

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

May 17, 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, Director  
Jason Sweeney, Director  
David Williams, Director

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

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:46 pm and a quorum was noted. President Foss made a Motion to excuse Director Gagne; with Director Williams seconding said Motion. The Board unanimously excused Director Gagne.

The Agenda was approved with the addition of Election of Officers under Administrative Matters.

Minutes: Director Williams made a Motion to accept the Minutes with the modifications to the second and third paragraphs; with Director Sweeney seconding said Motion. The Motion was unanimously approved.

Oaths of Office: The new Board members took the Oaths of Office and were provided with a *Certification of Election* by the Manager.

Election of Officers: Director Foss stated he would be honored to be elected President. Director Williams made a Motion to elect Director Foss to the position of President; with Director Ertl seconding said Motion. President Foss was unanimously elected to continue as President of the Board.

Director Ertl nominated Jason Sweeney as Treasurer; with President Foss seconding said Motion. Jason Sweeney was unanimously elected Treasurer.

President Foss made a Motion to elect David Williams as the Vice President; with Director Ertl seconding said Motion. David Williams was unanimously elected Treasurer.

President Foss made a Motion to elect Director Ertl to the position of Secretary; with Vice President Williams seconding said Motion. Tania Ertl was unanimously elected Secretary.

The Manager had presented the Board with information on the *SDA Board Member and District Manager Workshop* to be held in Lafayette in June. President Foss made a

Motion to have the District pay the \$30 registration fee for any Board members wishing to attend. Secretary Ertl seconded said Motion and it was unanimously approved.

The Board requested that Vice President Williams establish email accounts for Director Smolarkiewicz, Treasurer Sweeney and Director Gagne.

Wells Fargo Savings Account: Secretary Ertl stated that she had discovered that the only signers on the Wells Fargo savings account (for the bond reserve) were Betty Konecne and Ann Weickmann. Secretary Ertl had prepared a Resolution allowing for the prior Board members to be removed and that President Foss and Secretary Ertl would now be the signers on the account. VP Williams made a Motion to approve the Resolution with President Foss seconding said Motion. The change in signatories for the Wells Fargo savings account was unanimously approved. Secretary Ertl stated she would scan the Resolution and provide to the District Manager.

There was discussion of Google showing the previous Manager's address for Hoover Hill Water and Sanitation District. Cade Bertrand stated he had tried to change this but was unsuccessful.

## **FINANCIAL MATTERS**

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

Transfer of Funds to First Bank: Treasurer Sweeney made a Motion to allow VP Williams to transfer approximately \$275,000 from the Great Western Bank Money Market account to the First Bank Money Market account. Secretary Ertl seconded said Motion and authorization was given for VP Williams to make the transfer.

Financial Statements: The unaudited Financials for April 30, 2016 were presented to the Board. Treasurer Sweeney made a Motion to accept the financials; with Secretary Ertl seconding said Motion. The Financials were unanimously accepted by the Board.

## **OPERATIONS REVIEW**

The ORC stated that there was no lead and copper sampling required this year. Mr. Bertrand explained coliforms to the Board as being a family of bacteria associated with pathogenic microbials (i.e. E-coli). He discussed disinfection residual as an indicator organism chemical compound present in water. He also discussed the shelf life of reagents.

The District was in compliance with water testing.

## **BILLING AND BADGER SYSTEMS**

The District Manager provided a check to HHWSD for the amount they had paid for the Caselle Billing program. The Manager stated that after almost six months Caselle was still not working. MDM had a conference call with the President of Caselle and learned that they normally provided a server based product and that they were having problems

with providing a workable cloud based solution. The Manager discussed how during the conference call with 4 people at Caselle that the system froze and shut down 4 times during the 45-minute phone call. The Manager also learned that there would be additional charges of approximately \$5,000 for emailing invoices and connecting with the bank and an additional \$70 monthly maintenance charge. This would bring the total monthly maintenance to \$570 per month. She discussed with the President of Caselle that MDM had been informed by the Sales Representative and Trainer that this was included in the price.

The Manager stated that with an updated version of Intuit Enterprise that the bills could be emailed to the customer.

The Board was presented with the list of customers who had usage that put them in Tier 2 after the adjustments to usage.

The Manager stated that she was meeting with the State of Colorado to get final authorization and access for the payment portal and would provide the link in the water bills for May 31, 2016.

## **OTHER BUSINESS**

President Foss discussed having a Board retreat to discuss goals and the vision for the District. He asked that the Work Breakdown Schedule and Capital Improvement Plan be included on the Agenda for the June meeting.

The Manager stated that she had filed the Transparency Notice with the State and would provide to VP Williams for posting on the website.

## **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 Smolarkiewicz; and upon unanimous vote, the meeting was adjourned at 8:40 p.m.

The next regular meeting is scheduled for June 21, 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 MAY 17, 2016 MINUTES OF HOOVER HILL WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS.**