

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

August 26, 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
Ann Weickmann
David Williams

Others present: Judy Bertrand, MDM (District Manager)
Dan Schommer, Anton Collins Mitchell, LLC (Auditor)
Randy Williams, Anton Collins Mitchell, LLC

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:48 pm and a quorum was noted.

Audit Report: The Audit for 2013 was presented to the Board by Mr. Dan Schommer, who advised that he would be retiring, but stated his firm had other auditors who were familiar with Special Districts. The District Manager questioned allocating property taxes for year end 2013 to the Water and Sanitation Funds vs. Government and Debt Funds. Mr. Schommer stated that the attorney had instructed him on allocating in this manner. He also recommended that the Board initial each invoice when signing checks to vendors. The District Manager suggested that the audit documents be provided to the Auditor in time to insure compliance with the audit being presented to the Board by June 30 and submitted to the Colorado State Auditor by July 31, 2015. The District Manager requested a copy of the engagement letter from the Auditor, which Treasurer Konecne had signed on July 18, 2014. Treasurer Konecne made a motion to accept the Audit, with Director Williams seconding. The Board unanimously approved.

Relief Discussion: Homeowner, Bev Platts, #0425 had spoken before the Board on July 15, 2014 requesting some relief in her water bill due to a sprinkler leak. President Foss was given the past 4 years of water usage for this account during the month of May and presented an analysis of recommended adjustments. His analysis reflected an adjustment of the usage for May 2014 to Tier #2 and noted that this would adjust the total usage to \$282.07 (a decrease of \$506.67 to the bill). It was noted that the late fees of \$12.71 for June 2014 usage and \$14.60 for July 2014 usage; for a total adjustment to late fees of \$27.32 would also be credited to this account. (This spreadsheet is included as an official attachment to these Minutes.) After discussion by the Board, a motion was made by Director Williams to provide a total credit adjustment of \$533.98 to account #0425. This motion was seconded by Treasurer Konecne and unanimously approved. The District Manager will contact Ms. Platt regarding this adjustment and credit this account.

Minutes: The Minutes for July 15, 2014 were reviewed and unanimously approved; with Treasurer Konecne recommending changing the references of “Cade” to “ORC” and identifying the term “IGA” as Intergovernmental Agreement. Director Ertl made a motion to make these changes to the Minutes, with Director Williams seconding. All voted in favor of this motion, except for Director Weickmann who abstained due to not being at the July board meeting.

Policies and Procedures: The District Manager handed out a DRAFT Policy and Procedure Manual to each Board member for review and stated that there were still additional policies and documents to be added. President Foss thanked the District Manager for her work on the manual. President Foss recommended tabling the discussion on Policies and Procedures to the October board meeting and all agreed.

President Foss requested a color copy noting changes to the revisions to the *Resolution Adopting Rules and Regulations Regarding Collection of Delinquent Accounts and Discontinuation of Service* and the *2014 Utility Policies, Rates and Fees and Amended Resolution* approved on July 15, 2014 prior to signing the Amendment.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending August 26, 2014 and unanimously approved the current claims as presented.

Financial Statements: The Income Statement, Balance Sheet and various other financial documents were presented to the Board, with Treasurer Konecne making a motion to accept and President Foss seconding. The Board unanimously approved accepting the July 31, 2014 financial documents. The District Manager was instructed by the Treasurer to make the adjusting journal entries provided by the Auditor to the *Water and Sewer Funds* for December 31, 2013.

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: The Manager provided a spreadsheet (which is attached to these Minutes) showing the accounts that had been given a 60 Day Courtesy Notice in the July 31, 2014 water and sewer bills. There are 4 accounts that will be receiving Final Shut-off Notices and an additional 7 that will receive a Courtesy Notice included in their August 2014 bill. The District Manager asked for guidance on those that had made a partial but not full payment after receiving their Courtesy Notice. The Board recommended stamping a “Past Due” note along with a label stating something to the effect: ‘thank you for the partial payment, but full payment is due’.

Budget: The District Manager mentioned that Colorado Revised Statutes require the budget to be presented to the Board by October 15 and that the Board meeting in October was on the 21st. The Board felt that they had not had the budget prepared by that date in the past and that a delay of a few days was acceptable.

OPERATIONS REVIEW

The District Manager provided each Board member with a water T-wrench. President Foss was given a turn-key wrench and all other Board members, with the exclusion of Treasurer Konecne, requested that the ORC obtain additional turn keys for them.

The Board requested that the ORC provide a brief summary of the sampling performed and results each month. For example: provide 4 to 5 sentences on results from lab.

The ORC obtained bids from National Meter and the City of Boulder for replacement of transmitters for those homes that have been unreadable via the Badger laptop. The bid from National Meter was \$175 per unit and \$230 from the City of Boulder. Due to time constraints the policy and replacement of meters/transmitters will be discussed at a future meeting.

CUSTOMER RELATIONS

The District Manager informed the Board that there have been several more requests by homeowners for auto-pay or credit card payment capabilities.

OTHER BUSINESS

Director Weickmann informed the Board that Westview Drive was still on the City of Boulder's list to be paved. The Board discussed their concern with an old water line that may need to be replaced and questioned if the City could be persuaded to wait until a later date to pave Westview. Directors Foss and Konecne *asked* if Director Ertl would be willing to contact the City regarding this issue.

The District Manager discussed the issues with transferring the HHWSD phone number to Vonage. Director Williams had determined the problem was that Century Link had the previous manager's home address down instead of the billing address.

The District Manager provided the Board with *Administration Recommendations for a New Billing Software* program for their review.

President Foss mentioned that Tap Fees need to be adjusted for the 5-6 lots remaining.

The District Manager applied for a State sales tax exemption and provided each board member with a certificate.

President Foss and Director Weickmann stated that they would be unable to attend the board meeting on September 16, 2014. However, with Directors' Ertl, Konecne and Williams, there will be a quorum for the September meeting.

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 September 16, 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 AUGUST 26, 2014 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.