

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

March 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

Others present: Judy Bertrand, MDM

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.

Treasurer Konecne made a motion to excuse Directors Weickmann and Williams. Director Ertl seconded the motion and the Board unanimously approved.

Minutes: Director Ertl made the motion to accept and Treasurer Konecne seconded. The Minutes for February 17, 2015 were unanimously approved.

Audit: The Board was provided with the engagement letter/contract from John Cutler & Associates for the 2014 Audit. Treasurer Konecne made a motion to sign the engagement letter and Director Ertl seconded. The Board voted unanimously to approve and President Foss signed the letter for mailing on March 18, 2015. The Manager stated she had left a message for Randy at Anton Collins Mitchel asking for an electronic copy of the 2013 Audit and he had not responded. She will email him with the request, as this audit will be needed for the 2014 Audit.

Treasurer Konecne signed the 2014 Audit letters to be submitted to Great Western Bank, Wells Fargo Bank and the Wells Fargo debt account.

Bank Account: Treasurer Konecne discussed the notice from Great Western Bank stating the Money Market fund was moving to dormant status due to no activity for over a year. She suggested making monthly transfers into the Money Market Account on a monthly basis. The Board discussed the appropriate amount to transfer and agreed to allow Treasurer Konecne to set up \$1,000 per month automatic electronic transfers from the GWB checking account to the GWB Money Market account. This will help transfer funds to the reserve account approved for in the 2015 budget. Director Ertl made a motion to approve this electronic transfer, with President Foss seconding. The Board unanimously approved.

The Treasurer stated that the reason the Manager may not be receiving bank statements from GWB is that Director Williams has his personal account at GWB tied to the District accounts. The Board will request that Director Williams make the appropriate change to remove his personal account from the District account.

Website: The Board discussed that Director Williams had not provided the invoice for reimbursement for the domain and hosting charges for the HHWSD.org website.

Metropolitan District Management Contract: MDM accepted the changes to the contract requested by the Board of Directors. President Foss made a motion to accept and sign the contract, which was seconded by Director Ertl and unanimously approved.

Software Billing Committee: The Committee informed the Board that Jimmy with Fair Energy was at Treasurer Konecne's home to analyze the ability to install radio frequency readings. He was unsuccessful. The Committee stated that Fair Energy would charge \$3.50 per home per month for billing and 3.62% for credit cards payments (with no charge for electronic funds transfers). The Board discussed that the credit card charges could be charged to the homeowner. The Manager stated she would perform a cost benefit analysis for the next Software Committee meeting and would report back to the board.

Policy and Procedures:

- By-Laws: The By-laws were discussed and the Manager provided relevant Colorado Revised Statutes. All changes were approved with the exception of Section 14. "Bidding and Contracting Procedures". The Manager will do further investigation but informed the Board that she is not an attorney and can only perform research on the Statutes and not provide legal counsel.
- Service Plan/Statement of Purpose: The Manager requested authorization to approve the \$300 estimate from Clark Edwards at Hutchinson Black & Cook (the current attorney) to prepare the Statement of Purpose. President Foss made a motion to hire Black & Cook to prepare the Statement of Purpose with Director Ertl seconding. The motion was unanimously approved.
- Tap Fees: The "Resolution Increasing Water Tap Fees: 021715" approved on February 17, 2015 was signed by President Foss; along with the letter to the Boulder Valley School District notifying them of the rate increase.

GIS Maps: The Manager presented the Water and Sanitation maps obtained from the City of Boulder.

**FINANCIAL
MATTERS**

Claims: The Board reviewed the payment of claims for the period ending February 17, 2015 and questioned the \$82 ORC charges for phone calls to and from: CDPHE regarding correcting their requirements for sampling for HHWSD, Ramey questioning who was the ORC for the lift station and Rocky Mountain Fire Protection District needing documents for the ISO audit and wanting detail behind where the fire hydrants are located within the District. The Board unanimously approved payments.

Due to the concern with MDM Water ORC charges the Manager stated she would check with AAA Operations and perhaps Ramey in order to obtain a bid for acting as ORC for HHWSD.

Financial Statements: The Financials for February 17, 2015 were presented to the Board. Treasurer Konecne made a motion to accept, with Director Ertl seconding the motion. The Board unanimously approved.

Insurance: The Manager and Treasurer discussed the fact that the insurance premium was a moving target and had gone from \$3,511 to \$2,526 to \$2,329 to \$2,680. The deductible amount had been moved from \$0 to \$1,000. Treasurer Konecne had made a wire transfer to the insurance company in the amount of \$2,526.

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.

The Manager reported that 10 meters did not read and could not be manually read due to snow covering the meters.

Accounts Receivables: The Manager provided a spreadsheet showing the accounts that had been given a 60 Day Courtesy and Final Shut off Notice with the February 28, 2015 water and sewer bills.

Annual Financial Risk Analysis: The Manager presented the Board with a letter dated March 17, 2015; reference: 'Duty to Warn and Financial Health Indicators'. A spreadsheet was attached showing various ratios recommended by the Colorado State Auditor. The financial health of the District is in good shape in all areas; however, the Manager recommended continuing to increase reserves in anticipation of capital improvements due to the aging infrastructure of the District.

OPERATIONS REVIEW

President Foss requested that the ORC research prices at various labs for water testing comparisons to PreValent Analytical charges. The Board was provided with emails/reports from the ORC dated March 13 and February 21.

The Board was provided with the Colorado Sampling and Monitoring Schedule document for inclusion in the Policy and Procedure Manual.

Rocky Mountain Fire Protection District has requested various information for their ISO audit; however, they now state that they provided us with the wrong information and will request additional information in the future.

The Manager informed the Board that there had been a water meter leak on March 15th at 1137 Ravenwood. They were instructed to call the City of Boulder.

The Board was provided with the page from the State of Colorado's *Aqua Talk* showing that HHWSD became the first participant in the Pursuing Excellence Awards Program.

Lift Station: Jeff Rabas at Ramey contacted the Manager and ORC regarding questions about the lift station and their concern regarding changes to Regulation 100. Mr. Rabas stated that the certified operators had added responsibility and liability and that the

\$200 monthly fee had mainly been to monitor the alarm. The Manager was instructed to get a bid from Ramey on their expected increase in fees.

**CUSTOMER
RELATIONS**

The Manager reported that she had received approximately 83 email addresses from homeowners in preparation for the new software billing program. Only one homeowner (#2250) stated they wanted to continue to receive invoices via mail and payment via check.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by Director Ertl, seconded by Treasurer Konecne, and upon unanimous vote, the meeting was adjourned at 8:46 p.m.

The next regular meeting is scheduled for April 21, 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 MARCH 17, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.