

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

June 21, 2016: 6:45 P.M.

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

**ATTENDEES**

Directors present: Tania Ertl, Secretary  
Dave Foss, President  
Emelita Gagne, Director  
Brenda Smolarkiewicz, Director

Others present: Judy Bertrand, MDM (District Manager)

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: The meeting was called to order by President Foss at 6:47 pm and a quorum was noted. President Foss made a Motion to excuse Vice President Williams; with Director Gagne seconding said Motion. The Board unanimously excused V.P. Williams.

The Board acknowledged Jason Sweeney's resignation and stated that if circumstances permit they would like to re-appoint him to the Board.

Minutes: President Foss had some minor changes to the verbiage in the Operations Section of the May 2016 Minutes. Secretary Ertl made a Motion to accept the Minutes with the modifications; with Director Smolarkiewicz seconding said Motion. The Minutes were unanimously approved.

Officers: The Board discussed appointing a Board member to the position of Treasurer as Jason Sweeney had resigned. Secretary Ertl made a Motion to appoint Brenda Smolarkiewicz to the position of Treasurer; with Director Gagne seconding said Motion. Director Smolarkiewicz was unanimously voted in as Treasurer.

**FINANCIAL  
MATTERS**

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

SIPA Portal: The Manager stated that 13 customers had used the payment portal since June 13<sup>th</sup> and that she has received calls regarding the credit card transaction fee. She stated that the State of Colorado does not want the following fee calculation on the website. Transaction Amount +((Transaction Amount +\$0.75) x 2.25%) + \$0.75.

2015 Audit Update: The Audit is completed and John Cutler & Associates is working on incorporating the Management Discussion & Analysis (MD&A) that the Manager wrote.

Financial Statements: The unaudited Financials for May 31, 2016 were presented to the Board. Secretary Ertl made a Motion to accept the financials; with Director Gagne seconding said Motion. The Financials were unanimously accepted by the Board.

## **OPERATIONS REVIEW**

CCR: The ORC prepared the CCR and taken to the printers. It will be distributed to the homeowners by the June 30<sup>th</sup> deadline.

The Board was provided with the results of the TCR, TTHMs and HAAs; which showed the District was in compliance.

The District Manager discussed the line break on Simmons. Josh with the City of Boulder stated that the break was due to the fire hydrant testing performed by the Fire Department. She said that the District had not been informed of the testing in advance. President Foss recommended that the ORC contact the Fire Department to determine if all hydrants are operating effectively, when they performed testing, if there are reports they can provide and perhaps prepare an IGA with Rocky Mountain Fire Department.

President Foss also recommended that he and the ORC work together to take pressure readings on spickets or hydrants. Also, if the City is exercising the valves, then the ORC should find out when and keep a record of these tests.

President Foss also suggested working with the ORC to find new spots for sampling.

The Board will contact former Board members Weickmann and Konecne to obtain T-bars and equipment in their possession.

## **OTHER BUSINESS**

The District Manager provided the Board with the Policy and Procedure Manual and the Work breakdown schedule showing work completed and work to be performed.

Secretary Ertl gave a brief overview of the *SDA Board Member and District Manager Workshop* that she attended.

The Board will request that VP Williams establish new email accounts for the new Board members.

The Board will individually contact Carlton at SDA to establish user IDs and passwords for Board access.

The Board will discuss whether to hold an August Board meeting at the July meeting.

## **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 Secretary Ertl; and upon unanimous vote, the meeting was adjourned at 8:22 p.m.

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