

## 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  
JANUARY 15, 2020**

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 15<sup>th</sup> day of January, 2020, 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:**

Irina Bovee  
Marie Sullivan  
Scott Kemmeries

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Sullivan and, upon vote, unanimously carried, the absences of Directors Henney and Thomasson were excused.

**Also In Attendance Were:**

Steve Beck; Special District Management Services, Inc.

Timothy J. Flynn, Esq.; Collins Cockrel and Cole, P.C.

Will Raatz, by telephone for a portion of the meeting

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**ADMINISTRATIVE  
MATTERS**

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

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

**20.002 Minutes:** The Board discussed the minutes of the November 20, 2019 Regular Meeting.

Following discussion, upon motion duly made by Director Bovee, seconded by Director Kemmeries and, upon vote, unanimously carried, the minutes of the November 20, 2019 meeting were approved, as presented.

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**20.003 Consider approval of the Eligible Governmental Entity Agreement (“EGE”) between the Statewide Internet Portal Authority (“SIPA”) and the District:** The Board discussed the SIPA agreement to host the new District website.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Sullivan and, upon vote, unanimously carried, the Board approved the EGE Agreement with SIPA.

**PUBLIC COMMENT** **20.004 Public Comment:** There were no public comments.

**LEGAL MATTERS** **20.005 OCCT/Denver Water Update:** Attorney Flynn reported that as part of the variance, Denver Water will engage in an accelerated lead service line replacement program that is expected to cost between 400-500 million dollars. The way in which Denver Water will recover those costs is currently being developed by Denver Water with input from a suburban group known as the Denver Rates and Fees Technical Advisory Committee. It is hoped that as a result of these discussions, the cost of the lead service line replacement program will be fairly distributed between inside and outside city users. It was noted that most of the affected lead service lines are located in the City and County of Denver.

**20.006 Resolution No. 2020-01-1; Establishing the Date, Time and Location for Regular Meetings and Designating the Location for Posting Open Meetings Law Notices:** Attorney Flynn reviewed Resolution No. 2020-01-1; Establishing the Date, Time and Location for Regular Meetings and Designating the Location for Posting Open Meetings Law Notices.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-01-1; Establishing the Date, Time and Location for Regular Meetings and Designating the Location for Posting Open Meetings Law Notices. A copy of the adopted Resolution attached hereto and incorporated herein by this reference.

**20.007 Update on Status of May 5, 2020 Board of Directors Election:** Attorney Flynn discussed the May election and the required forms to be completed for self-nomination. He will bring self-nomination forms to the February Board meeting to be completed and filed.

**20.008 Updated MS4 Permit Security Agreement with Arapahoe County:** Attorney Flynn and Mr. Beck discussed the revised agreement with the Board. Mr. Beck stated that the only change in the agreement from the one previously approved was the increased cost of \$1,000.00.

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Following discussion, upon motion duly made by Director Sullivan, seconded by Director Bovee, and upon vote, unanimously carried, the Board approved the revised MS4 Permit Security Agreement with Arapahoe County.

### FINANCIAL MATTERS

**20.009 Claims:** Mr. Beck reviewed with the Board the claims for the period ending December 23, 2019 as follows:

General Fund:	\$ 6,637.89
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 286.64
<b>Total:</b>	<b><u>\$ 6,924.53</u></b>

Mr. Beck reported that these were payments that needed to be paid and that Directors Henney and Thomasson had previously reviewed the claims packet and had signed the checks for distribution in December.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Sullivan and, upon vote, unanimously carried, the Board ratified approval of the payment of the claims for the period ending December 23, 2019.

**20.010 Claims:** Mr. Beck then reviewed with the Board the claims for the period ending January 15, 2020 as follows:

General Fund:	\$ 8,733.12
Capital Projects Fund:	\$ 2,332.00
Enterprise Fund:	\$ 4,868.86
<b>Total:</b>	<b><u>\$ 15,933.98</u></b>

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Sullivan and, upon vote, unanimously carried, the claims for the period ending January 15, 2020 were approved.

