

## 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  
MARCH 18, 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 18<sup>th</sup> day of March, 2020, at 7:00 p.m. by teleconference. The meeting was open to the public.

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**Directors In Attendance Were:**

Raymond V. Henney  
Irina Bovee  
Marie Sullivan  
Scott Kemmeries  
Thomas Thomasson

**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 LLC (by telephone for a part of the meeting)

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**ADMINISTRATIVE  
MATTERS**

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

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

**20.027 Minutes:** The Board discussed the minutes of the February 19, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Henney, seconded by Director Thomasson and, upon vote, unanimously carried, the minutes of the February 19, 2020 meeting were approved, as presented.

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**PUBLIC COMMENT**    **20.028 Public Comment:** There were no public comments.

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**LEGAL MATTERS**    **20.029 OCCT/Denver Water Update:** Attorney Flynn reported that as part of the variance the Health Department granted Denver Water from the Lead and Copper Rule, Denver Water is discussing with the Distributor Denver Water Rates and Fees Technical Advisory Committee (“TAC”) how to allocate the cost of Denver Water’s lead service line replacement program, which is estimated to cost between 400 million and 500 million dollars over the next 15 years. The TAC hopes that Denver Water will adopt a cost allocation methodology that takes into consideration the fact that the majority of the lead service lines that are being replaced are located within the City and County of Denver.

**20.030 Update on Status of May 5, 2020 Board of Directors Election:** Attorney Flynn advised the Board that the May 5, 2020 Board of Directors Election has been cancelled since there were no more nominations than vacant positions. Directors Thomasson and Kemmeries were duly elected with one position remaining vacant. The oaths of office for Directors Thomasson and Kemmeries will be administered at the Board’s May meeting.

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**FINANCIAL MATTERS**    **20.031 Claims:** Mr. Beck reviewed with the Board the claims for the period ending February 19, 2020:

General Fund:	\$ 7,635.70
Capital Projects Fund:	\$ 3,580.50
Enterprise Fund:	\$ 7,153.64
<b>Total:</b>	<b><u>\$ 18,369.84</u></b>

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Henney and, upon vote, unanimously carried, the claims for the period ending March 18, 2020 were approved.

**20.032 Unaudited Financial Statements:** Mr. Beck reviewed the unaudited financial statements for the period ending February 29, 2020, and the cash position statement dated as of February 29, 2020.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Bovee and, upon vote, unanimously carried, the unaudited financial statements for the period ending February 29, 2020, and the cash position statement dated as of February 29, 2020, were accepted, as presented.

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### OPERATIONS

**20.033 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.

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### CAPITAL PROJECTS

**20.034 2019 Capital Projects:** Mr. Raatz and Director Thomasson discussed the status of the 2019 CIP, the pre-bid meetings and the two bids received from JBS Pipeline and Global Underground with the Board. The recommendation was to award the bid to JBS Pipeline.

Following discussion, upon motion duly made by Director Henney, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board awarded the contract to JBS Pipeline, subject to revisions for sales tax and the staging area to be used.

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### OTHER BUSINESS

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

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Henney, seconded by Director Kemmeries and, upon vote, unanimously carried, the meeting was adjourned at approximately 8:45 p.m.

Respectfully submitted,

By: 

Secretary for the Meeting

**RESOLUTION NO. 2020-04-1**

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

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**A RESOLUTION ESTABLISHING AN ELECTRONIC BOARD MEETING  
POLICY DURING THE COVID-19 EMERGENCY**

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**WHEREAS**, the Holly Hills Water and Sanitation District ("*District*") is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, C.R.S.; and

**WHEREAS**, the District's Board of Directors ("*Board*") conducts regular monthly public meetings, and special public meetings on an as-needed basis, to carry out its statutory responsibilities for "the management, control, and supervision of all the business and affairs of the District." C.R.S. § 32-1-1001(1)(h); and

**WHEREAS**, the severe acute respiratory syndrome coronavirus SARS-CoV-2, commonly referred to as COVID-19, is highly infectious and can cause severe and potentially fatal respiratory symptoms in infected individuals; and

**WHEREAS**, the Governor of the State ("Governor") declared a State of Emergency declared a State of Emergency on March 10, 2020 ("Emergency") due to the threat that COVID-19 poses to the health, safety, and welfare of the citizens of the state; and

**WHEREAS**, on March 18, 2020 the Governor issued public health order 20-23 ("*Order*") limiting all mass gatherings to no more than 10 people, effective 12:01 a.m. on March 19, 2020. Gatherings subject to the Order include, but are not limited to, community, civic, public, leisure, faith based events, and any other similar event or activity that brings together ten or more persons in a single room or space at the same time in a venue such as an auditorium, stadium, arena, large conference room, meeting hall, private club, or any other confined indoor or outdoor space; and

**WHEREAS**, the Colorado Department of Public Health and Environment and Centers for Disease Control and Prevention recommends certain precautions in order to attempt to slow the spread of COVID-19 including minimizing close contact with large numbers of people; and

**WHEREAS**, in order to protect the health and safety of the residents of the District from COVID-19 and in order to apply with the ORDER, while at the same time continuing with the regular business of the District, the Board wishes to have the ability to hold regular and special meetings electronically until such time that the emergency is lifted by the State, the Order is repealed, or sooner as otherwise determined by the District's President; and

**WHEREAS**, the Colorado Open Meetings Law expressly contemplates that the Board may conduct its public meetings by electronic methods. See C.R.S. § 24-6-402(1)(b)

("Meeting" means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication."); and

**WHEREAS**, the District has the capability for the Board to conduct its regular and special public meetings through electronic communications systems that will allow the public to access and hear the meetings.

**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:**

1. Until otherwise determined by the Board, all regular and special Board meetings will be conducted electronically, using the following electronic methods:

(a) Telephone Conferencing: Phone number to be made available on the Board agenda posted on the District's website or physical location, if applicable; and

(b) Any other electronic media as approved by the Board from time to time, including but not limited to, Zoom.

2. A copy of this Resolution shall be posted on the District's website or posted where the District normally posts notice of its meetings, whichever is applicable.

3. The policy stated in this Resolution shall remain in effect until the Board determines that conducting its meetings in a physical location no longer poses a risk of exposure to COVID-19 for the Board members, District employees, and the public who attend the meetings.


**APPROVED AND ADOPTED this 29 day of April, 2020.**

HOLLY HILLS WATER AND SANITATION  
DISTRICT

By:

  
Raymond V. Henney, Chairman

Attest:

  
Marie E. Sullivan, Secretary/Treasurer