

## 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  
SEPTEMBER 19, 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 19<sup>th</sup> day of September, 2018, 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 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.

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**ADMINISTRATIVE  
MATTERS**

**18.102 Agenda:** Mr. Beck reviewed the Agenda.

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

**18.103 Minutes:** The Board reviewed the minutes of the August 15, 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 August 15, 2018 Regular Meeting were approved.

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**PUBLIC COMMENT**

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

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### LEGAL MATTERS

**18.105 OCCT/Denver Water Update:** Attorney Flynn reported that the process is underway through the State Health Department and Denver Water to gather additional technical information from water providers, water shed authorities and wastewater providers. A lot of additional technical information is being gathered, but at the present time there is no stay in the Health Department's order that Denver Water start utilizing orthophosphate as a means of corrosion control by 2020. It is hoped that this additional technical fact-finding that is under way may lead to a consensus on how to modify the existing order in a way that is less costly, but is as protective of the environment as the initial order.

**18.106 District By-Laws:** Attorney Flynn discussed the draft template of By-Laws for districts and how these were really a set of rules governing internal conduct and actions of the Board and that By-Laws were really a restatement of the statutes. He noted that currently the District does not have an adopted set of By-Laws but does have Rules and Regulations.

### FINANCIAL MATTERS

**18.107 Approval of Claims:** Mr. Beck reviewed with the Board the claims for the period ending September 19, 2018, as follows:

General Fund:	\$ 9,210.30
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 2,990.68
<b>Total:</b>	<b>\$ 12,200.98</b>

Following review and discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending September 19, 2018.

**18.108 Unaudited Financial Statements:** Mr. Beck reviewed the cash position as of September 19, 2018 and the unaudited financial statements of the District as of August 31, 2018.

Following review and discussion, upon motion duly made by Director Bovee, seconded by Director Sullivan and, upon vote, unanimously carried, the Board approved the unaudited financial statements as of August 31, 2018 and the cash position at September 19, 2018.

**18.109 Delinquent Accounts Public Hearing:** Attorney Flynn advised the Board that, as required by law, Special District Management Services, Inc. had provided each property owner and other persons in interest prior written notice of the Board's intent to certify at this meeting the delinquent account pertaining to their property to the applicable County Treasurer for collection. Mr. Flynn then

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distributed and reviewed Resolution No. 2018-09-01 Certifying Delinquent Accounts for Collection to the City and County of Denver Treasurer and Resolution No. 2018-09-02 Certifying Delinquent Accounts for Collection to the Arapahoe County Treasurer with the Board.

The Public Hearing was opened and it was noted that no members of the public or any customers appeared to object to the District's certification of the delinquent accounts and the Public Hearing was closed.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the Board adopted Resolution No. 2017-09-01 Certifying Delinquent Accounts for Collection to the City and County of Denver Treasurer.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Henney and, upon vote, unanimously carried, the Board adopted Resolution No. 2017-09-02 Certifying Delinquent Accounts for Collection to the Arapahoe County Treasurer.

Copies of the Resolutions are attached to these minutes and incorporated herein by this reference.

### OPERATIONS

**18.110 Grease Trap Inspections and Operations:** Mr. Beck reported that there was not an inspection or grease trap report for the month and that no problems had been reported. He will be contacting DRC for an update and will provide that to the Board when received.

### CAPITAL PROJECTS

**18.111 2018 Capital Projects:** Mr. Beck and Attorney Flynn reported that no bids had been received for the RFP prepared by Mr. Raatz. Mr. Raatz will contact several contractors to request bids directly and will advise the Board as soon as possible.

### EXECUTIVE SESSION

**18.100 Executive Session:** Not required.

### OTHER BUSINESS

**18.101 Other Business:** Attorney Flynn advised the Board that the budget would be prepared and sent to the Board for review prior to the October 15, 2018 deadline and that the Budget Hearing date would be set at the October 17, 2018 Board Meeting.

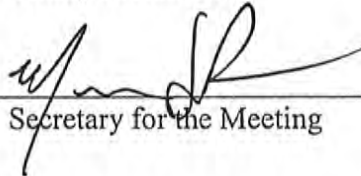
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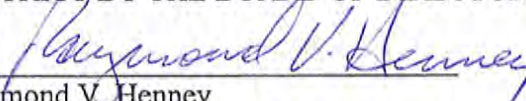
### ADJOURNMENT

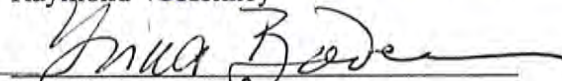
There being no further business to come before the Board at this time, upon motion duly made by Director Henney, seconded by Director Sullivan and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:00 p.m.

