

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

February 17, 2015: 6:45 P.M.

Rocky Mountain Fire Department, Station 1,
7700 Baseline Road, Boulder, Colorado 80303

ATTENDEES

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

Others present: Judy Bertrand, MDM

MATTERS

Attendance and Agenda: The meeting was called to order by President Foss at 6:55 pm and a quorum was noted. The Agenda was approved.

Minutes: The Minutes were approved with minor revisions to relief usage for Account #1020. President Foss made a motion to approve the Minutes from January 20, 2015; with Treasurer Konecne seconding. The Minutes were unanimously approved.

Customer List: The Board requested the District Manager to provide an updated copy of the Homeowner contact list.

Audit: The Board was provided with the bid from Auditor John Cutler for the 2014 Audit. Treasurer Konecne made a motion that if there were no set-up charges that HHWSD contract with John Cutler for auditing services. Director Ertl seconded the motion and it was unanimously approved.

Software Billing Committee: The Committee informed the Board that they had met with Stephanie from Caselle at the committee meeting held on February 5, 2015. Stephanie had agreed to provide an updated bid based on the needs of the District. The next committee meeting will be held on February 24th at 5:30 at Treasurer Konecne's residence. Treasurer Konecne stated that she was inviting Jimmy from Fair Energy to present his service for utility billing. Director Weickmann asked the manager about potential utility billing performed in-house by MDM. The Manager stated that a staff member was preparing a program for interfacing with Badger, invoicing and accepting electronic funds and credit card payments.

Policy and Procedures:

- By-Laws: The By-laws were discussed and the board made several modifications to the draft. President Foss requested that the Manager research the Colorado Revised Statute that applies to bidding and contracting. The Manager will provide the updated By-laws at the next board meeting with changes noted in red.

- Service Plan/Statement of Purpose: The Manager contacted Jim Collins of Collins, Cockrel and Cole and Hutchinson, Black & Cook (the current attorney) to obtain a bid for preparing the Statement of Purpose. Jim Collins responded with a bid of \$1,000. Kathy Kinsey at Hutchinson, Black & Cook is preparing their estimate.
- Tap Fees: After reviewing the analysis of tap fees, President Foss made a motion to increase water tap fees per single family home to \$10,000 and keep the sewer tap fee at \$5,000 per single family home. Treasurer Konecne seconded the motion and the board unanimously agreed. The Board reviewed the Draft Resolution for the tap fee increase and a draft letter to be sent to the School regarding the increase and requested a modification on the verbiage to read tap fee per single family residence. The District Manager will make the changes and provide for signatures at the March 17, 2015 Board Meeting.

President Foss requested that the Manager obtain two full size maps from the City of Boulder GIS Department.

Director Weickmann requested that the Manager provide her with the Stoker live directory.

Director Weickmann stated she would not be present at the March 17, 2015 board meeting.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending February 17, 2015 and questioned the ORC charges for sampling. President Foss questioned the \$210 charge for testing since the PreValent Lab is now located in Boulder. The Manager was instructed to request more detail from the ORC. The Board unanimously approved payments.

Financial Statements: The Financials for both December 31, 2014 (which had been updated) and January 2015 were presented to the Board. Treasurer Konecne made a motion to accept the December 2014 financials, subject to the final audit. She also made a motion to accept the January 2015 financials. Director Williams seconded the motion and the Board unanimously approved.

The Manager informed the Board that she has not been receiving all bank statements from Great Western Bank. The Treasurer offered to provide these electronically.

Insurance: The Manager and Treasurer discussed the fact that no insurance statement had been received as yet and wondered if it was in the possession of the previous manager. The Manager committed to finding out the status of the insurance.

Water and Sewer Billing: The Board was presented with a spreadsheet showing the City of Boulder water/sewer usage and charges to the usage and charges billed to the homeowners.

Accounts Receivables: The Manager provided a spreadsheet showing the accounts that had been given a 60 Day Courtesy and Final Shut off Notice January 31, 2015 water and sewer bills.

Annual Financial Risk Analysis: The Manager stated she would provide the Financial Risk Analysis to the Board at the next board meeting.

OPERATIONS REVIEW

President Foss requested that the ORC provide the Sampling and Monitoring Plan to the Board for inclusion in the Policy and Procedure Manual. The ORC reported that he had had numerous calls with the CDPHE regarding HHHWSD sampling requirements. CDPHE finally agreed that the ORC was performing all required testing and was in compliance.

CUSTOMER RELATIONS

The Manager reported that a \$1.00 late charge was erroneously added to some of the accounts between 0010-0160. She stated she had been unable to determine the cause of this charge in the billing program, but did call the homeowners affected. The Manager stated that GWB was applying charges to the wrong accounts again and that she had received calls from homeowners.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by President Foss, seconded by Treasurer Konecne, and upon unanimous vote, the meeting was adjourned at 8:29 p.m.

EXECUTIVE SESSION

The Hoover Hill Board called the Executive Session to Order at 8:35 p.m. to discuss the District Manager's Contract.

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