
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 APRIL 20, 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, April 20, 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
Linda Rhea

Also In Attendance Were:

AJ Beckman; Public Alliance, LLC
Noel Nail; Public Alliance, LLC
Mike Bakarich; Moraine Bakarich CPAs
Timothy J. Flynn, Esq.; Collins Cole Flynn Winn Ulmer P.C.
Will Raatz; W2 Engineers, LLC
Wayne Ramey; 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 Ippen, seconded by Director Kemmeries and, upon vote unanimously carried, the Agenda was approved as presented.

Minutes: The Board discussed the minutes of the March 16, 2022 Regular Meeting.

Following Discussion and review, upon a motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote unanimously

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carried, the minutes of the March 16, 2022 Regular Meeting were approved.

**PUBLIC
COMMENTS**

Public Comment: None.

**OPERATIONS
REPORT**

Operations Report: Mr. Ramey reviewed his report with the Board. He discussed the backup at the Plaza De Monaco Condominiums. He noted that Mr. Gomez went to the site to investigate but all District lines were clear. He discussed grease trap inspections with the Board, and briefly explained the process for new restaurant inspections. He noted that video jetting has begun, and will be completed for 2022 by the end of May.

Sewer Line Replacement and Repair Permit: Mr. Beckman presented a draft permit to the Board for use with service line repair or replacements. He explained that a permit should help the District track the work performed by residents and ensure that a bond is in place. Mr. Ramey noted that the document presented is what other District's permits typically look like.

Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board approved the Permit for sewer Line Replacements or Repairs.

**ENGINEERING
REPORT**

Engineering Report: Mr. Raatz noted that there was no formal report due to lack of activity. He reported that he has contacted Diamond Contracting to request a bid on the 2022 planned improvements. He was informed that they no longer work in Denver. Mr. Raatz reported that he called several other contractors, all of which were non-responsive. He noted that he called Noble Construction, who is willing to provide a proposal on the excavation but would need a subcontractor to perform the lining. Mr. Raatz noted that it may be necessary to split the project into separate disciplines and engage two different contractors: one for excavating and one for lining. The Board authorized Mr. Raatz to pursue negotiations with separate contractors.

Discussion ensued regarding different contractors and the lack of interest due to the size of the job. No action was taken at this time.

Mr. Raatz reported that the annual survey from Metro was received, and he has no knowledge of any new service connections.

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LEGAL MATTERS

Independent Contractor Agreement with Public Alliance: Attorney Flynn reviewed the contract with the Board. Director Thomasson inquired if there could be stronger language regarding the District's ownership of data, and Mr. Flynn noted that he could modify section 6.1. accordingly.

Mr. Beckman inquired about the expectations of the Board for meeting minutes, noting that most Districts only retain digital copies but that hard copies can additionally be kept at the wishes of the District. The Board confirmed that digital records are sufficient.

Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Ippen and, upon vote unanimously carried, the Board approved the agreement as amended.

Records Retention: Attorney Flynn reported that he looked for a previous resolution setting forth the District's records retention policy, however he has not found one. He will draft a Records Retention Policy for consideration at the next Board Meeting.

Independent Contractor Agreement with Moraine Bakarich, CPAs: Mr. Bakarich noted that he will provide a draft agreement to Attorney Flynn for review. The Board will consider at the next meeting.

FINANCIAL MATTERS

Payment of Claims: Mr. Bakarich reviewed the accounts payable with the Board for the period ending April 20, 2022.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote unanimously carried, the Board approved the payment of claims in the amount of \$14,095.89 as presented.

Unaudited Financial Statements: Mr. Bakarich explained that given the efforts necessary to transfer the billing services, his office was unable to prepare financial statements. Mr. Bakarich reviewed a schedule of cash report with the Board.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote unanimously carried, the Board accepted a schedule of cash position as of April 20, 2022.

Customer Billing Services and Accounts Payable Processing: It was noted that the District will continue to use Xpress Bill Pay to process customer payments, and sewer bills will be sent via Freedom Mailing Service.

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The Board discussed the cost of processing payables via Bill.com (an internet-based payment processing platform). It was determined that given the number of checks written each month, the service would not be cost effective. It was noted that the Board will continue to use the system available through First Bank. The Board then discussed circulating an Accounts Payable summary for approval by the Board at each regular meeting. Following Board approval of the accounts payable, the payments will be processed through the payment processing system available through FirstBank.

Freedom Mailing Services: Director Thomasson discussed continuing service with Freedom Mailing Services. Director Kemmeries and Director Rhea noted that they will work with Freedom Mailing to prepare inserts and printed information to be included with the bills. Due to time constraints, Director Kemmeries left meeting at this time.

ColoTrust: Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Ippen and, upon vote unanimously carried, the Board authorized the addition of Mike Bakarich as a signer on all District accounts and directed that all employees of Special District Management Services, Inc. be removed.

FirstBank: Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Ippen and, upon vote unanimously carried, the Board authorized the addition of Mike Bakarich as a signer on all District accounts and directed that all employees of Special District Management Services, Inc. be removed.

Software Use Agreement with Caselle, Inc.: Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Ippen and, upon vote unanimously carried, the Board ratified the Software Use Agreement with Caselle, Inc.

PathPoint Merchant Services, LLC.: Following discussion and review, upon a motion duly made by Director Ippen, seconded by Director Rhea and, upon vote unanimously carried, the Board ratified the Merchant Services Agreement with PathPoint Merchant Services, LLC.

Xpress Bill Pay: Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Ippen and, upon vote unanimously carried, the Board ratified the pricing for services provided by Xpress Solutions, Inc, DBA Xpress Bill Pay.

Second Quarter Billing: Mr. Bakarich reported that the second quarter

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billing was sent to residents. He reported that he has received several inquiries from residents asking if they have been removed from the automatic payment process through Xpress Bill Pay. He noted that he is explaining that they are still enrolled in the process, however this quarter's draft will occur on April 29, 2022.

Transfer Fee: Mr. Beckman suggested that the Board consider implementing a transfer fee to defray the costs of transferring the account when ownership changes hands. Following discussion, the Board directed Mr. Flynn to prepare a resolution authorizing the imposition of \$50. Attorney Flynn noted that his office would prepare a resolution for next meeting and provide language for Public Alliance to post notice on the Special District Association Website.

OTHER BUSINESS

Director Rhea thanked all consultants and other Board Members for making the smooth transition to new management and accounting.

Following discussion and review, upon a motion duly made by Director Thomasson, seconded by Director Ippen and, upon vote unanimously carried, the Board rescheduled the May 18, 2022 meeting to May 25, 2022 at 7:00 p.m.

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 at 8:23 p.m.

Respectfully submitted,

DocuSigned by:
By: Linda Rhea
Secretary for the Meeting