

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

December 15, 2015: 6:00 P.M.

Rocky Mountain Fire Station, 7700 Baseline Road, Boulder, CO

ATTENDEES

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

Others present: Cade Bertrand, MDM
Mark Phillips, Homeowner
Steve Swenerton, Homeowner

Judy Bertrand, MDM via phone

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:43 pm and a quorum was noted. The Agenda was approved. It was noted that two candidates for Board of Directors vacancies were in attendance; namely Mark Phillips and Steve Swenerton.

Minutes: President Foss made a Motion to approve the Minutes with Director Ertl seconding said Motion and the Minutes of November 17, 2015 were unanimously approved.

Vacancies: President Foss stated that this will be the last Board meeting for Ann Weickmann, who has served on the Board for 20 years. He stated Betty Konecne who has served for 17 years is also leaving the Board. He mentioned that the Board would like to do something for them for their years of service.

Mr. Phillips and Mr. Swenerton offered the Board their backgrounds, experience and reasons for wanting to serve on the Board. The Board will discuss the candidates at the next Board meeting.

**FINANCIAL
MATTERS**

Claims: The Board reviewed the payment of claims for the period ending December 14, 2015. Treasurer Konecne made a Motion to accept the claims; with President Foss seconding said motion. The claims were unanimously approved.

Financial Statements: The Financials for November 2015 were presented to the Board. Treasurer Konecne noted that there was \$51,000 more in the bank this year than last year. Treasurer Konecne made a Motion to accept the November financial statements; with Director Ertl seconding. The Board unanimously accepted the November 2015 financial statements.

Bank Accounts: Ms. Bertrand mentioned that it may be best to have Treasurer Konecne reinitiate having bank statements mailed to MDM as the District Manager still cannot access the accounts online. She also mentioned that the District would need to change check signers and online access upon Ms. Konecne leaving the Board.

Adjustment to Mill Levy: Ms. Bertrand requested that the Board make a Motion to approve a modification to the Mill Levy Resolution; decreasing the property tax revenue by \$573 for the Debt Service Fund. Director Williams made a Motion to do so, with President Foss seconding. The Board unanimously approved.

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. Mr. Bertrand noted that due to the meter reading and billing computer malfunctions that the discrepancies were noted on the usage spreadsheet.

Ms. Bertrand stated that the 3,000-gallon estimated usage charged in November was not sufficient for the amount billed by the City. The Board instructed her to charge 4,000 gallons from this point forward until the new billing programs are installed. Ms. Bertrand stated that it may be better to adjust based on the previous month's billing.

Director Williams offered to post a letter to the website about the new billing system.

Accounts Receivables: The Manager provided the "Error Report" printed by Director Weickmann showing the estimated balances by account.

OPERATIONS REVIEW

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

Mr. Bertrand stated that CDPHE would not reduce the monitoring schedule for disinfection by-product sampling.

Mr. Bertrand stated that the backflow regulations are evolving and that there were more stringent regulations in the works which would impact the District's accountability. He stated that the Platt Middle School could impact the District but that the City was monitoring.

CASELLE AND BADGER SYSTEMS

Mr. Bertrand discussed that there were two parts to this conversion. Stephanie Maw at Caselle will hand off to the conversion team on January 12, 2016. The conference call will include MDM, Ms. Maw and the Caselle Conversion team. Ms. Bertrand mentioned that Caselle had informed the Software Committee that there was a 3-6 month lead time.

Badger/National Meter is targeting for the end of January for sending out the new equipment for meter reading, but they recommend having the Caselle software utility billing set up prior to their installation.

OTHER BUSINESS

None.

**CUSTOMER
RELATIONS**

Ms. Bertrand discussed two accounts that currently have balances in excess of \$1,000. She discussed that for at least 6 months Great Western Bank had been allocating payments to incorrect accounts. She asked that the Board consider changing banks, but acknowledged that with Caselle the need for a lockbox may not be required.

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 8:55 p.m.

The next regular meeting is scheduled for January 19, 2016 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 DECEMBER 15, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.