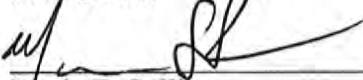
Respectfully submitted,

By:   
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 19, 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

  
Scott K. Kemmeries

**RESOLUTION NO. 2018-9-2**

**HOLLY HILLS WATER AND SANITATION DISTRICT  
ARAPAHOE AND DENVER COUNTIES, COLORADO**

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**A RESOLUTION CERTIFYING DELINQUENT ACCOUNTS FOR  
COLLECTION BY THE ARAPAHOE COUNTY TREASURER**

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**WHEREAS**, the Holly Hills Water and Sanitation District (“District”) operates pursuant to the Special District Act, § 32-1-101, C.R.S., et seq., within a portion of Arapahoe and Denver Counties, Colorado; and

**WHEREAS**, the District has adopted rates, fees, tolls, penalties, assessments and charges for sanitary sewer services furnished or to be furnished by the District; and

**WHEREAS**, the District is empowered by § 32-1-1101(1)(e), C.R.S., to collect any delinquent rates, fees, tolls, penalties, assessments and charges by certification thereof to the applicable County Treasurer; and

**WHEREAS**, notice of the public meeting at which this Resolution will be considered for adoption has been given to the affected parties, including the property owner or owners, by certified mail return receipt requested; and

**WHEREAS**, the adoption of this Resolution will serve a public use and promote the public health, safety and general welfare of the inhabitants of the District, and the people of the State of Colorado.

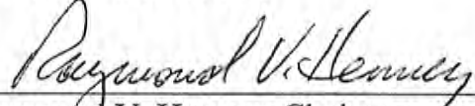
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Holly Hills Water and Sanitation District, Arapahoe and Denver Counties, Colorado that:

**Section 1.** The District hereby certifies to the Arapahoe County Treasurer that the delinquent accounts for the properties located in Arapahoe County, Colorado as listed on Exhibit “A” and attached hereto and incorporated herein by this reference, are for rates, fees, tolls, penalties, assessments and charges levied solely for sanitary sewer service, including availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account.

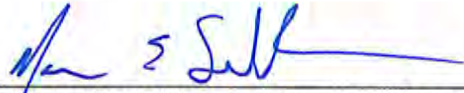
**Section 2.** The District hereby requests that the Arapahoe County Treasurer collect the delinquent accounts set forth on Exhibit A at the earliest possible date and in the same manner as property taxes, pursuant to § 32-1-1101(1)(e), C.R.S., and understands that the Treasurer may add an additional penalty to be paid by the property owner or affected party to defray the cost of collection.

**ADOPTED** this 19<sup>th</sup> day of September, 2018.

HOLLY HILLS WATER AND  
SANITATION DISTRICT

By:   
Raymond V. Henney, Chairman

Attest:

  
Marie E. Sullivan, Secretary/Treasurer

**EXHIBIT A**

**LIST OF DELINQUENT ACCOUNTS FOR  
COLLECTION BY THE ARAPAHOE COUNTY TREASURER**

Holly Hills Water and Sanitation District's Delinquent Certification  
to Arapahoe County for Collection 2018

County Use Only
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PIN	Owner Name	Situa Address	Full Legal Description	Amount	County Fee	Total
				Certifying		
22860.01	031278732 Glasspool, Ryan & Devonna	3040 S HOLLY PL	Lot 12, Block 24, Gaiser Holly Hills	\$ 652.59	\$ 195.78	\$ 848.37
26330.02	031277507 Blue, John and Sara	2841 S. Kearney St	Lot 21, Block 22, Gaiser Holly Hills	\$ 356.30	\$ 106.89	\$ 463.19
30740.02	031272602 Junghwa, Steveano Lie and Ma	2640 S. Jersey St	Lot 3, Floyds Holly Hills	\$ 533.12	\$ 159.94	\$ 693.06
30480.01	031278082 Sweeney, Thomas	2846 S. Ivanhoe St	Lot 10, Block 20, Gaiser Holly Hills 2 <sup>nd</sup> Sub Filing	\$ 533.65	\$ 160.10	\$ 693.75
28760.01	031280958 Gillette, Neil and Sharon	3183 S MONACO CIR	Lot 38, Blk 11, Gaiser Holly Ridge, Co of Arapahoe	\$ 567.33	\$ 170.20	\$ 737.53



