

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

February 16, 2016: 6:00 P.M.

Rocky Mountain Fire Station, 7700 Baseline Road, Boulder, CO

ATTENDEES

Directors present: Tania Ertl, Director
Dave Foss, President
David Williams, Director

Others present: Judy Bertrand, MDM (District Manager)
Cade Bertrand, MDM (ORC)

Homeowners present: Brenda Smolarkiewicz
Jason Sweeney

**ADMINISTRATIVE
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.

President Foss thanked Ms. Smolarkiewicz and Mr. Sweeney for attending and expressing an interest in being appointed to the Board of Directors. Ms. Bertrand gave a brief overview of Colorado Special Districts. President Foss mentioned that the compensation for serving on the Board had been approved at \$45 per meeting.

Minutes: Director Williams made a Motion to approve the Minutes with Director Ertl seconding said Motion and the Minutes of January 19, 2016 were unanimously approved.

Vacancies: The Board discussed the vacancies on the Board and acknowledged receiving Betty Konecne resignation email. The Board spoke with Jason Sweeney and Brenda Smolarkiewicz regarding their interest in being appointed to the Board.

President Foss made a Motion to appoint Jason Sweeney and Brenda Smolarkiewicz to the Board of Directors; with Director Williams seconding said Motion. The Board unanimously approved the appointments.

Jason Sweeney stated he would be unable to attend the next meeting due to having made previous plans.

Resolution to Increase Number of Board Members: The Board discussed the possibility of passing a Resolution to increase the number of board members up to a maximum of seven.

Banking Issues: Metropolitan District Management provided an update on new banks to replace Great Western Bank and the Board approved opening checking and Money Market accounts with First Bank. The Manager stated that one of the Board would need to close the accounts at Great Western Bank and obtain a check for \$5,000 for First Bank

checking account and \$1,000 for the Money Market account. President Foss made a Motion to open the new accounts at First Bank and get the funds from Great Western Bank to open these accounts. Directors Williams seconded said Motion and it was unanimously approved.

Director Ertl made a Motion to remove Betty Konecne and Ann Weickmann as check signers on the Great Western Bank accounts and the Wells Fargo savings account. Director Williams seconded said Motion and it was unanimously approved.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims for the period ending February 16, 2016. President Foss made a Motion to accept the claims; with Director Williams seconding said motion. The claims were unanimously approved.

Financial Statements: The Financials for January 2016 were presented to the Board. Director Ertl made a Motion to accept the financials; with President Foss seconding said Motion. The Financials were unanimously accepted by the Board.

2015 Audit: The Manager stated that she had signed the Engagement Letter with John Cutler and Associates for the 2015 Audit and noted that the rate would be the same as last year.

OPERATIONS REVIEW

The ORC provided lab results for February 2016 sampling showing HHWSD is in compliance.

The ORC mentioned having several contacts with a new homeowner at 925 Lawn Street who wants to extend the water and sanitation line to another building on his property. The ORC stated the new owner wanted information on obtaining a water and sanitation tap, but the ORC informed him that it would be less costly for him to simply extend the line.

The ORC discussed the interview with the inspector and stated that the surveys were normally performed every 2-5 years but there was no set cycle. The Survey includes 2 parts: Recommendations and Violations.

The ORC stated that record retention was not an issue as he did not have all prior records.

The flushing program was not mentioned during the survey. If the psi is under 20, the State must be notified. The ORC was requested to purchase a pressure gauge by the inspector. President Foss stated that the pressure in HHWSD was very high and could contribute to breaks, but that was a City issue. He did recommend putting the pressure issue on tasks to be addressed in the future.

The ORC was informed by the inspector that he should have a journal with complaints; however, the ORC stated that the customers are instructed to contact the City of Boulder with issues. President Foss recommended that Cade maintain a log of calls he did receive and to contact the City when appropriate. The President also stated that the

ORC should maintain a delegation of authority and document whenever someone does something to HHWSD system.

The ORC stated he would like to revisit sampling sites and this information needs to be filed with the State. President Foss will work with the ORC to get sampling locations.

The inspector also discussed an emergency plan with Tier 1 public notifications. Cross connection and control was also an issue and the ORC stated that all customers were single family residential; however, the inspector stated that the Platt Middle School is in our District. The Board directed the ORC to hold off addressing these issues until HHWSD received the letter from the inspector.

The ORC stated he took a sample of the milky water after the water main break and there was chlorine residual. President Foss stated that we may want a procedure after a line break to perform sampling. The President stated that once the District has operational function back to normal that then HHWSD could address improvements.

The Board stated that capital improvements should be included on the agenda for the June 2016 meeting.

The Board requested that the ORC train them on the Emergency Response Plan.

The Board discussed the sidewalk school improvement being performed on Baseline. This requires that the fire hydrant be relocated or raised. The ORC found that the District is required to absorb this cost by reviewing the Ordinances with the City. The Board instructed the ORC to use the County contractors for this work. President Foss made a Motion to contract with them for an amount not to exceed \$10,000. Director Williams seconded said Motion and it was unanimously approved. The ORC will contact the County.

CASELLE AND BADGER SYSTEMS

The ORC stated that the final load tables were being provided to Caselle on February 18th. The Manager stated that Caselle needed the bank information and that SIPA Payment Portal could not be set up without the new First Bank account number.

OTHER BUSINESS

None

CUSTOMER RELATIONS

None

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by President Foss to adjourn the meeting seconded by Director Williams, and upon unanimous vote, the meeting was adjourned at 8:50 p.m.

The next regular meeting is scheduled for March 15, 2016 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 16, 2016 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.

