

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

June 17, 2014: 5:30 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
David Williams
Others present: Judy Bertrand, MDM (District Manager)

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The Special meeting was called to order by President Foss at 5:35 pm and a quorum was noted.

Policies and Procedures: In order to comply with CRS 32-1-1001(2)(a) 30 day notification of discussion and approval of new water and sanitation charges and fees, Director Williams will provide notice of the July 15, 2014 meeting on the HHWS website. The Board reviewed the list of policies and procedures in order to prioritize items for discussion at the next board meeting. President Foss recommended a Capital Improvement Plan (CIP) in order to prepare for preventative maintenance. The priority list is formally made as an attachment to these Minutes.

The Regular meeting was called to order by President Foss at 6:51 p.m.

Minutes: The Minutes for May 20, 2014 were unanimously approved. Director Ertl stated she was reviewing the 2013 Minutes and would provide them for Director Williams to upload to the website. Director Konecne recommended that if previous Minutes were not available from the previous Manager that the links be taken off the website. Director Williams committed to doing so.

**FINANCIAL
MATTERS**

Claims: The Board reviewed the payment of claims for the period and unanimously approved the current claims as presented. The invoice for final payment of retainage to Concrete Works of Colorado is in Director Ertl's possession and will be submitted for payment after publication of two notices of *Notice of Settlement* in the Daily Camera.

Financial Statements: The Income Statement, Balance Sheet and various other financial documents were presented to the Board for May 31, 2014. Treasurer Konecne refused to accept the financial statements without reversals to the adjustments the District Manager had made to water and sewer billings. The District Manager was instructed to obtain approval from the Board for any adjustments to homeowner's accounts. The District Manager advised the Board that this would result in the Stoker billing program

not being in balance with QuickBooks. The Board instructed the Manager to begin allocating property taxes to "Cash at County Clerks" then reverse it when payment comes in the following month.

Water and Sewer Billing: The Board was 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.

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 presented A/R that showed that 87% of those homeowners who had received a letter regarding their outstanding balances had paid in full. Director Konecne instructed the District Manager to get approval from the Board prior to sending out any further letters regarding outstanding balances.

Audit: The Manager informed the Board that she had concerns regarding the Audit not being prepared for presentation to the Board by June 30 and filed with the State by July 31. The Board informed the Manager that the auditor had prepared their audit for years and was aware of the deadlines. Director Konecne will contact the auditor to insure compliance with statutes for submitting audit.

ACTION ITEMS

Directors Konecne and Weickmann stated that they wanted the District Manager to provide them with backups of QuickBooks and Stoker each month in PDF format. Director Ertl stated she had binders for use in preparing the Policy and Procedure Manuals.

There was discussion of clearing out old documents in boxes contained at Director Konecne's home and investigating the contents of the storage unit.

The Manager will contact Vonage to transfer the District's phone line to her. She was instructed to sign up for one year with a box.

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 8:20 p.m.

The next regular meeting is scheduled for July 15, 2014 at the Rocky Mountain Fire Department, 7700 Baseline Road, Boulder, Colorado 80303.

Respectfully submitted,

Judy Bertrand, District Manager: Secretary

THESE MINUTES APPROVED AS THE OFFICIAL JUNE 17, 2014 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.