

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

March 15, 2016: 6:45 P.M.

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

**ATTENDEES**

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

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

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:45 pm and a quorum was noted. The Agenda was approved, with the modification of moving the ORC report and Caselle update immediately after the approval of the Minutes.

President Foss made a Motion to excuse Jason Sweeney; with Director Williams seconding said Motion. The Motion was unanimously approved.

Minutes: Director Williams made a Motion to approve the Minutes with changes; Director Ertl seconded said Motion and they were unanimously approved.

Resolution to Increase the Size of the Board: The Manager presented a Resolution to the Board Increasing the Size of the Board of Directors up to a maximum of seven people. President Foss made a Motion to pass the Resolution; with Director Williams seconding said Motion. It was unanimously approved and signed.

Nomination to the Board of Directors: The Board spoke with Emelita Gagne and she again expressed her interest in joining the Board. After discussion President Foss made a Motion to appoint Ms. Gagne to the Board; with Director Ertl seconding the Motion. It was unanimously approved.

The Manager provided Emelita Gagne and Brenda Smolarkiewicz with Oaths of Office; which they took and signed.

Election: The Manager stated that with the Resolution approved that the Board would now consist of 6 members and presented the Resolution Cancelling the Election and the Cancellation of Election that would be published in the Daily Camera. The Manager provided the Board members in attendance with a letter acknowledging that the election had been cancelled and they had been elected to the Board.

Director Williams stated that the DOLA website should be updated to remove Betty Konecne and Ann Weickmann. The Manager will do this and update the DOLA site to include the new Board members after the May 3, 2016 election.

Banking Issues: Director Williams stated that he had opened two accounts at First Bank; checking with \$1,000 and Money Market with \$5,000. The account was opened at the First Bank at Baseline and Foothills Parkway. He informed the Board that they would all need to visit the bank in order to complete the signatory cards.

President Foss made a Motion to allow Director Williams to move the funds via cashier's checks from both Great Western Bank accounts into the new First Bank accounts. Director Ertl seconded said Motion and it was unanimously approved. The Board will keep the Great Western Bank lockbox open in order to allow for water/sewer payments to be received for a few months.

Director Williams stated he had removed Ann Weickmann and Betty Konecne as check signers on the Great Western Bank accounts.

## **OPERATIONS REVIEW**

The ORC discussed the Disinfection Byproducts sampling and stated that they were in compliance.

He then discussed results of the Sanitary Survey which were presented to the Board for review. The ORC stated he received the backflow prevention for 2015 from Platt Middle School. However, he stated there are still outstanding items and that HHWSD needs prevention and cross connection outlined per the new regulation. The Sanitary Survey showed no significant deficiencies, but did recommend flushing. The ORC stated that the Fire Department said they divided up the hydrant flushing into thirds and that the flushing was performed approximately every 3 years. It was discussed that a valve exercising program performed on aging infrastructure could cause more problems. However, he noted that the fire department performs this service. President Foss commented that there was no requirement for this work to be performed and referenced Section IV of the Sanitary Survey.

President Foss commended Cade on a good job with the Sanitary Survey. He also asked Cade to provide him with the list from the Inspector detailing what they look for in the Survey. The President asked the ORC to call Josh Meck at the City to get documentation on work that was done by the City.

The ORC stated that the sidewalk capital project would occur either 40 days after the last day of school or 40 days prior to the first day of school. The ORC contacted the City and County to get estimates of the cost for repositioning the fire hydrant. An Intergovernmental Agreement (IGA) will be needed for either the City or County to perform the work.

## **FINANCIAL MATTERS**

Claims: The Board reviewed the payment of claims for the period ending March 15, 2016. Director Williams made a Motion to accept the claims; with President Foss seconding said motion. The claims were unanimously approved.

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

**CASELLE AND  
BADGER SYSTEMS**

The Manager reminded the Board that there was still \$8,500 remaining to be paid to National Meter for the Read Center and equipment purchases. The ORC stated that the final load tables were being provided to Caselle on February 18<sup>th</sup>. 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.

Director Williams asked if the Manager would be sending out a letter to the homeowners regarding the new billing system and the Manager stated that was planned.

**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 8:08 p.m.

The next regular meeting is scheduled for April 19, 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 MARCH 15, 2016 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.**