

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
JUNE 20, 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 20th day of June, 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
William Dilatush
Marie E. Sullivan
Scott Kemmeries

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

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

**ADMINISTRATIVE
MATTERS**

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

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

18.64 Minutes: The Board reviewed the minutes of the May 16, 2018 Regular Meeting.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the minutes for the May 16, 2018 Regular Meeting were approved.

LEGAL MATTERS

18.65 Approval of Professional Engineering Services Agreement with W2 Engineers, LLC: Attorney Flynn discussed the agreement with the Board. Discussion was held regarding Section 10 with the recommendation that the records be retained for five (5) years instead of two (2). Mr. Raatz was in agreement with this change and Attorney Flynn with correct the document.

Following discussion, upon motion duly made by Director Dillatush, seconded by Director Henney and, upon vote, unanimously carried, the Professional Engineering Services Agreement was approved subject to the change of the years of records retention from two (2) to five (5) years.

FINANCIAL MATTERS

18.66 Approval of Claims: Mr. Beck reviewed with the Board the claims for the period ending June 20, 2018, as follows:

General Fund:	\$ 7,623.10
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 14,700.63
Total:	\$ <u>22,323.73</u>

Following review and discussion, upon motion duly made by Director Henney, seconded by Director Sullivan and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending June 20, 2018 with the exception of the payment to DRC Construction Services, Inc. Mr. Beck was requested to hold the payment of the invoice until requested documentation is received and was authorized to release the payment at that time.

18.67 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 May 31, 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 May 31, 2018.

OPERATIONS

18.68 Grease Trap Inspections: Mr. Beck reported that DRC was planning on doing Grease Trap inspections by early July and that approximately 90% of the line and manhole inspections had been completed according to the June 11 memo

RECORD OF PROCEEDINGS

from DRC. Mr. Raatz discussed the letter received from Metro Wastewater regarding a high BOD sample that could affect future billing rates. He will draft a response to Metro Wastewater challenging the BOD sampling results.

CAPITAL PROJECTS **18.69 2017 and 2018 Capital Projects:** Mr. Beck noted that to date there were no changes in the 2017 and 2018 CIP. Mr. Raatz reported to the Board that he had reviewed to proposed 2018 CIP projects and felt that the initial cost estimate was probably low and was more likely in the \$125-129,000 range. Mr. Raatz will prepare the RFP for the projects and release it in order to have the bid response documents available to the Board at the next meeting.

PUBLIC COMMENT **18.70 Public Comment:** There were no public comments.

EXECUTIVE SESSION **18.71 Executive Session:** Not required.

OTHER BUSINESS **18.72 Other Business:** None.

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

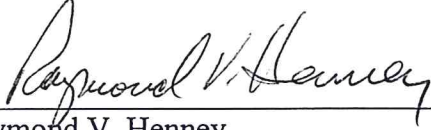
Respectfully submitted,

By: 

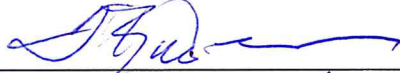
Secretary for the Meeting

RECORD OF PROCEEDINGS

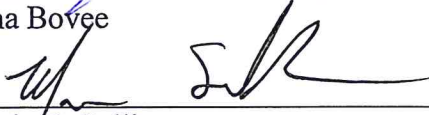
THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 20, 2018
MINUTES OF THE HOLLY HILLS WATER AND SANITATION DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW:



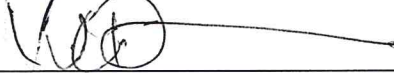
Raymond V. Henney



Irina Bovee



Marie E. Sullivan



William Dilatush



Scott K. Kemmeries