

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF  
HIDDEN VALLEY WATER DISTRICT**

**September 28, 2020 at 7:00 p.m.**

The special meeting of the Board of Directors of the Hidden Valley Water District was held on Tuesday, September 28, 2020, at the hour of 7:00 p.m., via zoom conference. Directors present were Willie Gibson, Sue Harley, Erik Foster, and Abby Hugill. Harv Teitelbaum's absence was excused. Judy Simonson, Nicki Simonson and Rebecca Hill with Simonson & Associates, Inc., Dawn Schilling, the District's Auditor, and several residents of the community also attended.

**1. Agenda & Administrative Matters**

**a. Disclosure of Conflicts of Interest.** There were no changes to the Board member disclosures.

**b. Open Forum for the Public.** The board meeting was opened up to the public and one homeowner asked how to read the new meters going forward. He was advised that they are now remotely read by the new Neptune 360 system and a physical reading by homeowners on a monthly basis is no longer necessary.

**c. Minutes.** The August 4, 2020 meeting minutes were approved upon motion by Sue Harley and seconded by Erik Foster.

**2. Audit**

Ms. Dawn Schilling reported there were no difficulties completing the audit. Schilling & Company audited the District through fiscal year end 2019. The auditor's responsibility is to gather evidence and offer an opinion. Schilling & Company is issuing an unmodified opinion, the

best opinion offered, that the financials present fairly the financial position of the District. Ms. Schilling reviewed with the Board the financial statements she considered in rendering her opinion. She then answered a few questions from the Board.

A motion was made by Sue Harley to approve the District's 2019 audit report, which was seconded by Abby Hugill and approved unanimously. A motion was then made by Sue Harley to approve the District's representation letter, which was seconded by Abby Hugill and approved unanimously. Finally, the Board approved the Request for Extension of Time to File the Audit upon motion of Sue Harley and second by Abby Hugill. Ms. Schilling then left the meeting.

### **3. Engineering Matters**

**a. EMD Master Meter Connection Project.** Sue Harley gave the final update on the EMD connection project. The gateway is installed, and Simonson & Associates will work with Core & Main to establish connection of billing software RVS and Neptune 360 meter network. November 1<sup>st</sup> billing will incorporate the new meter readings.

**b. Change Order #3.** Change Order #3 was approved upon motion by Sue Harley and seconded by Abby Hugill.

**c. CGRS Pay Application #8.** Sue Harley moved to ratify the approval of Pay Application #8. Abby Hugill seconded the motion, and it was approved.

**d. CGRS Final Pay Application #9.** Sue Harley moved to approve Pay Application #9 for the project retainage. Abby Hugill seconded the motion, and it was approved. Nicki Simonson noted that they final payment had been published twice in the newspaper per state statute.

**e. Water Pump.** A homeowner brought to the Board's attention that he believes his water pump was burned up during construction and is seeking reimbursement from

the District. He stated he was not notified that his water was going to be shut off and his pump ran dry as a result causing it to burn out. The issue was discussed, and it was noted that the pump is still working. The issue appears to be more with water pressure and pumping water to the third story of the home and not the operation of the pump. The Board took no action on this issue.

**f. Meter Installation.** The new meter installations have not been completed yet. The District's plumbing contractor, Eddie Fincher, still needs to coordinate access to a few homes and Simonson & Associates will reach out via certified mail, email or telephone to anyone Eddie has not yet made contact with to schedule installation prior to month end.

**g. EMD Water Usage.** EMD reported to the District's that the water usage was over the monthly gallons allotted per the agreement and this could signify a leak. Nicki Simonson will reach out to a leak detection company to evaluate the situation and locate any potential leaks. The District will be charged \$15 per 1000 gallons in overage from EMD for any amount higher than the 344,000 monthly gallons allotted.

**h. Fire Hydrant Meter Bid.** The District is concerned about any unauthorized water syphoning from the District's water hydrants. The Board discussed two different options, either placing locks on the hydrants, or installing meters on the hydrants to track any unauthorized usage. Erik Foster moved to approve installing water meters to protect the 3 hydrants on Pinecrest. Sue Harley seconded the motion, and it was approved.

#### **4. Financial Matters**

**a.** Abby Hugill moved to ratify the approval of the August 1 through August 31, 2020 disbursements. Sue Harley seconded the motion, and they were approved.

**b.** The Board discussed whether the CWCB loan should be closed out. Judy Simonson advised that due to the need for future purchase of water storage rights, the loan could

be left open for 5 years. A debt service mill levy can be assessed starting in 2021 in order to pay the interest on the loan which could be paid yearly. This will be discussed further at the October board meeting when the draft 2021 budget is reviewed. Nicki Simonson will reach out to the District's legal counsel, Paul Zilis, for more information on the water storage rights.

**5. Other Matters.**


**Homeowner Fence Issues.** There was extensive conversation between the Board and the public in attendance regarding right of way access, gates, and fencing, either existing or proposed within the District. No decision was made, and the board agreed to table the discussion until the next board meeting.

**927 Valley Road Water Hookup.** This property is not currently hooked up to the District water lines and no service line can be located. There were varying opinions on what the District's financial contribution should be to connect this homeowner to the District. Abby Hugill suggested that the issue needs more review prior to making any decision. Nicki Simonson will speak to a leak detection company to see if they can locate any existing service line. She will then contact the homeowners and try researching building records for more information.

The October board meeting date was set for October 27, 2020. November's meeting date will be decided at the October board meeting.

There being no other business, Chairman Willie Gibson, adjourned the meeting.

Respectfully submitted,

  
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Sue Harley, Secretary