

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 JANUARY 20, 2021

Due to the COVID-19 pandemic, the 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 by Zoom video conference and teleconference call on Wednesday, the 20th day of January 2021, at 7:00 P.M. The Zoom Meeting and call-in information were listed in the meeting notice posted by the District and the public was able to attend the meeting by Zoom or telephone, if they so desired.

Directors In Attendance Were:

Thomas Thomasson
Scott Kemmeries
Linda Rhea

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
Wayne Ramey; Ramey Environmental Compliance, Inc.

**ADMINISTRATIVE
MATTERS**

21.001 Agenda: President Thomasson called the meeting to order and reviewed the Agenda.

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

21.002 Minutes: The Board discussed the minutes of the November 18, 2020 Regular Meeting. It was noted that discussion was held to change future agendas to move the reports of the operations and engineers to the beginning of each meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Rhea and, upon vote, unanimously carried, the minutes of the November 18, 2020 Regular Meeting were approved, as amended.

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PUBLIC COMMENT **21.003 Public Comment:** There were no public comments.

LEGAL MATTERS **21.004 OCCT/Denver Water Update:** Attorney Flynn informed the Board that there were no updates at this time. The Board did discuss the 2021 Budget received from Denver Water which provided estimated costs of the program.

21.005 Resolution No. 2021-01-1; Establishing the Date, Time and Location for Regular Meetings and Designating the Location for Posting Open Meetings Law Notices: Attorney Flynn reviewed Resolution No. 2021-01-1; 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 Rhea and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-01-1; 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.

21.006 Consider approval of agreement with TST, Inc.: Attorney Flynn and Mr. Raatz discussed the proposed contract with TST to provide GIS and mapping services to the District.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the agreement with TST, Inc. was approved.

FINANCIAL MATTERS

21.007 Claims: Mr. Beck discussed with the Board the claims to be ratified for the period ending December 9, 2020 as follows:

| | |
|------------------------|----------------------------|
| General Fund: | \$ 10,511.43 |
| Capital Projects Fund: | \$ 490.00 |
| Enterprise Fund: | \$ 2,415.65 |
| Total: | <u>\$ 13,417.08</u> |

Following discussion including the December payroll, upon motion duly made by Director Kemmeries, seconded by Director Rhea and, upon vote, unanimously carried, the claims for the period ending December 9, 2020 were ratified. Mr. Beck will review the December payroll and report to the Board.

21.008 Claims: Mr. Beck discussed with the Board the claims to be approved for the period ending January 13, 2021 as follows:

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| | |
|------------------------|---------------------------|
| General Fund: | \$ 6,983.21 |
| Capital Projects Fund: | \$ 210.00 |
| Enterprise Fund: | \$ 843.70 |
| Total: | <u>\$ 8,036.91</u> |

Due to the claims being delayed in the mail and not reviewed by the Board, final approval will be made pending the receipt of the claims and final review by the Board before being signed.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the claims for the period ending January 13, 2021 were approved pending final review.

21.009 Unaudited Financial Statements: Mr. Beck reviewed the unadjusted and unaudited preliminary financial statements for the period ending December 31, 2020, and the updated cash position statement dated as of December 31, 2020.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Rhea and, upon vote, unanimously carried, the unadjusted and unaudited preliminary financial statements for the period ending December 31, 2020, and the cash position statement dated as of December 31, 2020, were accepted, as presented.

21.010 Public Hearing to consider a rate increase: President Thomasson and Mr. Beck discussed the proposed rate increase. Following discussion the Board requested Mr. Beck to draft a chart of the last 10 years of service charges for review. The public hearing will be continued at the February meeting.

21.011 Public Hearing to consider the implementation of a Facilities Renovation Fee (FRF): President Thomasson and Mr. Beck discussed the proposed Facilities Renovation Fee (FRF). Following discussion, the Board requested Mr. Beck and Mr. Raatz to work with President Thomasson to develop a plan for the proposed fee. The public hearing will be continued at the February meeting.

21.012 Discuss using Bill.com for Accounts Payable: Mr. Beck discussed with the Board the Bill.com accounts payable service that is available. Following discussion, the Board requested Mr. Beck to develop a cost comparison of what Bill.com might cost with current actual costs to process accounts payable. The discussion was tabled until the February Meeting.

21.013 Discuss costs for mailing of invoices vs paperless billing with e-mail: Mr. Beck discussed with the Board the current billing options with Xpress Bill Pay and the SDMSI billing department. Following discussion, the Board requested Mr.

