

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 19, 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 19th day of February, 2020, at 7:00 p.m., at the Skyline Firehouse, 6000 E. Yale Avenue, Denver, Colorado 80222. The meeting was open to the public.

Directors In Attendance Were:

Raymond V. Henney
Marie Sullivan
Scott Kemmeries
Thomas Thomasson

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote, unanimously carried, the absence of Director Bovee was excused.

Also In Attendance Were:

Steve Beck; Special District Management Services, Inc.

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

**ADMINISTRATIVE
MATTERS**

20.016 Agenda: Mr. Beck reviewed the proposed Board Meeting Agenda.

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

20.017 Minutes: The Board discussed the minutes of the January 15, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Thomasson and, upon vote, unanimously carried, the minutes of the January 15, 2020 meeting were approved, as presented.

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PUBLIC COMMENT **20.018 Public Comment:** There were no public comments.

LEGAL MATTERS **20.019 OCCT/Denver Water Update:** Attorney Flynn reported that as part of the variance, Denver Water is reviewing the rates and fees to be charged and how costs will be allocated.

20.020 Update on Status of May 5, 2020 Board of Directors Election: Attorney Flynn discussed the May election and provided the required forms to be completed for self-nomination.

FINANCIAL MATTERS

20.021 Claims: Mr. Beck reviewed with the Board the claims for the period ending February 19, 2020:

General Fund:	\$ 7,413.84
Capital Projects Fund:	\$ 805.00
Enterprise Fund:	<u>\$ 115,641.90</u>
Total:	<u>\$ 123,860.74</u>

Following discussion, upon motion duly made by Director Henney, seconded by Director Kemmeries and, upon vote, unanimously carried, the claims for the period ending February 19, 2020 were approved.

20.022 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending January 31, 2020, and the cash position statement dated as of February 19, 2020.

Following discussion, upon motion duly made by Director Henney, seconded by Director Thomasson and, upon vote, unanimously carried, the unaudited financial statements for the period ending January 31, 2020, and the cash position statements dated as of February 19, 2020, were accepted, as presented.

OPERATIONS

20.023 Grease Trap Inspections and Operations: Mr. Beck reported that he had not received any updates or notifications of any problems from Mr. Carroll. The cleaning schedule for 2020 was discussed and Director Thomasson, Mr. Beck and Mr. Raatz will meet and work with Mr. Carroll to schedule system cleaning and maintenance.

CAPITAL PROJECTS **20.024 2019 Capital Projects:** Director Thomasson and Mr. Beck discussed the status of the 2019 CIP and the pre-bid meetings that were held with contractors. Bids are due to be received and opened on February 26 at the SDMS office. After

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the opening Mr. Beck will provide the Board with copies of the bids and Mr. Raatz will review the bids and provide a recommendation to the Board.

OTHER BUSINESS

20.025 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 Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:15 p.m.

Respectfully submitted,

By:  

Secretary for the Meeting