

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

September 15, 2015: 6:45 P.M.

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

**ATTENDEES**

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

Others present: Judy Bertrand, MDM

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:44 pm and a quorum was noted. The Board unanimously approved excusing Director Ertl.

Minutes: Director Weickmann made a Motion to approve the Minutes; with Director Williams seconding said Motion. The Minutes for August 18, 2015 were unanimously approved.

Metropolitan District Management (MDM) Contracts: The President signed the District Manager and ORC contracts. The District Manager will make copies for the Board.

**FINANCIAL  
MATTERS**

Claims: The Board reviewed the payment of claims for the period ending September 15, 2015. The Board discussed the legal counsel bill and decided to not protest the charges. Director Williams made a Motion to approve the claims, with President Foss seconding. The Board unanimously approved.

The Manager informed the Board that Great Western Bank had errors on July 15<sup>th</sup>; with 4 accounts posted incorrectly to account #330; on August 13<sup>th</sup>, with 4 "NL" which actually had accounts on the checks and again on September 11<sup>th</sup>, with 9 "NL" all of which had account numbers of the checks. The Manager has emailed the Bank numerous times about the errors and gotten no response. The Treasurer and Manager will set up a conference call with the Bank Manager, Judy Thornton about the issue.

The Manager also stated that she is still unable to get online access to the bank accounts in order to pull bank statements. She mentioned that she has not received mailed statements since January 2016. Treasurer Konecne has provided user IDs and passwords and provided the Manager with print out showing the steps required to access.

Financial Statements: The Financials for August 31, 2015 were presented to the Board. The Manager noted that she had not received the bank statements in time to reconcile for the Board meeting; but that Director Williams had provided her with the checking account bank statement. Treasurer Konecne made a motion to accept the unaudited financials and Director Williams seconded. The Board unanimously approved.

Updated Utility Policies, Rates and Fees as of August 18, 2015: The Manager provided the Board with the updated policy. President Foss made a Motion to accept the updated policies; with Director Williams seconding. The Board unanimously approved and the Manager will forward to Director Williams in order to post to the website.

Budget 2016: The Board was presented with a Draft of the 2016 Budget and the Manager stated that with the increase in assessed values that she would have to check the verbiage from the TABOR election in order to determine if they could keep the increase in property tax revenue in 2016.

The Manager mentioned that the estimate of gallons of usage far exceeded what was expected for 2015 and that an average of 8,000 gallons per home per month was her estimate for 2016. President Foss said that 2015 was a wet year and believes the budget should utilize a 5 year projection for usage. He also asked the Manager to include the average monthly precipitation on the usage chart.

The Manager stated she would like to have one account for pass through instead of several accounts for transfers, shut offs and now \$30 Final Notice charges. The Treasurer agreed.

Accounts Receivables: The Manager provided a spreadsheet showing the accounts that had been given a 60 Day Courtesy Notice in the July 31 water bill and the Final Shut off Notices that had been sent certified.

## **OPERATIONS REVIEW**

The ORC provided lab results for September TCR sampling showing HHWSD is in compliance. The Board received results of the HAA5 and TTHM, which indicates that HHWSD is in compliance.

The Manager stated that the ORC met with Joe at the City of Boulder who was unable to locate some meters. The ORC also stated that Joe showed him how a homeowner could deactivate the meter reading mechanism. The Board asked that the ORC speak with Joe at the City regarding a way to lock the meter.

The Board also requested that the ORC verify that account number #60 is installed and reading correctly.

The Manager committed to following up with John Brinkman at Badger regarding when the meter replacement would be scheduled for the previously approved accounts.

## **OTHER BUSINESS**

The Manager discussed that Great Western Bank had problems with the entry of payments in July and had posted many to incorrect accounts. She noted that account #330 had been entered for 4 payments and there were others with data entry errors.

She has made the corrections that she found, but wanted to let the Board know that other customers may have problems with incorrectly applied payments.

Director Weickmann mentioned that the Clearview fire hydrant has been replaced. Treasurer Konecne stated that if we own the hydrants we should have insurance coverage for them.

The Manager asked if the Board wanted to keep the Board meetings on the same day and time for 2016 in order to schedule the room for 2016. The Board agreed to keep the Board meetings on the third Tuesday of each month at 6:45 p.m.

The Board discussed that the City of Boulder was planning to raise water and sewer rates again.

The Manager suggested moving up the meeting in October by one week to October 13<sup>th</sup> in order to meet the statutory requirement of having the budget presented by October 15<sup>th</sup>. She stated she would have to see if the room was available.

Treasurer Konecne asked that Caselle billing software be put on the Agenda in October. The Manager had previously stated she is meeting with Caselle about possibly purchasing the utility billing software through her company.

Director Williams is posting a notice on the website about vacancies on the Board. The Manager will also send out a notice with the utility bills.

## **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 Williams, and upon unanimous vote, the meeting was adjourned at 8:04 p.m.

The next regular meeting is scheduled for October 13, 2015 if the room is available for the budget meeting or October 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 SEPTEMBER 15, 2015 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.**