

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
JULY 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 17th day of July, 2019, 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
Marie Sullivan
Thomas Thomasson
Scott Kemmeries

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 (by phone for a part of the meeting)

Walt Frankland

**ADMINISTRATIVE
MATTERS**

19.082 Agenda: Mr. Beck reviewed the proposed Agenda and requested the addition of a Website discussion with Mr. Frankland as item C under Administrative Matters.

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

19.083 Minutes: The Board discussed the minutes of the June 19, 2019 Regular Meeting.

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Following discussion, upon motion duly made by Director Henney, seconded by Director Thomasson and, upon vote, unanimously carried, the minutes of the June 17, 2019 meeting were approved as presented.

19.084 Website Design: Mr. Frankland discussed with the Board his background and the websites that he has developed and maintained for other similar districts. He provided the Board with a preliminary estimate as to what it would cost for him to establish a website for the District. Following his presentation, he left the meeting.

PUBLIC COMMENT

19.085 Public Comment: There were no public comments.

LEGAL MATTERS

19.086 Consider approval of updated SDMS Management Contract: Attorney Flynn provided a draft of an updated and revised management contract with SDMS for review by the Board Members. The contract was discussed and section 3.1.15 was changed to state that the Company shall obtain a District map if requested.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Sullivan and, upon vote, unanimously carried, the SDMS Management Contract was approved, as amended.

19.087 OCCT/Denver Water Update: Attorney Flynn reported that Denver Water will be filing with the U.S. Environmental Protection Agency (EPA) a request for a variance from the lead and copper rule. A draft of the variance request is available on Denver Water's website. Denver Water will receive public comments regarding the draft until August 7, 2019. They will then finalize the variance request and file it with the EPA on or about August 20th. The EPA will have an additional 30-day comment period. The EPA is expected to make a decision before the end of the year, probably in November of 2019. If the variance is granted, it will become effective on or before March 2020.

19.088 Legislation for Posting Notice of Meetings on the District Website: The Board deferred consideration of Online Posting of Board meeting notices until its August 21st meeting, when it will make a decision on if, and how, a District website should be established.

FINANCIAL MATTERS

19.089 Approval of Claims: Mr. Beck reviewed with the Board the claims for the period ending July 17, 2019 as follows:

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General Fund:	\$ 6,294.44
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 1,621.24
Total:	<u>\$ 8,377.43</u>

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

19.090 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending June 30, 2019, and the cash position statement dated as of June 30, 2019 and July 17, 2019.

Following discussion, upon motion duly made by Director Henney, seconded by Director Thomasson and, upon vote, unanimously carried, the unaudited financial statements for the period ending June 30, 2019, and the cash position statements dated as of June 30, 2019 and July 17, 2019, were accepted, as presented.

OPERATIONS

19.091 Grease Trap Inspections and Operations: Mr. Beck reported that per Mr. Carroll with DRC that the Grease Trap inspections will be completed by early August and that during the week of July 29 they will be performing traffic control at Yale and Monaco so that they can complete line inspections.

CAPITAL PROJECTS

19.092 2019 Capital Projects: Mr. Raatz discussed the 2019 CIP project and updated drawings indicating the increase in pipe size and slope adjustment.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Henney and, upon vote, unanimously carried, the Board approved the 2019 CIP with certain amendments, including the diameter of the sewer pipe to be installed in Yale Avenue and approved submission of the design plans to Arapahoe County with the understanding that the District will pay the County's plan review fee.

EXECUTIVE SESSION

19.093 Executive Session: Not required.

OTHER BUSINESS


19.094 Other: None.

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ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Sullivan, seconded by Director Thomasson and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:37 p.m.

Respectfully submitted,

By: 
Secretary for the Meeting