

## 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 18, 2018**

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 18<sup>th</sup> day of April, 2018, 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  
William Dilatush

Following discussion, upon motion duly made by Director Henney, seconded by Director Bovee and, upon vote, unanimously carried, the absence of Marie Sullivan was excused.

**Also In Attendance Were:**

Steve Beck; Special District Management Services, Inc.

Timothy J. Flynn, Esq.; Collins Cockrel and Cole, P.C.

Scott Kemmeries; Resident

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**ADMINISTRATIVE  
MATTERS**

**18.37 Agenda:** Mr. Beck presented the Agenda for the District's Regular Meeting.

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

**18.38 Minutes:** The Board reviewed the minutes of the March 21, 2018 Regular Meeting.

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Following discussion, upon motion duly made by Director Bovee seconded by Director Dilatush and, upon vote, unanimously carried, the draft minutes for the March 21, 2018 Regular Meeting were approved, as amended to correct a misspelling in Director Bovee's name.

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### LEGAL MATTERS

**18.39 Update on December 2016 Insurance Backup Claims:** Attorney Flynn updated the Board on the status of claims and the mediation scheduled for April 26, 2018.

Attorney Flynn reported to the Board that the Oaths of Office would be administered at the May Board meeting. He also noted that Director Plaul had moved from the District and was no longer eligible to be a Director. His position on the Board of Directors is now vacant.

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### FINANCIAL MATTERS

**18.40 Approval of Claims:** Mr. Beck reviewed with the Board the claims for the period ending April 18, 2018, as follows:

General Fund:	\$ 10,421.66
Capital Projects Fund:	\$
Enterprise Fund:	\$ 44.95
<b>Total:</b>	<b>\$ 10,466.61</b>

Following review and discussion, upon motion duly made by Director Henney, seconded by Director Dilatush and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending April 18, 2018, as amended. It was noted that check Nos. 112039 and 112040 for Director Fees for tonight's meeting for former Director Plaul and Director Sullivan were voided. Former Director Plaul's name will be removed as an authorized signer on the District's banking accounts.

**18.41 Unaudited Financial Statements:** Mr. Beck reviewed the unaudited financial statements of the District setting forth the cash deposits, investments, and budget analysis for the period ending March 31, 2018.

Following discussion, upon motion duly made by Director Dilatush, seconded by Director Henney and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2018.

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### OPERATIONS

**18.42 Grease Trap Inspections:** Mr. Beck reported that follow-up inspections were made on April 16, 2018 for the two grease traps that had failed inspection on December 28, 2017. One of the inspections passed and the other failed for the

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second inspection within four months. The property owners were given notice of the failed inspection and will be scheduled for a repeat third inspection for which they will be billed.

**18.43 Interview of Will Raatz for District Engineer:** Attorney Flynn reported that Mr. Raatz would not be able to attend the meeting and that he would reschedule Mr. Raatz for an interview with the Board at its May meeting.

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**CAPITAL PROJECTS** **18.44 2017 and 2018 Capital Projects:** Mr. Flynn reported that during the month the District's Engineer, Rich Cassens, passed away. As a result of Mr. Cassens' illness and subsequent death, no work had been done on the 2017 or 2018 Capital Projects. It is hoped that work on these two projects will proceed when a new engineer is hired.

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**PUBLIC COMMENT** **18.45 Public Comment:** There were no public comments.

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**EXECUTIVE SESSION** **18.46 Executive Session:** Not required.


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**OTHER BUSINESS** **18.47 OTHER BUSINESS:** Director Henney advised the Board that he had served the District for over 16 years and that he would be resigning his position as a Board Member sometime later this year. He's committed to staying on the Board to assist with the transition to a new engineer, but he will be doing more travelling and may miss a meeting once in a while before he officially resigns.

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

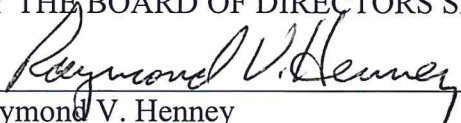
Respectfully submitted,


By:   
Secretary for the Meeting

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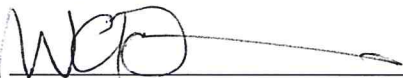
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THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 18, 2018  
MINUTES OF THE HOLLY HILLS WATER AND SANITATION DISTRICT  
BY THE BOARD OF DIRECTORS SIGNING BELOW:

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

  
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Irina Bovec

  
\_\_\_\_\_  
Marie E. Sullivan

  
\_\_\_\_\_  
William Dilatush