

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

July 15, 2014: 6:45 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
David Williams

Others present: Judy Bertrand, MDM (District Manager)
Cade Bertrand, ORC
Bev Platts, #0425 Homeowner

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:47 pm and a quorum was noted. Ann Weickmann could not attend due to work and the Board agreed to excuse her absence.

Public Comment: Homeowner, Bev Platts, #0425 was given the opportunity to speak with the board regarding a leak due to contractor's work, which caused a higher than normal usage. The Manager noted that she has normally not used excessive water and paid her bill on time. President Foss directed the Manager to obtain her last 3 years of usage for the month of May and that at the next meeting the Board would discuss what, if any, action to take to alleviate the excessive charge. The Board instructed the homeowner to pay \$63.75 to keep her account current and the Manager was instructed not to charge late fees at this time.

Minutes: The Minutes for June 15, 2014 were unanimously approved.

Policies and Procedures: After complying with CRS 32-1-1001(2)(a) the Board unanimously approved the following changes to water/sewer fees. The Board Packet included the "Utility Fees, Rates and Collections" document from the Department of Local Affairs, Water and Wastewater Assistance Department. (The priority list is formally made as an attachment to these Minutes.)

Changes to *2014 Utility Policies, Rates and Fees*, which was previously effective July 1, 2014 will incorporate the following changes beginning on **August 1, 2014:**

BILLING PROCEDURES:

Previous: A \$10 fee is assessed for all Non-Sufficient Funds checks submitted to the District.

Adopted: A \$35 fee is assessed for all Non-Sufficient Funds checks submitted to the District.

RETROACTIVE BILLING:

Treasurer Konecne recommended retroactive billing only up to 6 months and the Board discussed that the PUC usually recommended a 6 month limit on retroactive billing. A Motion was made by Treasurer Konecne, seconded by Director Williams and unanimously approved. President Foss recommended not publishing this information on the website in order to allow the Board the discretion on billing.

PAST DUE ACCOUNTS:

Previous: Any account that is past due for fees, penalties, charges, or costs shall incur a late charge fee. Late charge fees are 1.5% per month.

Adopted: Any account that is past due for fees, penalties, charges, or costs shall incur a \$1.00 monthly non-payment penalty and incur a late charge fee of 1.5% per month.

Previous: When service is disconnected, there will be a fee of \$50.00, it may be reinstated by payment of \$75.00 during regular business hours in addition to any past due amounts. A fee of \$100.00 will be charged for restoration of service after hours.

Adopted: When service is disconnected, there will be a Disconnect fee of \$75. To reinstate service the Restoration Fee shall be \$100. All fees, charges, penalties, and costs must be paid prior to reconnecting service.

SPECIAL METER READS, TRANSFER FEE AND FINAL BILL:

The fee for special meter readings shall be \$100.

The transfer fee for changing name of responsible party (i.e. tenants) shall be \$25.

The fee for preparing documents for Title companies, reading the meter, preparing the final bill and changing ownership shall be \$125.

Revisions to the *Resolution Adopting Rules and Regulations Regarding Collection of Delinquent Accounts and Discontinuation of Service* adopted on January 18, 2011 were approved by the Board and will become effective as of **August 1, 2014**.

1. Courtesy Notice: The Manager shall mail a Courtesy Reminder whenever an account is sixty (60) days past due.
2. Final Notice: The Manager shall mail by U.S. Postal Service a certified or return receipt requested Final Notice once an account is over ninety (90) days past due. At the time the Final Notice is mailed a \$30 late fee shall be charged to the account. The Final Notice shall state that the water service to the account shall be turned off if the account is not paid in full within ten (10) days from the date of the Final Notice.
3. Discontinuation of Service: If the delinquent account is not paid within ten (10) days from the date of the Final Notice, the District shall disconnect the water

service to that customer and the account shall be charged a Discontinuance (Shut-off) Fee of \$75.

4. Restoration of Service: To restore water service the Restoration Fee shall be \$100. Once the District has disconnected water service to the customer, the account must be paid in full to restore service; including all fees and charges.

The *2014 Utility Policies, Rates and Fees* and *Amended Resolution* approved on July 15, 2014 are formally made as an attachment to these Minutes.

