

## 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  
APRIL 21, 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 21<sup>st</sup> day of April 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.

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**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  
  
Ismael Gomez; Ramey Environmental Compliance, Inc.  
  
Jeff Ippen & Karl Dinson; Residents

**ADMINISTRATIVE  
MATTERS**

**21.048 Agenda:** President Thomasson called the meeting to order and reviewed the Agenda. He recommended the addition of discussion items to the Engineering report for the GIS project status and the Metro Wastewater 2022 Projected Flows.

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

**21.049 Minutes:** The Board discussed the minutes of the March 17, 2021 Regular Meeting.

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

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### PUBLIC COMMENT

**21.050 Public Comment:** Mr. Ippen addressed the Board and stated that he was only listening for any updates for the District.

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### OPERATIONS

**21.051 Grease Trap Inspections and Operations:** Mr. Gomez discussed the operations report for the month of February 2021. At the conclusion of the Ramey Environmental's report, Mr. Gomez left the meeting.

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### CAPITAL PROJECTS

**21.052 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 and conclusion of the project, the status of the development of the GIS for the District by TST and the revision of the 2021 proposed capital projects. Mr. Raatz also discussed the proposed rates from Metro Wastewater and recommended that they be accepted as proposed by Metro.

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### LEGAL MATTERS

**21.053 OCCT/Denver Water Update:** Attorney Flynn informed the Board that there is nothing new to report from Denver Water on the lead service line reduction program at this time. He did report that Denver Water is closely watching the water reservoir supply due to the drought. Denver Water is concerned that water reservoir levels are below normal and not expected to improve because dry soil conditions will keep a significant amount of the Spring runoff from reaching the reservoirs.

**21.054 District Records Retention Manual:** Attorney Flynn informed the Board that the District had previously adopted, in 2017, the State Archivist Document Retention Schedule for Special Districts and that nothing further needs to be done. District records can be disposed in accordance with that retention schedule.

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### FINANCIAL MATTERS

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

General Fund:	\$ 9,642.32
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 20,668.69</u>
<b>Total:</b>	<u><b>\$ 30,311.01</b></u>

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Following discussion, upon motion duly made by President Thomasson, seconded by Director Rhea and, upon vote, unanimously carried, the claims for the period ending April 13, 2021 were approved.

**21.056 Unaudited Financial Statements:** Mr. Beck reviewed the unaudited financial statements for the period ending March 31, 2021, and the updated cash position statement dated as of March 31, 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 March 31, 2021, and the cash position statement dated as of March 31, 2021, were accepted, as presented.

Mr. Beck discussed the revised quarterly invoice statements with the Board.

**21.057 Public Hearing to consider the implementation of a Facilities Renovation Fee (FRF):** President Thomasson reopened the public hearing continued from the March meeting. Mr. Raatz discussed the report prepared to show a proposed 30-year plan for system improvements. Mr. Ippen commented that he was in agreement with the proposal and fee. President Thomasson closed the public hearing.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the Facilities Renovation Fee (FRF) was approved to be effective as of July 1, 2021 for the third quarter billing at a rate of \$25.00/quarter/1SFE for each customer and that the fee will be reviewed annually. Attorney Flynn will prepare the Resolution for Board approval at the May Board Meeting to document the implementation of this fee.

**21.058 Discuss using Bill.com for Accounts Payable:** Attorney Flynn discussed with the Board the Bill.com Terms and Conditions of service and the SDMS response to the proposed changes to the management contract. At this time the Board will continue processing AP as has been done and Bill.com will not be used.

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### **OTHER BUSINESS**

**21.059 Website Update:** Mr. Beck reported that SIPA has placed the website setup in the queue for development pending the SIPA scheduling.

**21.060 Other Business:** Mr. Beck was directed to prepare a draft letter for Board review that will be sent to all District residents and customers regarding the implementation of the FRF and the Board vacancy to be filled. The Do Not Flush brochure will also be included with the mailing.

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Kemmeries, seconded by Director Rhea 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**  
**April 1-30, 2021**

Tues 4/6 Performed 1 emergency locate at 2690 S. Holly St. during normal business hours.  
 Tues 4/20 Performed 1 emergency locate at 3003 S. Holly Pl. during normal business hours.

<b>2021 Maintenance Services</b>					
	<b>Estimated Footage</b>	<b>Non-Scheduled Footage</b>	<b>YTD Actual 2021</b>	<b>Current Monthly Footage</b>	<b>YTD %</b>
<i>Jetting</i>	<b>18,379</b>		<b>21,003</b>	<b>5,507</b>	<b>114%</b>
<i>TV</i>	<b>18,379</b>		<b>18,448.00</b>	<b>9233.70</b>	<b>100.4%</b>
<i>Root Cutting w/ Video</i>					<b>0.0%</b>
<b>Annual Jetting</b>				<b>0</b>	<b>0.0%</b>
<b>Hot Spots</b>	<b>1,936</b>				
<b>TV Hot Spots</b>					
<b>Minerals</b>					
<b>TV Minerals</b>					
<b>Total Task #4</b>	<b>38,694</b>	<b>0</b>	<b>39,451</b>	<b>14,741</b>	<b>102%</b>

**Holly Hills Sanitation District**  
**Summary for April 1-30, 2021**

No Activity



W2 ENGINEERS, LLC  
19255 WEST 84<sup>TH</sup> PLACE  
ARVADA, COLORADO 80007  
720.331.2332

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**Holly Hills Water and Sanitation District – Engineering Report**  
May 2021

2021 Repairs

- Xcel Energy is continuing to plan for relocation of the gas line in South Krameria Street.
- W2E has completed draft plans and specifications for the sanitary sewer repairs.