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

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

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**20.012 Preparation of 2019 Audit:** Attorney Flynn and Mr. Beck discussed the audit proposals from Simmons & Wheeler, Schilling & Company and Green & Associates.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board accepted the audit proposal from Simmons & Wheeler and authorized Mr. Beck to sign the proposal document to engage Simmons & Wheeler to perform the 2019 audit.

### OPERATIONS

**20.013 Grease Trap Inspections and Operations:** Mr. Beck reported that he had not received any updates or notifications of any problems from Mr. Carroll.

### CAPITAL PROJECTS

**20.014 2019 Capital Projects:** Mr. Ratz joined the meeting via speakerphone and discussed the revision to the MS4 Permit Security Agreement and the status of the 2019 Capital Projects bid package and the release and advertising in January 2020.


### OTHER BUSINESS

**20.015 Other Business:** There was no other business to discuss.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Sullivan, seconded by Director Bovee and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:25 p.m.

Respectfully submitted,

By:   
Secretary for the Meeting



**RESOLUTION NO. 2020-01-1**

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

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**A RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE  
REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE HOLLY HILLS  
WATER AND SANITATION DISTRICT AND DESIGNATING THE LOCATION FOR  
POSTING NOTICE OF DISTRICT MEETINGS IN COMPLIANCE WITH THE OPEN  
MEETINGS LAW AND SPECIAL DISTRICT ACT**

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**WHEREAS**, pursuant to Section 32-1-903 C.R.S., the Board of Directors ("Board") of the Holly Hills Water and Sanitation District ("District") is required to meet regularly at a time and in a place to be designated by the Board; and

**WHEREAS**, pursuant to Section 24-6-402(2)(c)(I) C.R.S., meetings of the Board at which the adoption of any proposed policy, position, resolution, regulation, or formal action is to occur, or at which a majority or quorum of the Board is in attendance, or is expected to be in attendance, shall be held only after full and timely notice of the meeting is given to the public; and

**WHEREAS**, Section 24-6-402(2)(c) C.R.S., requires that the Board annually designate one or more places within the boundaries of the District as the place where notice of Board meetings, together with a meeting agenda, when available, shall be physically posted at least 24 hours prior to the convening of such meeting for the purpose of complying with the notice provisions of the Colorado Open Meetings Law; and

**WHEREAS**, pursuant to the open meetings law, Section 24-6-401, *et seq.* C.R.S., the District shall be deemed to have posted full and timely notice of its meetings if no less than 24 hours prior to the holding of the meeting, notice, together with an agenda, if available, is posted at a designated location within the District's boundaries; and

**WHEREAS**, pursuant to Section 32-1-903(1), C.R.S., all regular and special meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE HOLLY HILLS WATER AND SANITATION DISTRICT OF ARAPAHOE AND  
DENVER COUNTIES, COLORADO AS FOLLOWS:**

**Section 1. Regular Meetings.** That the Board shall meet regularly during calendar year 2019 on the third Wednesday of each month at 7:00 p.m. at the Skyline Firehouse, 6000 E. Yale Avenue, Denver, Colorado 80222, or at such other location as may from time to time be designated by the Board.

**Section 2. Special Meetings.** Special meeting may be called by any director by informing the other directors of the date, time and place of such special meeting, and the purpose for which it is called, and by posting or causing to be posted notice as provided herein at least 24 hours prior to said meeting.

**Section 3. Change of Meeting Dates, Times and Location.** The Board reserves the right, from time to time, and as circumstances necessitate, to change the date, time and location of its regular meetings.

**Section 4. Location for Posting Meeting Notices.** Pursuant to Section 24-6-401, *et seq.* C.R.S., the Skyline Firehouse, located at 6000 E. Yale Avenue, Denver, Colorado 80222 is hereby designated as the location for posting notices of Board meetings together with an agenda, if available.


**Section 5. Representative Authorized to Post.** Any member of the District's Board of Directors or any designee of the Board is hereby authorized to post notice of the District's meetings as required by statute.

**APPROVED AND ADOPTED this 15th day of January, 2020.**

HOLLY HILLS WATER AND SANITATION  
DISTRICT

By:   
Irina Bovee, ~~Chairman~~ *Vice President*

Attest:

  
Marie E. Sullivan, Secretary/Treasurer