OTHER POLICIES:

The Board discussed replacement of meters/transmitters for those homes that have been unreadable via the Badger laptop for 3 or more months. The ORC informed the Board that 5 homes have been unreadable for at least 4 months. Per the *2014 Utility Policies, Rates and Fees* "The District shall maintain, test, and repair all meters as required". However, it also states, "Meter damage due to apparent negligence by the owner or his agent will be the owner's liability and the cost of repair will be at the owner's expense."

The ORC was requested by the Board to obtain estimates from both the City of Boulder and Badger for repair of the transmitters. The ORC stated that he was informed by the City that the cost would be approximately \$150 per meter, but he will verify.

There was discussion of the City of Boulder responding to emergency shutoffs and the ORC stated that the City of Boulder didn't commit, but the City responds 24 x 7 to a break in the main.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending July 15, 2014 and unanimously approved the current claims as presented. The invoice for final payment of retainage to Concrete Works of Colorado has been mailed. Treasurer Konecne requested the Manager to move management election expense (and any future hourly charges) to the management fees line item. President Foss requested that the ORC's timesheet be attached to the check for payment.

Financial Statements: The Income Statement, Balance Sheet and various other financial documents were approved by the Board for May 31, 2014 (after the Manager made adjustments per Treasurer Konecne's direction). President Foss recommended allowing the Board time to review the financial statement independently and then ask questions of the Manager if needed. The Financial Statements for June 30, 2014 were presented to the Board and unanimously approved.

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. Treasurer Konecne directed the Manager to obtain usage for June 2013.

Accounts Receivables: The Manager provided the Board with the A/R from QuickBooks and the A/R report from Stoker. She noted the issue with QuickBooks not identifying specific homeowner's balances and issues with Stoker showing homeowners as outstanding even with zero balances.

Treasurer Konecne discussed that she and the Manager had worked on A/R earlier in the day and believed the appropriate course of action was to wait for one more w/s billing cycle before making adjustments to Stoker and/or QuickBooks. The Board agreed.

OPERATIONS REVIEW

The Board discussed the logistics of shutting off the water and the ORC stated he agreed with the charges to homeowners if he had discretion on when he would shut off meters. The Board discussed the potential of needing emergency shut off service and the Board directed the ORC to buy extra T wrenches and key wrenches to have available to board members should the need arise.

In order to resolve the recommendations/observations in the Sanitary Survey regarding there being no documentation with the fire department for flushing the hydrants, the ORC contacted the Rocky Mountain Fire Protection District and presented them with a contract to flush the fire hydrants. The Intergovernmental Agreement (IGA) was presented to Chief Sterling and hydrant flushing had been performed. There is no charge to the District for this service. However, this caused some homeowners to contact the ORC regarding discoloration of their water and odors. President Foss stated that the recommendations/observations were not violations that needed to be addressed and that he would contact Christine Lukasik at the CDPHE if there were any issues related to her recommendations or observations.

The ORC asked for guidance as to calls from homeowners and at what point the Board wanted him to direct them to contact the City. President Foss stated that he could respond as he is bound by licensing requirements as ORC.

The Board discussed which items on the Policy and Procedures priority list they wanted the ORC to proceed with. President Foss is dealing with the Backflow Prevention procedures, but wants it kept on the Policy Priority list. He believes that after reading the regulation it does not apply to residential systems, but that we may want a one page Policy.

The Policy for Record Retention will be the same as the Record Retention for other records of the District, which is 6 years. However, the ORC will maintain all sampling results he receives and those that were provided to him. He did note that all sampling results were not available from the previous manager. President Foss discussed the Scott Summer Byproduct Rule, which may allow for relaxed sampling of disinfected byproducts if the District has complied in the past.

The Board approved the ORC to prepare policies for all items noted in green on his Work breakdown spreadsheet. The forms for preparation of these may be on the State website. These include preparing:

- Contact List
- Emergency Notification Response Plan
- Response Action to Specific Events

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by Director Williams, duly seconded by Director Ertl, and upon unanimous vote, the meeting was adjourned at 9:06 p.m.

The next regular meeting is scheduled for August 19, 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 JULY 15, 2014 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.