

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

May 20, 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: Chris Koerner, homeowner

**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 May 20, 2014.

Minutes: The Minutes for April 15, 2014 were unanimously approved. Director Konecne wanted to insure that the Record Retention schedule was approved and the Board unanimously approved following the guidelines that were provided to the Board at the April 15, 2014 board meeting.

Board of Directors' Oaths of Office and Certificates of Election: All Board members, with the exception of Tania Ertl who was excused, took and signed their Oaths of Office and were provided with Certificates of Election. Directors Ertl and Foss were elected for two year terms and Directors Konecne, Weickmann and Williams for four year terms.

Election of Officers: Director Konecne made a motion to nominate Director Foss as President. Director Weickmann seconded the motion and the board unanimously approved. Director Weickmann nominated Director Konecne as Treasurer, with Director Williams seconding the motion. The Board unanimously approved. The Board appointed Judy Bertrand as Secretary for HHWSD. The Board declared that the term of Office will be one year, at which point new officers may be elected if so desired.

The Board unanimously agreed that Board compensation will be \$45 per meeting for board members with the exception of the Treasurer, who will be paid \$100 per meeting. They will continue to compensate board members at the rate of \$15 for missed meetings.

Insurance Policy Review: The District Manager informed the Board that the insurance coverage had been modified to remove the 2 employees referenced in the policy for a savings of \$109. She also informed the Board that the non-owned auto coverage was to provide protection for the Board members while traveling on board business and this was not changed in the policy.

## **FINANCIAL MATTERS**

Claims: The Board reviewed the payment of claims for the period and unanimously approved the current claims as presented. It was noted by the District Manager that the ORC did not provide his invoice for April in time for the May claims.

The Board requested that the District Manager begin providing the listing of Vendor payments for the month.

Financial Statements: The Income Statement, Balance Sheet and various other financial documents were presented to the Board. The District Manager noted that there were several line items that needed to be adjusted to prior months and that accounts receivables were still not reconciled with the Stoker billing system.

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.

Director Weickmann presented a modified version of the W&S invoice created in Stoker for review. The new invoice was approved and additions to contact information were provided by the Board.

Accounts Receivables: A report of those homeowners who carried high balances and/or had not made payments in 90 days was presented to the Board. The Manager noted that those 22 homeowners originally carried a total balance of \$7,268.94. However, after receiving a letter regarding their outstanding balances in their May 1, 2014 W&S bill 13 of these homeowners paid \$3,784.84 in May. This provided a 52% payment rate.

Great Western Lockbox Services and Options: Cade Bertrand had investigated providing credit card payment services; however, the board believed that the cost was too high for implementing this service. Director Konecne had stated that she was satisfied with the rates GWB was providing and the Board agreed to continue to use their lockbox service.

## **ADMINISTRATIVE REPORT**

The District Manager provided all board members with copies of the Metropolitan and Special District Manual.

The Board was presented with a list of items to include in the Policy and Procedure Manual; as well as a spreadsheet prepared by the ORC listing his priorities for Water and Sanitation policies and procedures. The Board determined that establishing policies and procedures should be undertaken in a special meeting and approved calling that meeting an hour prior to the next board meeting. The Special Meeting will be held on June 17 from 5:30 p.m. to 6:45 p.m. with the Regular Board Meeting commencing at 6:45 p.m. at the Rocky Mountain Fire Station. The District Manager was requested to provide a list of items in order that the Board may prioritize them.

Director Foss mentioned that AquaTalk has a link to the State database for HHWSD.

### **ACTION ITEMS**

Director Williams provided 3 options for the transfer of the business line to Metropolitan District Management. The first option was to install an actual land line at the District Manager's office. The second option was to use an MEF (virtual) line and the third was to drive the phone line off the internet. VOP (Vonage) has service for \$10 per line with voicemail. It was agreed that Director Williams would obtain more information prior to the board making the decision.

### **OTHER BUSINESS**

None

### **PUBLIC COMMENT**

Chris Koerner of 1123 Ravenwood Rd. addressed the Board regarding water seeping into his meter. He had previously met with Cade Bertrand and the City of Boulder and was informed by the City that his meter is below grade. He was requesting clarification from the Board as to who was financially responsible for the cost of raising the meter. Director Weickmann asked what his timeline was for completing the construction work on his home and he informed that board that it would be the end of fall or early winter. Cade Bertrand had called the City and was informed their charge would be approximately \$140. The Board discussed having Cade investigate installing a collar and the Board committed to responding to Mr. Koerner after policies and procedures have been approved.

### **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 June 17, 2014 at the Rocky Mountain Fire Department, 7700 Baseline Road, Boulder, Colorado 80303, with the Special Meeting beginning at 5:30 p.m. and the Regular Meeting at 6:45 p.m.

Respectfully submitted,

Judy Bertrand, District Manager: Secretary

**THESE MINUTES APPROVED AS THE OFFICIAL MAY 20, 2014 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.**