

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
FEBRUARY 17, 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 17th day of February 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 and Matt Cohrs; 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**

21.020 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.

21.021 Minutes: The Board discussed the minutes of the January 20, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by President Thomasson and, upon vote, unanimously carried, the minutes of the January 20, 2021 Regular Meeting were approved.

RECORD OF PROCEEDINGS

PUBLIC COMMENT **21.022 Public Comment:** There were no public comments.

OPERATIONS **21.023 Grease Trap Inspections and Operations:** Mr. Ramey discussed the operations report and the grease trap inspections for the month of January 2021.

CAPITAL PROJECTS **21.024 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.

LEGAL MATTERS **21.025 OCCT/Denver Water Update:** Attorney Flynn informed the Board that Denver Water is moving forward with the program for 2021 but there is nothing new to report at this time.

Attorney Flynn also reported that Denver Water submitted a claim for damages to BitCo against JBS, that the Calvary Apostolic Church had settled their claim with BitCo and that a Notice of Claim had been received from DRS for vehicle damage on Monaco due to the manhole problem. The claim has been forwarded to the Special District Pool for handling.

FINANCIAL MATTERS **21.026 Claims:** Mr. Beck discussed with the Board the claims to be approved for the period ending February 5, 2021 as follows:

General Fund:	\$ 7,430.33
Capital Projects Fund:	\$ 140.00
Enterprise Fund:	\$ 53,536.73
Total:	<u>\$ 61,107.06</u>

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Rhea and, upon vote, unanimously carried, the claims for the period ending February 5, 2021 were approved.

Mr. Beck discussed with the Board the checks that were written and cashed for the December Meeting that was canceled. The Board agreed to void the February payroll so that they are not compensated for an extra meeting.

21.026 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending January 31, 2021, and the updated cash position statement dated as of January 31, 2021.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the unaudited financial statements for the period ending January 31, 2021, and the cash position statement dated as of January 31, 2021, were accepted, as presented.

21.027 Public Hearing to consider a rate increase: President Thomasson reopened the public hearing continued from the January Meeting. There being no one from the public, the hearing was closed. Mr. Beck discussed the proposed rate increase and reviewed with the Board the history of the rate increases since 2005. Following discussion, the Board decided to hold off on the rate increase at this time.

21.028 Public Hearing to consider the implementation of a Facilities Renovation Fee (FRF): President Thomasson reopened the public hearing continued from the January Meeting and Mr. Beck discussed the proposed Facilities Renovation Fee (FRF) and schedule of cost projections. The public hearing will be continued at the March meeting.

21.029 Discuss using Bill.com for Accounts Payable: Mr. Beck discussed with the Board the Bill.com accounts payable service that is available and the cost projections based on similar usage. Following discussion, the matter was tabled until the March Meeting.

21.030 Discuss costs for mailing of invoices vs paperless billing with e-mail: The discussion was deferred.

OTHER BUSINESS

21.031 Website Update: President Thomasson and Mr. Beck reported that there is still no word from SIPA about the requested District website but hope that it will be available soon.

21.032 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 March meeting.

21.033 Executive Session: There was no Executive Session.

RECORD OF PROCEEDINGS

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 8:35 P.M.

Respectfully submitted,

By: Linda Rhea

Secretary for the Meeting



Holly Hills Water & Sanitation District
Monthly Report
February 1-28, 2021

Tues 2/2 Performed 1 tap inspection at 6462 E. Bethany Pl.
Sat 2/6 Responded to 1 emergency locate at 3331 S. Monaco Pkwy. outside of normal business hours.
Sun 2/7 Responded to 1 emergency locate at 3331 S. Monaco Pkwy. outside of normal business hours.
Mon 2/22 Performed 1 locate.
Sat 2/27 Responded to 1 emergency locate at 2311 S. Krameria St. outside of normal business hours.

Holly Hills Sanitation District

Summary for February 1-28, 2021

February 6, 2021

3331 S. Monaco Pkwy.

Emergency Locate

On Saturday, February 6, 2021 at 8:00am Andrew Stephens of REC. Inc. received a call from The After-Hours Service regarding an emergency locate for a sewer service repair at 3331 S. Monaco Pkwy. Andrew contacted Thomas Onate of Pipe X LLC and informed him this location is privately owned and is out of the District. Andrew cleared Holly Hills Sanitation District. No further action is needed at this time.

Total time on this issue: Andrew Stephens -- .25hrs.

February 7, 2021

3331 S. Monaco Pkwy.

Emergency Locate

On Sunday, February 7, 2021 at 10:45am, Andrew Stephens of REC. Inc. received a call from the After-Hours Service regarding an emergency locate for a sewer service repair at 3331 S. Monaco Pkwy. Andrew contacted Thomas Onate of Pipe X LLC and informed him this location is privately owned and is out of the District. Andrew cleared Holly Hills Sanitation District. No further action is needed at this time.

Total time on this issue: Andrew Stephens -- .50hrs.

February 27, 2021
2311 S. Krameria St.
Emergency Locate

On Saturday, February 27, 2021 at 9:30am, Stephen Weber of REC. Inc received a call from the After-Hours Service regarding an emergency locate at 2311 S. Krameria St. for a sewer service repair. After reviewing the locate ticket Stephen contacted Ismael Gomez of REC. Inc. to confirm this address is out of district. Stephen then contacted Robert Arteaga of IQ Sewer Tech and informed him this is out of district. Stephen cleared Holly Hills Sanitation District. No further action is needed at this time.

Total time on this issue: Stephen Weber -- .50hrs.



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

Holly Hills Water and Sanitation District – Engineering Report
March 2021

South Holly Place Sanitary Sewer Improvements Project

- W2E met with JBS and their video subcontractor to review the service connection and determined that the connection to the main was sound.
- W2E reviewed Pay Application #5 and it is recommended for payment.

General

- W2E will meet with REC on 9 Mar 2021 to review the drop manholes in South Holly Street. An update will be provided at the board meeting.
-