

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
MAY 16, 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 16th day of May, 2018, at 7:00 p.m., at the Skyline Firehouse, 6000 E. Yale Avenue, Denver, Colorado 80222. The meeting was open to the public.

Directors In Attendance Were:

Raymond V. Henney
Irina Bovee
William Dilatush
Marie E. Sullivan

Also In Attendance Were:

Steve Beck and David Solin; Special District Management Services, Inc.

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

Scott Kemmeries; Resident

Deputy Rob Dahlberg; Arapahoe County Sheriff's Office

Will Raatz; W2 Engineers, LLC

**ADMINISTRATIVE
MATTERS**

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

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

18.49 Administer Oaths of Office. Election of Officers: Director Henney administered the Oaths of Office to Directors Bovee, Dilatush and Sullivan.

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18.50 Appointment of Director: Mr. Beck introduced Mr. Kemmeries to the Board as a candidate for the vacant Board director position. Following discussion, upon motion duly made by Director Sullivan, seconded by Director Bovee and, upon vote, unanimously carried, Mr. Kemmeries was appointed to serve the remaining two years (until May of 2020) of the four year term of office of former Director David Paul who resigned earlier this year. Director Henney administered the Oath of Office to Director Kemmeries.

18.51 Appointment of Officers: The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Raymond V. Henney
Vice President	Irina Bovee
Secretary/Treasurer	Marie E. Sullivan
Assistant Secretary	William Dilatush
Assistant Secretary	Scott Kemmeries

18.52 Minutes: The Board reviewed the minutes of the April 18, 2018 Regular Meeting.

Following discussion, upon motion duly made by Director Henney seconded by Director Bovee and, upon vote, unanimously carried, the minutes for the April 18, 2018 Regular Meeting were approved.

LEGAL MATTERS

18.53 Update on December 2016 Insurance Backup Claims: Attorney Flynn informed the Board that the claims filed by James Riley and the Cavalry Apostolic Church, including the mechanics lien claim that was filed by a restoration company against the Church's property, were all settled shortly after the mediation that took place on or about April 26, 2018. The terms of the Settlement Agreement have been kept confidential. The mediation was organized by the attorney for the Cavalry Apostolic Church. Neither the District or the Colorado Special District Property Liability Pool participated in the mediation.

18.54 Update on Denver Water Appeal Regarding Orthophosphate: Attorney Flynn reported to the Board that Denver Water filed a request with the Colorado Water Quality Control Division for an adjudicatory hearing for the purpose of reconsidering the Division's recent order mandating the use of orthophosphate to control corrosion within Denver Water's distribution system. A separate request for an adjudicatory hearing was filed by the Metro Wastewater Reclamation

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District, the City of Aurora and the Greenway Foundation. This request was also denied.

FINANCIAL MATTERS

18.55 Approval of Claims: Mr. Beck reviewed with the Board the claims for the period ending May 16, 2018, as follows:

General Fund:	\$ 94,614.33
Capital Projects Fund:	\$
Enterprise Fund:	\$ 0.00
Total:	<u>\$ 94,614.33</u>

Following review and discussion, upon motion duly made by Director Henney, seconded by Director Bovee and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending April 18, 2018.

18.56 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 April 30, 2018.

Following discussion, upon motion duly made by Director Henney, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending April 30, 2018.

Mr. Beck discussed with the Board the Certificate of Deposit with First Bank and compared the earnings of the CD to the estimated earnings if the funds were transferred to ColoTrust including the incurring of a penalty for early withdrawal.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board directed Mr. Beck to have the funds withdrawn and transferred to ColoTrust.

Mr. Beck discussed with the Board the authorized signatures for the FirstBank checking account and the need to remove former Director Plaul and to add Director Kemmeries.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board approved the changes to the bank signature card and signed the documentation for the new authorized signatures.

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OPERATIONS

18.57 Grease Trap Inspections: Mr. Beck reported that he had contacted DRC, the District's Operator in Responsible Charge, but had not received a report of activity from DRC for the month of April.

18.58 Interview of Will Raatz for District Engineer: Mr. Raatz discussed his qualifications with the Board and stated his desire to be the District Engineer and his goals for the District and how to attain these goals. The members of the Board interviewed Mr. Raatz regarding their concerns for the District and how Mr. Raatz would serve as the District Engineer. Following the interview Mr. Raatz left the meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board approved Mr. Raatz to be engaged as the District Engineer and authorized Attorney Flynn to contact Mr. Raatz and contractually engage him as the District Engineer for the District.

CAPITAL PROJECTS

18.59 2017 and 2018 Capital Projects: Mr. Beck noted that to date there were no changes in the 2018 CIP.

PUBLIC COMMENT

18.60 Public Comment: There were no public comments.

EXECUTIVE SESSION

18.61 Executive Session: Not required.

OTHER BUSINESS

18.62 OTHER BUSINESS: Mr. Beck reported to the Board that the SDA would be holding Board Member Training Workshops in June. He recommended that the new directors attend one of these sessions and that he would be able to register them if they can attend. Attorney Flynn discussed the benefits of attending these sessions and the SDA Conference in September with the Board.

ADJOURNMENT

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


Respectfully submitted,

By: 

Secretary for the Meeting


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THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 16, 2018
MINUTES OF THE HOLLY HILLS WATER AND SANITATION DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW:




Raymond V. Henney


Irina Bovee



Marie E. Sullivan



William Dilatush



Scott K. Kemmeries