RESOLUTION NO. 2018-9-1

HOLLY HILLS WATER AND SANITATION DISTRICT  
ARAPAHOE AND DENVER COUNTIES, COLORADO

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A RESOLUTION CERTIFYING DELINQUENT ACCOUNTS FOR  
COLLECTION BY THE DENVER COUNTY TREASURER

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WHEREAS, the Holly Hills Water and Sanitation District (“District”) operates pursuant to the Special District Act, § 32-1-101, C.R.S., et seq., within a portion of Arapahoe and Denver Counties, Colorado; and

WHEREAS, the District has adopted rates, fees, tolls, penalties, assessments and charges for sanitary sewer services furnished or to be furnished by the District; and

WHEREAS, the District is empowered by § 32-1-1101(1)(e), C.R.S., to collect any delinquent rates, fees, tolls, penalties, assessments and charges by certification thereof to the applicable County Treasurer; and

WHEREAS, notice of the public meeting at which this Resolution will be considered for adoption has been given to the affected parties, including the property owner or owners, by certified mail return receipt requested; and

WHEREAS, the adoption of this Resolution will serve a public use and promote the public health, safety and general welfare of the inhabitants of the District, and the people of the State of Colorado.

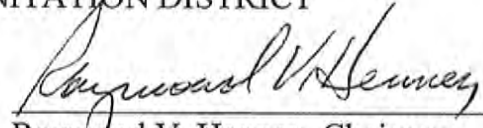
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Holly Hills Water and Sanitation District, Arapahoe and Denver Counties, Colorado that:

**Section 1.** The District hereby certifies to the Denver County Treasurer that the delinquent accounts for the properties located in Denver County, Colorado as listed on Exhibit “A” and attached hereto and incorporated herein by this reference, are for rates, fees, tolls, penalties, assessments and charges levied solely for sanitary sewer service, including availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account.

**Section 2.** The District hereby requests that the Denver County Treasurer collect the delinquent accounts set forth on Exhibit A at the earliest possible date and in the same manner as property taxes, pursuant to § 32-1-1101(1)(e), C.R.S., and understands that the Treasurer may add an additional penalty to be paid by the property owner or affected party to defray the cost of collection.

**ADOPTED** this 19<sup>th</sup> day of September, 2018.

HOLLY HILLS WATER AND  
SANITATION DISTRICT

By:   
Raymond V. Henney, Chairman

Attest:

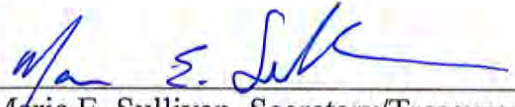
  
Marie E. Sullivan, Secretary/Treasurer

EXHIBIT "A"

List of Delinquent Account(s) for Collection by the Denver County Treasurer for 2018

<u>Owner</u>	<u>Property Description</u>	<u>Amount Claimed</u>	
Roger Morales & Brenda Prime 3120 S. Holly Place Denver, CO 80222	Lot 13, Blk 21, Gaiser Holly Ridge 2nd Filing County of Denver, State of Colorado Assessor Parcel No. 06323-06-013-000	Past Due \$ 405.22 Collection Fee \$ 200.00 <u>Total \$ 605.22</u>	
David and Anne Drange 6371 E. Floyd Drive Denver, CO 80222	Lot 09, Blk 19, Gaiser Holly Ridge 2nd Flg County of Denver, State of Colorado Assessor Parcel No. 06323-03-009-000	Past Due \$ 304.18 Collection Fee \$ 200.00 <u>Total \$ 504.18</u>	
Craig Jeffrey and Kerri Liljegren 6462 E. Bethany Place Denver, CO 80222	Lot 25, Blk 14, Gaiser Holly Ridge County of Denver, State of Colorado Assessor Parcel No. 06322-02-025-000	Past Due \$ 393.12 Collection Fee \$ 200.00 <u>Total \$ 593.12</u>	
Mark and Ashley McGehee 3290 S. Krameria St Denver, CO 80222	Lot 2, Blk 06, Gaiser Holly Ridge County of Denver, State of Colorado Assessor Parcel No. 06323-04-002-000	Past Due \$ 173.14 Collection Fee \$ 200.00 <u>Total \$ 373.14</u>	
Christopher and Katarzyna Sullenberger 6391 E. Floyd Drive Denver, CO 80222	Lot 6, Blk 19, Gaiser Holly Ridge 2nd County of Denver, State of Colorado Assessor Parcel No. 06323-03-021-000	Past Due \$ 196.56 Collection Fee \$ 200.00 <u>Total \$ 396.56</u>	