

**Hoover Hill Water and Sanitation District
Minutes of the Board of Directors Meeting Held September 21, 2010**

The official monthly meeting of the Hoover Hill Water and Sanitation District was held at the Rocky Mountain Fire Station #1, Boulder, Colorado.

Attending: Directors, Dave Foss, Betty Konecne, Ann Weickmann, Dave Williams and Manager John McCullough was also present. The meeting was started at 7:00pm.

- 1. The revised minutes for July were approved. Dave Foss/Ann 2nd.**
- 2. The minutes for August were approved with 2 typos corrected. Dave W./ Ann Weickmann 2nd.**
- 3. Income statement for August was approved with the explanation of the \$1100 office expense noted in the August meeting. Betty/ David 2nd.**
- 4. John provided documentation of the tap fee schedule from the 2010 budget. Tap fee is \$10,000.**
- 5. John received a form letter from Jim Blankenship, JLB Engineering, for the school district lots. The letter was a general "To Whom it May Concern" from Hoover Hill Water and Sanitation District. The board requested John contact Jim to make corrections to the letter including defining what TEC2010-00024 represents, noting the city must witness the taps, adding a date and changing "out of City" to "out of District".**
- 6. Ann commented that she had reviewed the Stoker Billing Program and could not easily modify the software to correct know errors. John was requested to contact Stoker and request the cost to update the program to the current release revision (HWSD has release 2.1). John was also requested to determine the cost for a yearly maintenance contract to keep the software current. One major issue is the aging report and numerous inconsistencies in the report.**
- 7. Betty noted that she provided John a list of revised accounting procedures at the July meeting. This will be an ongoing effort to standardize procedures.**
- 8. John has contacted Dan Shommer numerous times relative to the yearly audit. Dan responded the week of 9/14 requesting the General Ledger report. There is concern that Dan is too busy to handle the yearly audit but**

that it would be difficult to find an alternate auditor. John to continue to work with Dan to get a commitment to complete the audit for 2010 of HHWSD financials.

- 9. Rhett visited the tenant account #2160 Ravenwood to explain the board's findings on their disputed bill. The tenant accepted the reconciliation of their bill. Rhett drafted a letter to the tenant requesting they now come current on their bill. The tenant paid the past due \$460 and is now current with their bill.**
- 10. Betty noted that the \$1100 office expense (item #5 of August minutes) was actually a double payment on the credit card. The actual double payment was \$1065.66. HHWSD has a credit as a result of the double payment. No action necessary.**
- 11. John could not find an executed copy of the "Resolution Adopting Rules and Regulations Regarding Collection of Delinquent Accounts" (item #11 August Minutes) The board would like to make changes to this document. The unsigned copy will be scanned into Microsoft Word so changes can be made to the document. John to provide an electronic copy for the board members to review and make changes as necessary.**
- 12. John spoke with Judy at the bank regarding slow clearing of payment checks and forwarding of customer complaint letters (item # 14 of August Minutes). John has not received a response back nor has he received any letters from customers. John to follow-up with Judy.**
- 13. John noted that he is not as responsive to email and that the best form of contact is to call him on the phone.**
- 14. Dave Williams requested that John provide a bill summary for Cliff Gronski.**
- 15. The board request that John correct the header on the Balance Sheet and financial reports from HOOVER HILLS WATER & SANITATION DISTRICT to HOOVER HILL WATER AND SANITATION DISTRICT.**
- 16. The board requested a detailed review of the water usage report (Badger Report). The board wants to review the Boulder County water bill and usage versus what was actually billed out to the Hoover Hill customer base. The board requested to look at three months of records at the October meeting and reminded John to include the Boulder County water bill in the handout package for each meeting.**

17. Dave Foss requested John look for causes of future water main breaks. It was noted we had 3 breaks all close to the pump station work being performed on Baseline road earlier this year. Since this is a high pressure line it seemed it little unusual to have 3 consecutive breaks in close proximity to the pump station work being performed. .

The meeting was adjourned at 8:45.

**Respectfully submitted,
John H. McCullough Jr., Manager
Hoover Hill Water and Sanitation**