

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 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 18th day of July, 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
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 (via speakerphone for a portion of the meeting)

**ADMINISTRATIVE
MATTERS**

18.73 Agenda: Mr. Beck requested that the Agenda be amended by adding an item for recently received customer billing questions under Financial Matters.

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

18.74 Minutes: The Board reviewed the minutes of the June 20, 2018 Regular Meeting.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the minutes for the June 20, 2018 Regular Meeting were approved.

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LEGAL MATTERS

18.75 OCCT/Denver Water Update: Attorney Flynn reported that there was nothing new on the matter.

18.76 Denver Water – Water Efficiency and Marketing Plan: Attorney Flynn discussed and updated the Board on the plans from Denver Water.

Attorney Flynn also discussed how some districts are having an election to allow adjustment of mill levies to maintain steady revenues to counter the effects of dropping assessed residential values due to changes in the Residential Assessment Rate required by the Gallagher Amendment.

FINANCIAL MATTERS

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

General Fund:	\$ 7,864.28
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 975.00
Total:	<u>\$ 8,839.28</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 July 18, 2018. Because checks in payment of the claims were not available, the manager will make arrangements to deliver checks to Board members for signature as soon as the checks are prepared.

18.78 Unaudited Financial Statements: Mr. Beck reviewed the cash position as of July 18, 2018. The unaudited financial statements of the District as of June 30, 2018 are not yet available but will be provided at the August meeting.

18.79 Customer Inquiries: Mr. Beck reported to the Board that he had received a number of calls regarding adjustments to the recent quarterly bills and in particular discussed the request of Mrs. Brookover for a reduction in her bill due to a water leak or unusual water usage problem at her residence this last winter. Following discussion of the established Board policy, the request of Mrs. Brookover was accepted and Mr. Beck was authorized to adjust her bill in accordance with the policy.

OPERATIONS

18.80 Grease Trap Inspections and Operations: Mr. Beck reported that DRC performed Grease Trap inspections and reviewed the report provided by DRC.

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CAPITAL PROJECTS **18.81 2017 and 2018 Capital Projects:** Mr. Beck noted that to date there were no changes in the 2017 and 2018 CIP. Mr. Raatz joined the meeting by phone and reported that he was working on the bid and contract documents and will coordinate with legal counsel regarding the latter.

Following discussion, upon motion duly made by Director Henney, seconded by Director Sullivan and, upon vote, unanimously carried, the Board approved Mr. Raatz putting out the bids for the 2018 Capital Improvements.

PUBLIC COMMENT **18.82 Public Comment:** There were no public comments.

EXECUTIVE SESSION **18.83 Executive Session:** Not required.

OTHER BUSINESS **18.84 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 at approximately 8:00 p.m.

Respectfully submitted,

By: 
Secretary for the Meeting

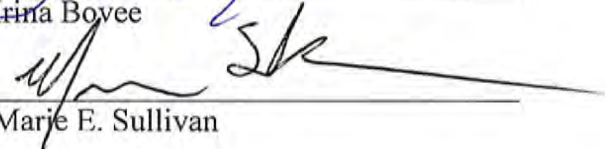
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THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 18, 2018
MINUTES OF THE HOLLY HILLS WATER AND SANITATION DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW:

Raymond V. Henney



Irina Boyce



Marje E. Sullivan

William Dilatush



Scott K. Kemmeries

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