

## RECORD OF PROCEEDINGS

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**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
HOLLY HILLS WATER AND SANITATION DISTRICT  
AND THE BOARD OF DIRECTORS OF THE  
WATER UTILITY ENTERPRISE  
HELD  
JANUARY 19, 2022**

In part due to COVID-19, the Regular Meeting of the Board of Directors of the Holly Hills Water and Sanitation District and the Board of Directors of the Water Activity Enterprise (referred to hereafter as "Board") was convened by Zoom video conference and teleconference call on Wednesday, the 19<sup>th</sup> day of January 2022, at 7:00 P.M. The Zoom Meeting and call-in information were listed in the meeting notice posted by the District and the public was able to attend the meeting by Zoom or telephone, if they so desired.

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**Directors In Attendance Were:**

Thomas Thomasson  
Linda Rhea  
Scott Kemmeries  
Jeff Ippen

**Also In Attendance Were:**

Steve Beck; Special District Management Services, Inc.  
  
Timothy J. Flynn, Esq.; Collins Cockrel and Cole, P.C.  
  
Wayne Ramey; Ramey Environmental Compliance, Inc.  
  
Will Raatz: W2 Engineers LLC

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**ADMINISTRATIVE  
MATTERS**

**22.0001 Agenda:** President Thomasson called the meeting to order and reviewed the Agenda.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the Agenda was approved.

**22.002 Minutes:** The Board discussed the minutes of the December 15, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the minutes of the December 15, 2021 Regular Meeting were approved.

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**PUBLIC COMMENT**      **22.003 Public Comment:** None.

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**OPERATIONS REPORT**      **22.004 Operations Report:** Mr. Ramey discussed the operations report for the month of December 2021 and noted that all cleaning for the year had been done and that only a couple of locates was performed during the month. Mr. Raatz discussed the cleaning for the area 3 during 2022 and that this would be coordinated with Mr. Gomez.

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**ENGINEERING REPORT**      **22.005 Engineering Report and 2021 Capital Projects Plan:** Mr. Raatz reported that there has not been any activity since November and that he will finalize the 2022 CIP projects and will advertise for bids in January with the possibility of reviewing bids at the February Board meeting.

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**LEGAL MATTERS**      **22.006 Attorney Report:** Attorney Flynn reported that he is not aware of any issues affecting the District at this time. He discussed the May Election and said that his office will prepare the Self-Nomination forms for Directors Rhea and Ippen to finalize and file before the February 25 deadline. He also discussed the publication of the Notice of Call For Nominations in the local paper and on the District website, and that if no more candidates file for election than there are open positions that the election could be canceled in March and all candidates are deemed as elected.

**22.007 Resolution 2022-01-1; A Resolution Establishing the Date, Time And Location For The Regular Meetings Of The Board Of Directors Of The Holly Hills Water And Sanitation District And Designating The Location For Posting Notice Of District Meetings In Compliance With The Open Meetings Law And Special District Act:** Attorney Flynn discussed the requirements for the posting of the Notices of the Meeting times and locations.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries, and upon vote, unanimously carried, the Board adopted Resolution No. 2022-01-1; A Resolution Establishing the Date, Time And Location For The Regular Meetings Of The Board Of Directors Of The Holly Hills Water And Sanitation District And Designating The Location For Posting Notice Of District Meetings In Compliance With The Open Meetings Law And Special District Act as amended in Section 4 to add the District Website.

**22.008 Engagement of Collins, Cole, Flynn, Winn & Ulmer, PLLC:** Attorney Flynn discussed the engagement letter that requires signature by the Board based on the approval of the transition of the District records to the firm at the November meeting.

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Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries, and, upon vote, unanimously carried, the Board ratified the acceptance of the engagement and authorized Director Thomasson to sign the engagement letter on the behalf of the Board.

### FINANCIAL MATTERS

**22.009 Claims:** Mr. Beck discussed with the Board the claims to be ratified for the period ending December 9, 2021:

General Fund:	\$ 9,674.41
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 1,229.75</u>
<b>Total:</b>	<b><u>\$ 10,904.16</u></b>

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Thomasson, the claims for the period ending December 9, 2021 were ratified.

**22.010 Claims:** Mr. Beck discussed with the Board the claims to be approved for the period ending January 13, 2022:

General Fund:	\$ 12,239.81
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 1,152.25</u>
<b>Total:</b>	<b><u>\$ 13,392.06</u></b>

Due to a delay in the delivery of the claims by the Post Office these claims will be reviewed and signed by the Board once they have been received, and will be discussed and ratified at the February Board Meeting.

**22.011 Unaudited Financial Statements:** Mr. Beck reviewed the preliminary unaudited financial statements for the period ending December 31, 2021, and the updated cash position statement dated as of December 31, 2021.

Following discussion, upon motion duly made by Director Ippen, seconded by Director Kemmeries and, upon vote, unanimously carried, the preliminary unaudited financial statements for the period ending December 31, 2021, and the cash position statement dated as of December 31, 2021, were accepted, as presented.

### OTHER BUSINESS

**22.012 Website Update:** Mr. Beck discussed the website with the Board.


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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Kemmeries, seconded by Director Ippens and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

DocuSigned by:  
By:   
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Secretary for the Meeting