GIS

- W2E purchased the ArcGIS licenses and is working with TST to get the GIS database online and updated.
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**RESOLUTION NO. 2021-04-1**

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

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**A RESOLUTION MEMORIALIZING THE ADOPTION OF A FEE TO DEFRAY  
THE COST OF RENOVATING, REPLACING AND TO THE EXTENT  
NECESSARY OPERATING THE DISTRICT'S SANITARY SEWER  
COLLECTION SYSTEM**

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**WHEREAS**, the Holly Hills Water and Sanitation District ("District") operates by and through its Water Activity Enterprise ("Enterprise") a sanitary sewer collection system ("System") that was initially constructed in the early 1950's; and

**WHEREAS**, the Board of Directors of the District and the Board of Directors of the Enterprise (collectively the "Boards") have determined that there is a need to renovate on a timely basis the System due to deterioration caused by age and normal wear and tear; and

**WHEREAS**, the Boards have determined that existing revenue sources are not sufficient to fund the anticipated cost of replacing and renovating the System; and

**WHEREAS**, following public comment, a thorough analysis of the District's future anticipated capital expenditure requirements, and in accordance with recommendations of the District's engineer, the Boards determined that the imposition of a Facilities Renovation Fee is necessary; and

**WHEREAS**, the Boards have further determined it will promote the public health, welfare, and safety of the inhabitants of the District for the Enterprise to impose said Facilities Renovation Fee to defer the cost of System repair and renovation and, as necessary to defray annual maintenance cost and expenses associated therewith; and

**WHEREAS**, the revenues generated by the Facilities Renovation Fee shall be accounted for in an Enterprise Facilities Renovation Account or Facilities Renovation Fund; and

**WHEREAS**, after careful study and consideration, it has been determined that the imposition of a Facilities Renovation Fee on a single-family residential equivalent tap basis, is a fair and equitable method of recovering the cost of replacing, renovating and maintaining the System; and

**WHEREAS**, the Boards desire to establish a Facilities Renovation Fee initially in the amount of \$100 per year per single-family residential equivalent tap, payable at the rate of \$25 per calendar quarter.

**WHEREAS**, on April 21, 2021 the Boards reviewed in detail projections as to the revenues that would be collected by the Facilities Renovation Fee and accordingly adopted a Facilities Renovation Fee and desire by this Resolution to memorialize the adoption of said fee by Resolution.

**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. Facilities Renovation Fee.** As reflected in the minutes of the Board's April 21, 2021 meeting, the Boards adopted a Facilities Renovation Fee in the amount of \$100 per single-family residential equivalent tap payable at the rate of \$25 per quarter, effective with the third quarter sewer billing.

**Section 2. Collection of Fee.** The Facilities Renovation Fee shall be due and payable on or before the 5<sup>th</sup> day of the second month of each calendar quarter in the amount of \$25 per single-family residential equivalent tap. With respect to new connections, the Facilities Renovation Fee shall be prorated and shall be due and payable at the time of connection to the System.

**Section 3. Use of Revenues.** The revenues collected from the Facilities Renovation Fee shall be accounted for by the Enterprise in a Facilities Renovation Fund or Facilities Renovation Reserve, and such revenue shall be used to fund the renovation of the System as the Boards determine appropriate; provided, however, nothing herein contained shall preclude the Boards from using the Facilities Renovation Fee revenue for the purposes of defraying increasing costs of operating, maintaining, and repairing the System.

**Section 4. Duration of the Fee.** The Facilities Renovation Fee, as heretofore imposed and established, shall remain in effect until such time as the Boards have determined that sufficient revenues have been accumulated for the renovation of the System.

**Section 5. Late Fees.** Each Facilities Renovation Fee not paid by the due date imposed hereunder shall be considered delinquent and if such delinquency continues for five (5) consecutive days thereafter, the previously adopted District late fees shall be imposed.



**Section 6. Reaffirmance of Other Rates, Fees, Tolls and Charges.** All other rates, fees, tolls, and charges previously adopted by the Boards are hereby reaffirmed and shall remain in full force and effect until otherwise modified by appropriate Board action.

ADOPTED on the 21<sup>st</sup> day of April, 2021 and executed on this 19<sup>th</sup> day of May, 2021.

**HOLLY HILLS WATER AND  
SANITATION DISTRICT**

By: 

Tom Thomasson, President

**Attest:**

  
Linda Rhea, Secretary/Treasurer