

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
MARCH 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 March 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**

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

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

21.035 Minutes: The Board discussed the minutes of the February 17, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Rhea, seconded by President Thomasson and, upon vote, unanimously carried, the minutes of the February 17, 2021 Regular Meeting were approved.

RECORD OF PROCEEDINGS

PUBLIC COMMENT **21.036 Public Comment:** There were no public comments.

OPERATIONS **21.037 Grease Trap Inspections and Operations:** Mr. Ramey discussed the operations report and the grease trap inspections for the month of February 2021. At the conclusion of the Ramey Environmental's report, Mr. Ramey left the meeting.

CAPITAL PROJECTS **21.038 Engineering Report and 2019 Capital Projects Plan:** Mr. Raatz discussed the Engineering Report, the status of Pay App #5 for the final payment to JBS, the providing of all files to TST for the development of the GIS for the District, the meeting with Mr. Gomez with Ramey Environmental to inspect the drop manholes and the revised 2021 proposed project for the three areas needing repairs and the removal of the replacement of the drop manholes from the plan.

LEGAL MATTERS **21.039 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.

FINANCIAL MATTERS **21.040 Claims:** Mr. Beck discussed with the Board the claims to be approved for the period ending March 10, 2021 as follows:

General Fund:	\$ 10,269.95
Capital Projects Fund:	\$ 47,491.59
Enterprise Fund:	\$ 1,360.89
Total:	\$ 59,122.43

Following discussion, upon motion duly made by Director Kemmeries, seconded by President Thomasson and, upon vote, unanimously carried, the claims for the period ending March 10, 2021 were approved.

21.041 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending February 28, 2021, and the updated cash position statement dated as of February 28, 2021.

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 February 28, 2021, and the cash position statement dated as of February 28, 2021, were accepted, as presented.

21.042 Public Hearing to consider a rate increase: The public hearing was canceled and there will not be a rate increase at the time.

RECORD OF PROCEEDINGS

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

21.044 Discuss using Bill.com for Accounts Payable: Attorney Flynn discussed with the Board the Bill.com Terms and Conditions of service and the proposed changes to the management contract. Mr. Beck will present the proposed clause to SDMS management for review and consideration and will report back to the Board at the April meeting.

OTHER BUSINESS

21.045 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.

21.046 Other Business: Attorney Flynn discussed the Open Records response requirements and the status of a District Records Retention Manual and will report back to the Board at the April meeting.

21.047 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.

Respectfully submitted,

By: Linda Rhea
Secretary for the Meeting



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

Wed 3/3 Performed 1 locate.
 Tues 3/9 Responded to the request of assistance by Will Raatz, District Engineer.
 Mon 3/15 Responded to an emergency locate at 2605 S. Leyden St. during normal business hours.
 Fri 3/19 Performed 1 locate.
 Wed 3/24 Performed 2 emergency locates at 3061 and 3067 S. Robin Way during normal business hours.
 Performed 2 emergency locates at 3074 S. Robin Way outside of normal business hours.
 Fri 3/26 Performed 3 locates.
 Wed 3/31 Performed 1 tap inspection at 2519 S. Jasmine St.

2021 Maintenance Services					
	Estimated Footage	Non-Scheduled Footage	YTD Actual 2021	Current Monthly Footage	YTD %
<i>Jetting</i>	18,379		15,496	15,496	84%
<i>TV</i>	18,379		9,214.30	9214.30	50.1%
<i>Root Cutting w/ Video</i>					0.0%
Annual Jetting				0	0.0%
Hot Spots	1,936				
TV Hot Spots					
Minerals					>
TV Minerals					
Total Task #4	38,694	0	24,710	24,710	64%

Holly Hills Sanitation District

Summary for March 1-31, 2021

March 9, 2021

S. Holly St. & S. Holly Pl.

Request For Assistance

On Tuesday, March 9, 2021 at 10:00am Ismael Gomez and David Moore both of REC. Inc. were scheduled to assist Will Raatz the District Engineer, in opening and inspecting manholes. Ismael and David arrived on site and set up the traffic control signs needed and met with Mr. Raatz. Ismael and Mr. Raatz proceeded by opening manhole numbers 166, 172, 177, 181, 182, 184, and 210 in turn, visually inspected and took pictures of each while David controlled the traffic flow. Once completed and Mr. Raatz gathered what he needed, and Ismael and David departed the site. No further action is needed at this time.

Total time on this issue: Ismael Gomez -- 2.75hrs.
David Moore – 2.75hrs.

