
4. Cade: Alternative testing location
5. Verify and determine resolution for unreadable meters

MDM self assigned:

1. Policy and Procedures for billing and water sampling. In process
2. Check to see what NSF fees are
3. Find out when a check is considered void if not cashed.