
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
MARCH 16, 2022**

A 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 telephone conference call on Wednesday, March 16, 2022 at 7:00 p.m. The Zoom meeting and call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting by Zoom or telephone call, if they so desired.

ATTENDANCE

Directors in Attendance Were:

Thomas Thomasson
Scott Kemmeries
Jeffrey Ippen

Following discussion, upon a motion duly made by Director Thomasson, seconded by Director Kemmeries, and upon vote unanimously carried, the absence of director Rhea was excused.

Also In Attendance Were:

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

**ADMINISTRATIVE
MATTERS**

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

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

Minutes: The Board discussed the minutes of the February 16, 2022 Regular meeting, March 3, 2022 Special Meetings and March 4, 2022

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Special Meeting.

Following Discussion and review, upon a motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote unanimously carried, the minutes of the February 16, 2022 Regular Meeting and March 3, 2022 and March 4, 2022 Special Meetings were approved.

There was a brief discussion concerning compensating Directors for their attendance at the March 3rd and March 4th Special Meetings. All Directors agreed to waive their Directors fees for those meetings.

**PUBLIC
COMMENTS**

Public Comment: None.

**OPERATIONS
REPORT**

Operations Report: Mr. Gomez reviewed the operations report for the month of February 2022. Mr. Gomez noted that permits have been submitted for the District's 2022 maintenance program and when the permits are received, the scheduling of the work will begin. Mr. Gomez reported that a reinspection had been performed at Safeway for a failed grease trap inspection, and that cleaning was not completed. They should be billed accordingly.

**ENGINEERING
REPORT**

Engineering Report: Mr. Raatz reviewed the engineering report for February 2022 including the 2022 Proposed projects with the Board. He reported that he advertised for bids and received a few inquiries but no bids. He noted that he will get a referral for Diamond Contracting and ask them to prepare a bid.

LEGAL MATTERS

Attorney Report: Attorney Flynn reviewed his report with the Board. He reported that he has sent Mr. Raatz an updated contract which will be presented to the Board for approval at its April meeting.

Attorney Flynn reported that the May 3, 2022 Director's Election has been cancelled. The newly elected Directors may take oaths after May 3, 2022, and before the next Board meeting to follow May 3, 2022. He discussed recent issues involving the Douglas County School Board, and noted that the Board should be aware of and avoid having meetings absent proper notice to the public. Mr. Flynn explained that in light of recent events involving public officials, he will draft a memo to further explain and provide clarity on this issue.

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FINANCIAL MATTERS

Claims: Mr. Beck reviewed the claims to be approved for the period ending March 8, 2022, as follows:

General Fund:	\$ 13,174.18
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 2,254.30</u>
Total:	<u>\$ 15,428.48</u>

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Ippen and, upon vote unanimously carried, the claims for the period ending March 8, 2022 were approved.

Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending February 28, 2022.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the unaudited financial statements for the period ending February 28, 2022 were approved as presented.

OTHER BUSINESS

Website: Mr. Beck discussed the status of the website with the Board. Director Thomasson discussed the pros and cons of websites hosted through the Statewide Internet Portal Authority (“SIPA”) and other options.

Management and Accounting Proposals: Director Thomasson noted that he has received four proposals, which include: Community Resource Services of Colorado (“CRS”), Public Alliance, LLC (“Public Alliance”), and Morain Bakarich, CPAs (“Morain Bakarich”), as well as Special District Management Services, Inc. (“SDMS”). He noted that the Board has interviewed three of the companies: CRS, Public Alliance, and Morain Bakarich. Director Thomasson polled the Board and confirmed that the Directors were prepared to vote on this matter.

Upon a motion duly made by Director Thomasson, second by Director Kemmeries and, upon vote unanimously carried, the Board accepted and approved the proposals from Public Alliance for District Management and Morain Bakarich for accounting.

Discussion ensued regarding issuance of notice of termination to SDMS

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effective April 30, 2022.

Upon a motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the Board agreed to terminate SDMS effective April 30, 2022.

Following discussion and review, upon a motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote unanimously carried, the Board delegated authority to Director Thomasson to take all actions necessary to effectuate the transfer of management and accounting services from SDMS to Public Alliance and Morain Bakarich.

Executive Session: No Executive Session was held.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Ippen, seconded by Director Thomasson and, upon vote unanimously carried, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

By:

DocuSigned by:

Linda Rhea

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Secretary for the Meeting