March 24, 2021

3074 S. Robin Way

Emergency Locates

On Wednesday, March 24, 2021 at 8:45pm, Ismael Gomez of REC. Inc. was contacted by the After-Hours Service regarding an emergency locate at 3074 S. Robin Way for a gas main/service repair or replace. Ismael contacted Brian Witkowski of Xcel Energy and informed him he would be on site shortly to locate the District main and tap connection. Ismael arrived on site and met with Brian and David Padlin of Q3 Contracting, as Mr. Padlin called for a locate request at this same location while Ismael was on his way to the site, and they both showed Ismael what area they needed located. Ismael located the District main and tap connection and departed the site. No further action is needed at this time.

Total time on this issue: Ismael Gomez – 2.0hrs.



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.
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24 March 2021

Holly Hills Water and Sanitation District
141 Union Boulevard, Suite 150
Lakewood, Colorado 80228

Dear Board of Directors:

W2 Engineers, LLC (W2E) reviewed the existing sanitary sewer collection system and evaluated potential repairs and improvements necessary over the next 30 years. The engineering evaluation included a review of available documents such as the geographical information system (GIS) database and record drawings, and also limited observations in the field for select manholes. Additional information was obtained from a review of recent video files of pipe sections. Based on the above, a Capital Improvements Plan (CIP) was developed to list and prioritize necessary improvements and to assign preliminary cost opinions so that the District can prepare financially for these improvements via implementation of a Facilities Renovation Fee (FRF). This memorandum summarizes the CIP items identified and organizes them into four main groups consisting of annual repairs, drop manhole replacements, clay pipe replacements, and concrete pipe replacements. Each group is described and discussed in further detail below.

Annual repairs include minor work needed to address short sections of cracked pipe, areas where tree roots have damaged pipes, infiltration of groundwater, and other similar issues. For reference, one-third of the collection system is cleaned and videoed each year. These videos are reviewed to assess the condition of the pipes and manholes with the goal of identifying potential issues before they become a problem (i.e. create a backup). The District generally addresses such issues on an annual basis, and these smaller items fall under the annual repairs. An annual cost opinion of \$50,000 (based on previous experience) is included in the CIP.

Drop manhole replacements are a high priority for the District. The collection system includes 9 drop manhole structures, and all are an outside drop pipe design, which means that the pipe is outside of the manhole and buried and prevents adequate inspection of its condition. As most of these drop manholes were constructed in 1956, they are now 65 years old and are at or nearing the end of their design life. As failure of a drop manhole can result in backups of wastewater into homes, the District should plan to replace these drop manholes with regular sloped pipe sections and eliminate the issues related to this outdated design. W2E visually reviewed 7 of the 9 manholes with a drop pipe design on March 9th, 2021. All 7 manholes were determined to be in good condition thus the recommended improvements are to replace the section of pipe upstream of the existing manhole and eliminate the outside drop pipe design. The majority of these manholes are around 20 feet deep, and will require an extensive excavation to install the new pipe. Preliminary cost opinions based on recent projects (amounts vary for each item) were developed for each drop manhole and included in the CIP.

Vitrified clay pipes (VCP) in the collection system are another aging liability for the District. VCP typically lasts 50-75 years, and the majority of the pipe is at or near the end of its design life and in need of replacement or lining. The collection system includes approximately 8,600 feet of VCP, and the proposed approach is to replace/line half (4,300 feet) of the VCP within 20 years and the other half (4,300 feet)

within 30 years. Preliminary cost opinions for the CIP were developed based on linear footage and \$300 per foot.

Concrete pipes in the collection system represent a similar aging liability for the District. Concrete pipe typically lasts 75-100 years, and the majority of the pipe is nearing the end of its design life and will need replacement or lining in the next 30 years. The collection system includes approximately 2,500 feet of concrete pipe, and the proposed approach is to replace/line all of the pipe within 30 years. Preliminary cost opinions for the CIP were developed based on linear footage and \$300 per foot.

A preliminary cost opinion (see attached table) was developed based on the above recommended repairs. The cost opinion includes design (10% of construction), construction (including contingency), and construction administration (10% of construction). The necessary improvements were prioritized and divided into four timeframes: 2021-2025, 2026-2030, 2031-2040, and 2041-2050. The total cost opinion for the next 30 years is approximately \$8.2M.

The District should continue to monitor the collection system and revise the CIP accordingly. W2E is currently coordinating an update to the GIS database that will provide more accurate values for pipe, pipe material, manholes, and other pertinent metrics of the collection system. The District should also continue the cleaning and videoing of one-third of the collection system each year in order to monitor the condition of all the pipes and manholes, and to keep the wastewater flowing smoothly.

Sincerely,

William A. Raatz, P.E., CWP
Principal
