

## 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  
APRIL 17, 2019**

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 on Wednesday, the 17<sup>th</sup> day of April, 2019, at 7:00 p.m., at the Skyline Firehouse, 6000 E. Yale Avenue, Denver, Colorado 80222. The meeting was open to the public.

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**Directors In Attendance Were:**

Raymond V. Henney  
Irina Bovee  
Marie Sullivan (via speakerphone)  
Scott Kemmeries  
Thomas Thomasson

**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 (via speakerphone)

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**ADMINISTRATIVE  
MATTERS**

**19.046 Agenda:** Mr. Beck reviewed the proposed Agenda and requested the addition of the ratification of the decision to increase the survey cost limits under Capital Projects.

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

**19.047 Minutes:** The Board discussed the minutes of the March 20, 2019 Regular Meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the minutes of the March 20, 2019 meeting were approved as presented.

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**PUBLIC COMMENT**    **19.048 Public Comment:** There were no public comments.

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**LEGAL MATTERS**    **19.049 Consider approval of updated SDMS Management Contract:** Attorney Flynn reported that he is still working on the revision and will report back to the Board at the May meeting.

**19.050 OCCT/Denver Water Update:** Attorney Flynn reported that Denver Water is now exploring the feasibility of providing kits to remove lead from water in the lines of homes with lead pipes.

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**FINANCIAL MATTERS**    **19.051 Approval of Claims:** Mr. Beck reviewed with the Board the claims for the period ending March 20, 2019 as follows:

General Fund:	\$ 7,848.34
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 6,113.99
<b>Total:</b>	<b>\$ 13,962.33</b>

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Henney and, upon vote, unanimously carried, the claims for the period ending April 17, 2019, were approved.

**19.052 Unaudited Financial Statements:** Mr. Beck reviewed the unaudited financial statements for the period ending March 31, 2019, and the cash position statement dated as of March 31, 2019.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the unaudited financial statements for the period ending March 31, 2019, and the cash position statement dated as of March 31, 2019, were accepted, with the understanding that Mr. Beck will check into the spreadsheet formulas, which showed a zero percent of budget expenditures for some line items where in fact expenditures had occurred.

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**OPERATIONS**    **19.053 Grease Trap Inspections and Operations:** Mr. Beck reported that there was not a grease trap report for the month but that DRC had completed videoing a large section of pipe and had provided the videos for review.

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**CAPITAL PROJECTS**    **19.054 2019 Capital Projects:** Mr. Raatz updated the Board on his review of the lines and the survey project for the line on South Holly between Yale and Jersey Streets. He noted that the survey work is scheduled to begin next week. He is

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reviewing the Capital Projects options and will be in a better position to provide the Board with a recommendation, once the survey has been completed.

**19.055 Manholes and Options for Repair and/or Replacement:** Mr. Raatz discussed the engagement of Flatirons to perform the survey and the associated costs which exceeded the original estimate of \$6,000.00.

**19.056 Survey Costs:** Mr. Beck discussed the increased costs and the discussions with Director Henney and Attorney Flynn and the authorization given to Mr. Raatz by Director Henney to accept the higher cost of approximately \$7,000.00.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board ratified the authorization of Mr. Raatz to proceed with the survey at the increased cost of approximately \$7,000.00.

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### EXECUTIVE SESSION

**19.057 Executive Session:** Not required.

### OTHER BUSINESS

**19.058 Other:** None.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Henney, seconded by Director Kemmeries and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted,

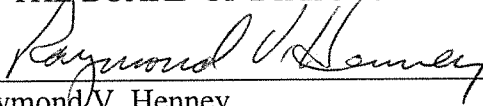
By: 


Secretary for the Meeting

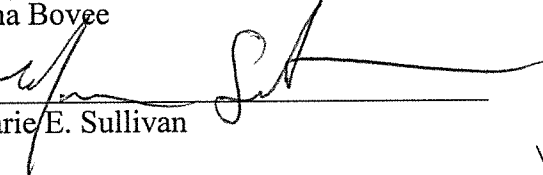
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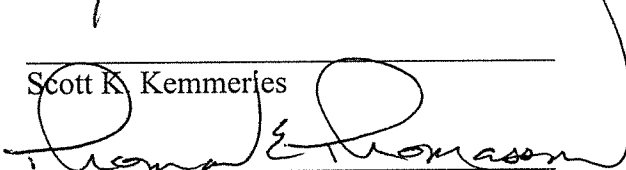
THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 17, 2019  
MINUTES OF THE HOLLY HILLS WATER AND SANITATION DISTRICT  
BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Raymond V. Henney

  
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Irina Boyce

  
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Marie E. Sullivan

  
\_\_\_\_\_  
Scott K. Kemmeries

  
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Thomas E. Thomasson