

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

April 21, 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

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 Director Williams. Director Ertl seconded the motion and the Board unanimously approved.

Minutes: President Foss made the motion to accept and Director Ertl seconded. The Minutes for March 17, 2015 were unanimously approved.

Status of Billing Committee: Treasurer Konecne informed the board that the committee is looking at Caselle billing software and also at outsourcing billing to Fair Energy. Both options allow for electronic and credit card payment. She mentioned different options and fees for these payment options, including Express Pay and the State of Colorado SIPA portal.

Director Weickmann stated that part of the problem is reading the meters and getting information for the data file. She stated that HHWSD needs upgrades to meters, transponders and the laptop. She believes it is best to look upstream at the entire system and not just the billing. National Meter provides for cellular read and Fair Energy has constant reporting. Fair Energy will provide not only billing but meter replacement. The Manager stated that Fair Energy would require repeaters be installed in some homeowners garages.

President Foss asked if we should continue to use Badger due to the compatibility with the City of Boulder. Director Weickmann said she would review

The Board reviewed the ORC's offer to present his utility billing package and declined the offer.

By-Laws: Director Ertl made a motion to approve the modification of Section 14 'Bidding and Contracting Procedures' President Foss seconded the Motion and was unanimously approved. The By-Laws will be signed at the May 19, 2015 meeting.

Website: The Board reviewed MDM's bid of \$425 for creation of a new website and declined the offer.

Statement of Purpose: The Manager presented the Statement of Purpose prepared by Clark Edwards of Hutchinson, Black & Cook. The Board was disturbed that it included treatment of water and sanitation, which is not performed by the District. The Board discussed that Mr. Edwards had been the attorney for years and knew that the City of Boulder provided these services. President Foss commented that the Statement included treating "by any available means". President Foss requested that the Manager send him the Statement of Purpose in a word file for his modification. The Manager was requested to contact Mr. Edwards regarding this issue and also to request a credit for this service.

Platt Middle School Addition: President Foss, as an engineer, took the time to review the design drawings after he saw that Love & Associates hired their engineer to review the comments.

Engineer: President Foss stated that it would be appropriate to have an engineer of record for the District. He suggested inviting 3 or 4 firms to interview and asked that it be included on the Policy & Procedure worksheet.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending March 17, 2015 and questioned the ORC charges for sampling. Treasurer Konecne made a motion to approve the claims with President Foss seconding. 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 March 17, 2015 were presented to the Board. Treasurer Konecne made a motion to accept, with Director Ertl seconding the motion. The Board unanimously approved.

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 12 meters did not read and could not be manually read due to snow covering the meters.

Accounts Receivables: The Manager provided a spreadsheet showing 11 accounts that had been given a 60 Day Courtesy Notice in the March 31 water bill, 2 that had Final Shut off Notices sent certified and 1 home that had their water shut off.

OPERATIONS REVIEW

The ORC stated that the samples all showed compliance for the month.

Per President Foss's request, the Board was provided with the invoices for the ORC and water analysis for 2014 to year-to-date 2015. President Foss stated that he now believed there may be a perceived conflict of interest with water samples being performed by PreValent, as the ORC is the owner of the lab.

President Foss also stated that the costs for testing were higher at PreValent than at Colorado Analytical. The Manager agreed that the cost for some water analysis were higher than Colorado Analytical, but did note that the monthly coliform test was only \$2 higher at PreValent than at Colorado Analytical and would save the District in commute time for the ORC to drop off at Colorado Analytical in Lakewood. President Foss requested that the Manager use a courier service that would transport the samples to Colorado Analytical. Director Weickmann stated that she felt we should obtain the cost for the courier service before making a decision.

The Manager provided an analysis of the charges for performing as the Water ORC from Ramey and Treatment Tech and showed that the MDM ORC was the cheapest option. She stated that the ORC had charged approximately \$200 per month for ORC services. President Foss stated he had not had time to review the spreadsheet. He suggested that if MDM wanted to price alternative ORC's that the CDPHE maintains a list and requested that the Manager obtain a list of licensed ORCs. He stated he believed there were approximately 50 available for contract, with some of them located near Boulder. The Manager said she would ask Carmen Barker of AAA Operations as to where such a list might exist.

Lift Station: The Manager provided the new contract presented by Ramey that showed their increase from \$200 per month for quarterly visits to \$1,150 a month (with the 5% fuel charge). She stated that she had contacted Ramey to get a break out of the Water ORC vs. the Lift Station ORC and that Ramey stated the base charge of \$300 per month was for Water ORC with any additional services at \$68 per hour and outside services (including water testing) at cost plus 20%. Ramey stated that the increase for the lift station from \$200 to \$850 was due to Regulation 100. The Manager provided the Board with copies of the regulation.

President Foss requested that the Manager send Treatment Tech a copy of the existing contract with Ramey to obtain their bid for services.

CUSTOMER RELATIONS

The Manager reported that she had received approximately 102 email addresses from homeowners in preparation for the new software billing program.

Account # 1640 had requested the Manager to ask for relief from the \$30 Final Shut off notice charge. The Board felt the homeowner had not made an effort to get the account current. They stated that the \$30 charge should remain on the account.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by President Foss, seconded by Director Weickmann, and upon unanimous vote, the meeting was adjourned at 8:45 p.m.

The next regular meeting is scheduled for May 19, 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 APRIL 21, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.