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Beck to develop options for paperless billing, payments and what is available to the District customers. The discussion was tabled until the February Meeting.

OPERATIONS

21.014 Grease Trap Inspections and Operations: Mr. Ramey discussed the operations report and the grease trap inspections for the month of December 2020. Mr. Raatz discussed the plan for cleaning and videoing one-third of the District annually and will get the plan to Ramey Environmental for implementation. Director Kemmeries discussed locates with Mr. Ramey.

CAPITAL PROJECTS

21.015 Engineering Report and 2019 Capital Projects Plan: Mr. Raatz discussed the Engineering Report and the status of the completion of the S Holly Place – E Yale Project and the punch list items that are being addressed. He will send a notice to JBS Pipeline stating that the video does not show proper repairs to stop the water infiltration and that the project will not be accepted and the warranty will not begin until the problem is identified and repaired or replaced.

21.016 Discuss 2021 proposed projects: Mr. Raatz discussed the manholes and sections of pipe that have been identified as possible projects to be replaced in 2021 or as soon as possible. Further discussion will be tabled until the April meeting.

OTHER BUSINESS

21.017 Website Update: Mr. Beck reported that there is still no word from SIPA about the requested District website.

21.018 Other Business: President Thomasson discussed the Board vacancies. Discussion was held about how to seek candidates for the position by putting notices on the local neighborhood websites or including a notice with the next billing cycle. President Thomasson mentioned the brochures on things to not flush. These will be discussed at the February meeting.

21.019 Executive Session: There was no Executive Session.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the meeting was adjourned at approximately 9:01 P.M.

Respectfully submitted,

By: Linda Rhea
Secretary for the Meeting

RESOLUTION NO. 2021-01-1

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

**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**

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 2021 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 20th day of January, 2021.

HOLLY HILLS WATER AND SANITATION
DISTRICT

By:


Thomas E. Thomasson, President

Attest:


Linda Rhea, Secretary/Treasurer



Holly Hills Water & Sanitation District Monthly Report January 1-31, 2021

| | | |
|-------|------|---|
| Thurs | 1/7 | Performed 1 tap inspection at 3092 S. Kearney St. |
| Mon | 1/11 | Performed 13 grease trap inspections for the following: Aspen Siesta Nursing Home – Pass High Point Assisted Living – Pass Holly Hills Elementary School – Pass Holly Ridge Elementary School – Pass Panera Bread – Pass Safeway (Front) – Pass Safeway (Rear) – Pass Santiago’s Mexican Restaurant – Pass Sunny Gardens – Pass Taco Bell – Pass Tazili’s Mediterranean – Pass Torchy’s Tacos – Pass Smashburger was observed to be out of business. |
| Wed | 1/13 | Performed 1 grease trap inspection for the following: Sushi Train – Fail – Repairs to interceptor not completed. |
| Sat | 1/16 | Responded to an after-hours emergency locate at 3298 S. Krameria St. for a sewer service repair. |
| Tues | 1/19 | Performed 1 locate. |
| Thurs | 1/21 | Performed 1 locate. |
| Fri | 1/22 | Performed 1 bore meet locate at 2549 S. Holly Pl. |
| Mon | 1/25 | Performed 2 locates. |
| Tues | 1/26 | Performed 1 grease trap reinspection: Sushi Train – Pass – Repairs that were made are under review at the District Office. |
| Fri | 1/29 | Performed 1 tap replacement inspection at 3298 S. Krameria St. |

Holly Hills Water & Sanitation District
Summary for January 1-31, 2021

January 16, 2021

3298 S. Krameria St.

Sewer Service Repair

On Saturday, January 16, 2021, at 2:45 pm David Moore of REC. Inc. received an email from WTMS/Colorado 811 regarding an emergency locate at 3298 S. Krameria St. for a sewer service repair. David contacted Daniel Peacemaker of Trench Right and was informed the work would be limited to the yard only. David cleared Holly Hills Sanitation District. No further action is needed at this time.

Total time on this issue: David Moore -- .50hrs.



W2 ENGINEERS, LLC
19255 WEST 84TH PLACE
ARVADA, COLORADO 80007
720.331.2332

Holly Hills Water and Sanitation District – Engineering Report
January 2021

South Holly Place Sanitary Sewer Improvements Project

- The service connection near MH84A was repaired by JBS, however, W2E could not determine from the video if the infiltration issue was resolved. W2E has requested a better video from JBS and will determine if additional repair efforts are required.
 - Arapahoe County has verbally confirmed their punchlist items have been resolved. An official acceptance of the work will not be issued until the end of the one year warranty period.
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