

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

May 19, 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
Carmen Barker, AAA Operations & 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.

Minutes: Director Ertl made the motion to accept and President Foss seconded. The Minutes for April 21, 2015 were unanimously approved.

By-Laws: The previously approved By-Laws were signed by President Foss.

Statement of Purpose: The District Manager stated she had spoken with Clark Edward at Hutchinson, Black regarding the verbiage of the Statement of Purpose he had prepared. Mr. Edward stated that the words chosen were appropriate as although the District did not perform treatment on the water and sanitation that they were ultimately responsible for insuring the safety of the water and sanitation provided to the District. The phrase "by any available means" implied that the District would inform the City of Boulder of any issues with the water and sanitation and that the City would make the appropriate treatment.

The Board directed the Manager to include the attorney's name of "Hutchinson, Black and Cook" on the bottom of the Statement of Purpose, along with the month they prepared the Statement. The Manager will bring copies with this addition for the Board signature at the next board meeting.

Director Weickmann made a Motion to accept the Statement of Purpose with the revisions referenced above. Director Ertl seconded the Motion and the Board unanimously approved.

**FINANCIAL
MATTERS**

Claims: The Board reviewed the payment of claims for the period ending April 21, 2015. Treasurer Konecne made a motion to approve the claims with Director Williams seconding. The Board unanimously approved payments. Treasurer Konecne kept the checks for the unemployment and the bond payment.

Financial Statements: The Financials for April 30, 2015 were presented to the Board. Treasurer Konecne asked that the current month financials include a column showing the difference between the previous year's month and the current month. She also requested that the Manager adjust the \$.68 interest date to reflect when it was posted to the bank rather than the month accrued. Treasurer Konecne made a motion to accept the unaudited financials and President Foss seconded. 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 16 meters did not read and were not manually read, but that she would be sending staff out to manually read. Director Weickmann requested that the Manager bring the laptop and all equipment for reading meters to her at the May 28th Software Committee meeting with National Meter.

Accounts Receivables: The Manager provided a spreadsheet showing 20 accounts that had been given a 60 Day Courtesy Notice in the April 30th water bill, 5 that had Final Shut off Notices sent certified and 1 home that should have their water shut off. This shut off was for account #1640 and the Manager wanted approval to shut off the service as the Board had previously approved allowing leeway in not disconnecting service to this home. The Board stated that the homeowner should now have their water shut off.

OPERATIONS REVIEW

The ORC provided lab report showing compliance for the month.

The Manager stated that the Water ORC had tried to schedule Quick Silver courier service for the pickup of water sampling to be taken to Colorado Analytical but that they only scheduled for the same day and had no openings. The Manager stated that bottles must be obtained from Colorado Analytical, which could cost over the \$68.75 charge for courier service. The Board stated that the bottles could be mailed to the ORC. The Manager stated she gave the Water ORC the authorization to use PreValent Analytical for that month's bacteriological sample even though it was \$2.00 more.

Ms. Barker stated that she would not recommend using a courier service for transporting water samples as they must be kept cold and often couriers make numerous stops. There was a lengthy discussion with Carmen Barker, former owner of AAA Operations, and the Board regarding normal charges for water ORC services in Colorado.

Treasurer Konecne and Director Weickmann stated that they felt they were paying the Water ORC to open a water testing lab as he was charging \$200 per month for ORC Services. They had thought that the ORC was charging the District for the time spent doing the water testing. The Manager and Ms. Barker explained this was not the case. Ms. Barker also explained that there was no conflict of interest in performing as the ORC and performing the actual water testing as it was done by numerous firms, including her

own. The Board has had issues with the charges from the ORC, which were approximately \$205 per month and included water sampling. Ms. Barker stated that a typical Water ORC charge for *base* services was around \$225 per month, which did not include any monthly sampling, lead and copper or CCR. She mentioned that the base charge for Treatment Tech was \$150 per month for Lift Station ORC and did not require the work that the Water ORC performed. She stated that they would not be spending 2 hours per month @ \$75/hr. on the lift station and stated that she had learned Ramey had not received one call in the past year for lift station emergencies. Treasurer Konecne stated that the Water ORC did not have the overhead that other firms did and Director Williams stated that was irrelevant. President Foss said the ORC had been invaluable to the District.

Ms. Barker stated that ORC services were normally not a part of District Administrative services and offered to provide a sample of ORC Contracts. The Board accepted her offer.

Lift Station: The Board reviewed the contract provided by **Treatment Technology** for providing Lift Station ORC services. Ms. Barker stated that the base \$150 per month in the contract provided the same services as Ramey did for \$200 per month. She stated that Treatment Technology was notified that Ramey had provided no reports to HHWSD for the Lift Station. Treatment Technology recommended performing an inspection; which included checking alarms, clean out and time and material. This charge is not included in the base \$150 monthly charge but she believed the cost for this inspection would be under \$1,000.

Ms. Barker stated that Jeremy was the head operator and Bob would be working occasionally but that he had lower certifications.

President Foss made a Motion to accept the Treatment Technology contract with minor revisions that he provided to the District Manager. Director Williams seconded the Motion and the contract with Treatment Technology for Sanitation ORC services was unanimously approved, with the minor revisions.

The Board directed the Manager to send Ramey a letter terminating HHWSD contract with them. The Manager noted that there is a 60 day notice of termination and that HHWSD could be charged for 2 more months at \$200 per month.

The Manager stated she would provide Treatment Technology with the phone number at the Lift Station in order for them to transfer the line to their facility for monitoring.

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, seconded by Director Weickmann, and upon unanimous vote, the meeting was adjourned at 8:40 p.m.

The next regular meeting is scheduled for June 16, 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 MAY 19, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.