

RECORD OF PROCEEDINGS

**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
FEBRUARY 16, 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 16th day of February 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.

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 Cole Flynn Winn & Ulmer, PLLC

Ismael Gomez; Ramey Environmental Compliance, Inc.

Will Raatz; W2 Engineers LLC

**ADMINISTRATIVE
MATTERS**

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

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

22.014 Minutes: The Board discussed the minutes of the January 19, 2022 Regular Meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the minutes of the January 19, 2022 Regular Meeting were approved.

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22.015 Discussion of Management and Accounting Proposals: President Thomasson reported that he was scheduling meetings to discuss Management and Accounting proposals with several providers for comparison to SDMS. For the Special Meetings the preapproved Agenda will be used for each meeting.

PUBLIC COMMENT **22.016 Public Comment:** None.

OPERATIONS REPORT **22.017 Operations Report:** Mr. Gomez discussed the operations report for the month of January 2022 and noted that they were getting the traffic control permits for the cleaning and videoing to be done in 2022 for Zone 2. Attorney Flynn requested that the new E. Yale and S. Holly Place lines be videoed prior to final acceptance and the expiration of the contractor warranty.

ENGINEERING REPORT **22.018 Engineering Report and 2021 Capital Projects Plan:** Mr. Raatz reported that there was no written report for January. He reported that he is in the process of finalizing the bid package for the 2022 projects and will release it in time for the bids to be received, reviewed and discussed at the March Board Meeting with the anticipation that the work could commence in April.

LEGAL MATTERS **22.019 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 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. Also discussed was the District website and compliance with the ADA, an update to the W2E contract and the need for an amendment to the fee schedule for a rate increase.

FINANCIAL MATTERS **22.020 Claims:** Mr. Beck discussed with the Board the claims to be ratified for the period ending January 13, 2022:

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

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Kemmeries, the approval of the claims for the period ending January 13, 2022 were ratified.

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22.021 Claims: Mr. Beck discussed with the Board the claims to be approved for the period ending February 8, 2022:

General Fund:	\$ 7,834.72
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 51,623.33</u>
Total:	<u>\$ 59,458.05</u>

Following discussion, upon motion duly made by Director Rhea, seconded by Director Ippen, the claims for the period ending February 8, 2022 were approved.

22.022 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the periods ending December 31, 2021 and January 31, 2022, and the updated cash position statements dated as of December 31, 2021 and January 31, 2022.

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.

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote, unanimously carried, the preliminary unaudited financial statements for the period ending January 31, 2022, and the cash position statement dated as of January 31, 2022, were accepted, as presented.

22.023 Consider approval of the Application for Exemption From Audit for 2021: Mr. Beck reviewed the 2021 Application for Exemption From Audit with the Board and the filing with the Office of the State Auditor.

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Rhea and, upon vote, unanimously carried, the Application for Exemption From Audit for 2021 was approved.

OTHER BUSINESS

22.024 Website Update: Mr. Beck discussed the website with the Board. Director Ippen noted that he found the website hard to find if not using Google. Attorney Flynn was asked to obtain information regarding the ADA and how SIPA is ADA compliant.

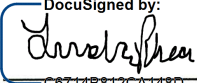
22.025 Other: Director Kemmeries reported that there was a street cut for sewer work on Kearney Street that was sinking and asked Mr. Beck to check permits for the work.

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ADJOURNMENT

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

Respectfully submitted,

By: 
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 Secretary for the Meeting