

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

November 17, 2015: 6:00 P.M.

Rocky Mountain Fire Station, 7700 Baseline Road
Boulder, CO

ATTENDEES

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

Others present: Judy Bertrand, MDM
Emelita Gagne, Homeowner
Kate Kaufman, Homeowner

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:50 pm and a quorum was noted. The Agenda was approved. Director Weickmann made a Motion to excuse Treasurer Konecne; with Director Ertl seconding said Motion. The Board unanimously approved the Motion.

Public Comment: Kate Kaufman requested information from the Board regarding the possibility of obtaining water and sanitation taps for the property at the bottom of Crestmoor and Chinook. President Foss, who is a civil engineer stated that utility responsibility was shared between Hoover Hill and City of Boulder and that the tap fees are current at \$10,000 for water and \$5,000 for sanitation. He stated that the City's responsibility ends at the main and that a homeowner would need an engineer to determine the cost to the homeowner for accessing. Ms. Kaufman said she estimated it was 200 feet to the sewer line; but that she may be able to obtain an easement from a neighbor. President Foss recommended that she contact the City and hire an engineer, but stated that a Contractor may have answers as well. She also stated that the City's fees are \$10,000 for water and \$5,000 for sanitation. President Foss stated that the Board would welcome her building a home in the community.

Emelita Gagne submitted a letter of interest to join the Board of Directors and attended the Board meeting to meet the Directors. Ms. Gagne has lived in Hoover Hill since the late 1970s. Director Weickmann asked if she was available the third Tuesday of each month for the board meetings and Ms. Gagne stated she was. She was informed that the compensation was \$45 per meeting. President Foss stated that the vacancies on the Board would be discussed at the next Board meeting as they were inserting another notice of vacancies in the November 30, 2015 invoice asking for IT and financial skills.

Minutes: Director Williams made a Motion to approve the Minutes with two minor grammatical corrections. Director Ertl seconded said Motion and the Minutes of October 20, 2015 were unanimously approved.

Water and Sanitation Tap Fee Application Review: The Board reviewed the revisions made by President Foss and agree to remove the legal description and street address on page 2 which were referenced on page 1. Director Weickmann made a Motion to accept the Application with revisions; with Director Williams seconding said Motion. It was unanimously approved.

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 another notice with the November bills stating there are vacancies on the Board and requesting those with computer and/or financial skills to apply.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending November 16, 2015. Director Williams made a Motion to accept the claims; with Director Weickmann seconding said motion. The claims were unanimously approved.

Financial Statements: The Financials for September 30, 2015 and October 2015 were presented to the Board. Director Ertl made a Motion to accept the September financial statements; with Director Williams seconding. The Board unanimously accepting the September 2015 financial statements. Director Ertl made a Motion to accept the October financial statements; with President Foss seconding. The Board unanimously accepted the October 2015 financial statements.

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 the Board with a spreadsheet showing the accounts that were given Final Notices.

2016 BUDGET

The Board reviewed the revised 2016 Budget and Director Williams made a Motion to approve it. Director Ertl seconded said Motion and it was unanimously approved. President Foss signed all Resolutions related to the Budget.

The Manager presented a Resolution prepared by Clark Edwards, JD for the Division of Local Affairs stating that the previous TABOR Election allowed for HHWSD to exceed the 5.5% TABOR requirement.

Director Williams will post a notice on the website regarding the 5% increase in water base rates and usage and sanitation flat rate.

Computer and Software:

The Manager presented the Board with the final bid from Caselle and requested that HHWSD reimburse MDM for \$7,613 toward the purchase of Caselle Utility billing program and pay the \$320 monthly maintenance fee for usage. Director Williams made a Motion to approve having MDM purchase Caselle with HHWSD paying \$7,613 toward the cost and pay the monthly maintenance fee of \$320. Director Ertl seconded said Motion and the Board unanimously approved.

Director Weickmann asked if Badger Read Center and Caselle worked on Windows 8 or 10. The Manager stated that she was sure it did, but would verify.

The Board also approved acquiring the Badger Read Center (including equipment and software) per the bid from November 18, 2014 that National Meter said would still apply. The cost for the Badger Read Center system is \$17,000.

OPERATIONS REVIEW

The ORC provided lab results for November 2015 TCR sampling showing HHWSD is in compliance.

The Board was provided with a letter from CDPHE dated November 9, 2015 showing that HHWSD is only required to submit Lead and Copper samples every three years from this point forward. President Foss stated that the ORC should insure that in 2018 Lead and Copper samples are taken.

President Foss asked the Manager to determine if the disinfection by-product sampling can be reduced.

The Board was presented with an email from Cade Bertrand, ORC requesting approval to charge for 2 hours to attend the CDPHE sanitary survey training. Director Williams made a Motion to approve allowing the ORC to attend; with Director Weickmann seconding. The Board unanimously authorized these hours.

President Foss mentioned that Rocky Mountain Fire District informs the City of Boulder if there are issues with the fire hydrants.

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 8:57 p.m.

The next regular meeting is scheduled for December 15, 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 NOVEMBER 17, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.