

**MINUTES OF A SPECIAL 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
MAY 25, 2022**

A Special 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, May 25, 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

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

Also In Attendance Were:

AJ Beckman; 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 at 7:00 p.m. and reviewed the Agenda.

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

The Board acknowledged the resignation of Director Ippen and the Directors noted their appreciation for his dedicated service.

Minutes: The Board reviewed the minutes of the April 20, 2022 Regular Meeting.

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

RECORD OF PROCEEDINGS

carried, the minutes of the April 20, 2022 Regular Meeting were approved.

Election of Officers: The Board decided to defer the election of new officers until next Board Meeting. No action was taken by the Board at this time.

PUBLIC COMMENTS

Public Comment: None.

OPERATIONS REPORT

Operations Report: Mr. Ramey reviewed his report with the Board. He noted that all maintenance was completed as scheduled for this month, and the video jetting footage actually observed was greater than that noted on the drawings, therefore charges will be reflective of actual footage inspected. Mr. Raatz reported that he has received the video records and the inspections did not reveal any anomalies. Mr. Ramey noted that there were more requests for underground utility locates than usual. Following completion of his report, Mr. Ramey excused himself from the meeting.

ENGINEERING REPORT

Engineering Report: Mr. Raatz noted that he is still looking for a contractor to perform the 2022 repairs. He noted that he expected to receive a proposal from Noble Construction but did not receive anything prior to the Board Meeting.

LEGAL MATTERS

Attorney Report: Attorney Flynn reported that he located a records retention policy for the District, and that the District is noted as having such policy on the State Archivist's Website. Mr. Beckman noted that there are an abundance files received in the management transition that should be reviewed for destruction or digitization.

Engagement Letter with Moraine Bakarich, CPAs: Attorney Flynn then reviewed the Engagement Letter with Moraine Bakarich, CPAs with the Board.

Following discussion and review, upon a motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the letter as presented.

FINANCIAL MATTERS

Payment of Claims: Mr. Bakarich reviewed the claims list with the Board for the period ending May 25, 2022.

Following discussion, upon motion duly made by Director Kemmeries,

RECORD OF PROCEEDINGS

seconded by Director Thomasson and, upon vote unanimously carried, the Board approved the payment of claims in the amount of \$101,055.21 as presented.

Schedule of Cash Position: Mr. Bakarich reviewed the schedule of cash report with the Board. He noted that he will be transferring funds from First Bank to ColoTrust in order to maximize interest earnings.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the Board accepted a schedule of cash position as of May 25, 2022.

Transfer Fee Resolution: Attorney Flynn reviewed the resolution with the Board. Director Kemmeries asked if imposing a transfer fee is common practice. Attorney Flynn noted that it is a common practice and explained that the fee is intended to offset the cost of updating billing account information as property changes ownership.

Following discussion and review, upon a motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the Board voted to approve Resolution 2022-05-01 as amended to note Director Rhea as Secretary.

Tenants as Account Holders: Mr. Beckman reported that he has received calls requesting that tenants be the party billed by the District for sewer charges. He explained that this can drive up administrative costs due to frequent changes in account holders and ongoing tenant interaction. He recommended that the Board not engage in executing billing agreements with tenants.

Following discussion, the Board determined to continue with its current practice of billing property owners.

OTHER BUSINESS

The Board discussed adding a Manager's report to the agenda and determined to make this a standing agenda item.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

RECORD OF PROCEEDINGS

DocuSigned by:
By: *Thomas Thomassen*
Secretary for the Meeting