

## 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  
AUGUST 21, 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 21<sup>st</sup> day of August, 2019, 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  
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.

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**ADMINISTRATIVE  
MATTERS**

**19.095 Agenda:** Mr. Beck reviewed the proposed Board Meeting Agenda.

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

**19.096 Minutes:** The Board discussed the minutes of the July 17, 2019 Regular Meeting.

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

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**PUBLIC COMMENT**

**19.097 Public Comment:** There were no public comments.

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### LEGAL MATTERS

**19.098 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 on August 22. 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.

**19.099 Discussion regarding the establishment of a website and online posting of meeting notices:** The Board discussed the website proposed at the July 17, 2019 Board Meeting. Director Kemmeries reported that he had reviewed a number of other District websites and would contact these Districts regarding their websites and would report back to the Board at the September 18 meeting on website options. The Board deferred consideration of Online Posting of Board meeting notices until the September 18 meeting, when it will consider a decision on if, and how, a District website should be established.

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### FINANCIAL MATTERS

**19.100 Approval of Claims:** Mr. Beck reviewed with the Board the claims for the period ending August 21, 2019 as follows:

General Fund:	\$ 6,878.40
Capital Projects Fund:	\$ 1,500.00
Enterprise Fund:	\$ 79,349.62
<b>Total:</b>	<b><u>\$ 87,728.02</u></b>

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote, unanimously carried, the claims for the period ending August 21, 2019, were approved.

**19.101 Unaudited Financial Statements:** Mr. Beck reviewed the unaudited financial statements for the period ending July 31, 2019, and the cash position statement dated as of July 31, 2019.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Bovee and, upon vote, unanimously carried, the unaudited financial statements for the period ending July 31, 2019, and the cash position statements dated as of July 31, 2019, were accepted, as presented.

**19.102 Consider appointment of the District Accountant to prepare the 2020 Budget and set a date for the public hearing to adopt the 2020 Budget:** The Board discussed the appointment of the District Accountant to prepare the 2020 budget, the budget approval process, the inclusion of the proposed rate increase and to set the date of the public hearing for the budget approval.

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Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the 2020 Budget and to set the public hearing for the rate increase and the approval of the 2020 Budget for the November 20, 2019 Regular Meeting.

**19.103 Discuss delinquent accounts and consider setting the date to conduct the public hearing to consider adoption of a Resolution to certify delinquent accounts for collection by the assessor:** Attorney Flynn and Mr. Beck discussed the delinquent accounts per the account listing as of August 14, 2019 and the certification process with Denver and Arapahoe counties.

Following discussion, upon motion duly made by Director Henney, seconded by Director Bovee and, upon vote, unanimously carried, the Board set the September 18, 2019 Regular Meeting as the date to hold the Public Hearing to Certify Delinquent Accounts and to adopt the resolution to certify the delinquent accounts.

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### **OPERATIONS**

**19.104 Grease Trap Inspections and Operations:** Mr. Beck reported that per Mr. Carroll there are no updates on the system. Mr. Beck also reported that the grease trap at the new Torchy's Taco's Restaurant has been completely refurbished and cleaned, approved by Mr. Carroll and Mr. Raatz and that the permit with Denver Public Works Developmental Engineering Division has been approved.

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### **CAPITAL PROJECTS**

**19.105 2019 Capital Projects:** Attorney Flynn discussed with the Board the message received from Mr. Raatz regarding the permitting process with Arapahoe County and the required additional costs to be incurred for a Right-of-Way Survey and for development of an erosion control plan.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board authorized Mr. Raatz to proceed with the additional survey work and to procure the erosion plan for total costs to not exceed \$8,000.00.

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### **EXECUTIVE SESSION**

**19.106 Executive Session:** Not required.

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### **OTHER BUSINESS**

**19.107 Other:** None.

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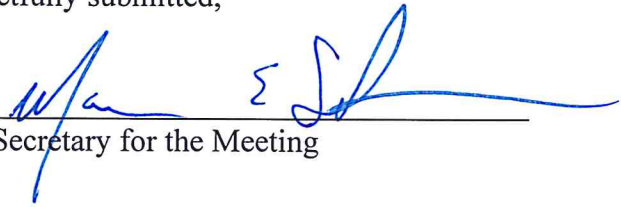
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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:07 p.m.

Respectfully submitted,

By:   
Secretary for the Meeting