

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

October 13, 2015: 6:00 P.M.

Meadows Library, 4800 Baseline Road  
Boulder, Colorado 80303

**ATTENDEES**

Directors present: Tania Ertl, Director  
Dave Foss, President  
Betty Konecne, Treasurer  
Ann Weickmann  
David Williams

Others present: Judy Bertrand, MDM  
Paige Whitmore, MDM

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:05 pm and a quorum was noted. President Foss made a Motion to modify the Agenda to include: Review Water and Sewer Tap Fees, Notice of Board Vacancies to be included in October utility bills and Software Billing update. Director Williams seconded said Motion and the Board unanimously approved.

Minutes: President Foss made a Motion to approve the Minutes with a grammatical correction to page 2. Director Williams seconded said Motion and the Minutes for September 15, 2015 were unanimously approved.

Water and Sanitation Tap Fee Application Review: The Board agreed to table the discussion until the November meeting in order to allow President Foss to make some modifications to the Application.

Colorado Liability Designated Representative: The Manager provided President Foss with the form that is required by the Colorado Special District Property and Liability Pool showing the contact for HHWSD. President Foss signed the document and it will be submitted to the Pool.

Notice of Vacancies on the Board: The Board instructed the Manager to send a notice with the October bills stating there are vacancies on the Board. The Manager will include the Eligible Elector requirements along with a request for those interested to provide a letter of interest and qualifications.

**FINANCIAL  
MATTERS**

Claims: The Board reviewed the payment of claims for the period ending October 10, 2015. President Foss stated he had spoken with Mark and National Meter when 5 transmitters were replaced and was informed that meters should last 25 years. He requested the Manager maintain an inventory of replaced meters and date installed. The Manager stated she had done so, but the data was on the computer that crashed.

She will prepare an Excel document for this purpose. President Foss made a Motion to approve the claims, with Director Ertl seconding. The Board unanimously approved.

The Manager informed the Board that Great Western Bank had more errors and missed a date on the download online. It was again determined that we should contact Judy Thornton at GWB. At the same time, we will try to determine why the Manager is unable to access the bank accounts online.

Financial Statements: The Financials for September 30, 2015 were incomplete as the billing computer crashed. The September and October financials will be presented to the Board at the November meeting.

Water and Sanitation Charges from the City: The Board reviewed the Water and Sanitation charges from the City in comparison to the usage and charged billed to the customers.

Accounts Receivables: The Manager provided a spreadsheet showing the accounts that should have been given a 60 Day Courtesy Notice and Final Notice. However, due to the issues with the computer not functioning, these notices have not been sent. The Manager questioned the high number of Courtesy Notices with no payments made in September and wondered if there was a postal delivery issue. The Board asked the Manager to contact some of the people and see if they received their bill.

## **2016 BUDGET**

Treasurer Konecne commented that the District currently had around \$393,000 in the bank. She also mentioned that the City of Boulder planned to increase their water rates 8% and sanitation rates 5% in 2016.

The Manager asked for approval from the Board to call the attorney regarding the potential TABOR limit on the property taxes due to the Assessed value increasing. The Board agreed.

The Manager presented a proposal to the Board regarding contributing to the purchase of Caselle billing program. She mentioned this was especially urgent as the desktop that had the Stoker billing program on it had died. President Foss made a Motion to contribute to the purchase of Caselle and the Board approved tentatively paying \$7,988 with the request that the Manager try to lower the software billing cost. They also agreed to the \$347 per month maintenance; again with the hope that the Manager can negotiate it down with Caselle. The Manager committed to purchasing a laptop for this purpose and also to set up the Colorado Government payment portal which accepts EFTs and credit cards. The Manager committed to sending them instructions she had prepared for another District on the use of the Colorado Government Portal. This proposal will be considered at the next meeting.

There was discussion regarding the Badger laptop having issues and the Manager was requested to contact John Brinkman at National Meter to determine if a laptop or tablet could be used instead of purchasing their recommended Panasonic rugged laptop. Director Weickmann mentioned that if a 9 pin serial point is mentioned as a reason that we can purchase an adapter. The bid from November 18, 2014 showed a total cost for a new system (including antenna) for \$17,000 but that a large portion of that was for the Panasonic laptop which is not a brand that is as technologically advanced as newer

laptops. The Board requested that the Manager obtain bids from National Meter for a non-rugged laptop, with new software and antenna with Read Center and not cellular.

The Manager brought the desktop for Director Weickmann to look at in the hopes that it can be patched up before the October billing. The Manager mentioned that for most of October she has not been able to respond to questions from homeowners regarding bills. Treasurer Konecne made a Motion to pay Director Weickmann for trying to repair the old desktop computer. Director Weickmann stated that she wanted to see if she could repair it first.

Director Williams mentioned that with Caselle we may be able to have rates for snow-birds. President Foss discussed the ability to calculate sewer rates by home based on water usage.

Director Williams questioned the water purchases and requested that the Manager perform a calculation based on the City of Boulder charges; with an additional 5% increase in the event the City raises water rates the 5% projected.

## **OPERATIONS REVIEW**

The ORC provided lab results for October TCR sampling showing HHWSD is in compliance.

The Manager provided a letter from the Rocky Mountain Fire Department showing the results of the ISO study. President Foss mentioned that a year ago the fire hydrant near his home was tested and did not provide much water pressure. He will provide the Manager with the actual address so that she may contact the Fire Department.

## **OTHER BUSINESS**

None.

## **CUSTOMER RELATIONS**

There was no discussion of customers other than the accounts receivable.

## **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion by President Foss to adjourn the meeting seconded by Director Williams, and upon unanimous vote, the meeting was adjourned at 7:45 p.m.

The next regular meeting is scheduled for November 17, 2015 at 6:45 p.m. at the Rocky Mountain Fire Station, 7700 Baseline Road, Boulder, Colorado 80303.

Respectfully submitted,  
Judy Bertrand, District Manager: Secretary

**THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 13, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.**