

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
MAY 19, 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 19th day of May 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.

Jeff Ippen; Resident

**ADMINISTRATIVE
MATTERS**

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

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

21.062 Consider appointment of Jeff Ippen to the Board of Directors: President Thomasson and Attorney Flynn discussed the appointment process and the recommendation of Mr. Ippen to fill a vacant Director position.

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Following discussion, upon motion duly made by Director Thomasson, seconded by Director Rhea and, upon vote, unanimously carried, Mr. Ippen was appointed as a Director to the Board. President Thomasson then administered the Oath of Office to Director Ippen. The Board authorized Mr. Beck to add Director Ippen to the list of authorized signers on the FirstBank checking account.

21.063 Minutes: The Board discussed the minutes of the April 21, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Thomasson and, upon vote, unanimously carried, the minutes of the April 21, 2021 Regular Meeting were approved.

PUBLIC COMMENT

21.064 Public Comment: None.

OPERATIONS

21.065 Operations Report: Mr. Ramey discussed the operations report for the month of April 2021.

CAPITAL PROJECTS

21.066 Engineering Report and 2021 Capital Projects Plan: Mr. Raatz discussed the Engineering Report and the status of the development of the GIS for the District by TST and the recommendation for two change orders to improve the system. Mr. Raatz also discussed the 2021 projects and that the plans had been completed and that the District should wait to release them for proposals until Xcel Energy has completed moving the lines that affect the proposed projects.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Thomasson and, upon vote, unanimously carried, the Board approved the changes orders in the total amount of \$2,800.00 to add Locational Accuracy Improvements and Sewer Condition Assessments Survey 123 Form and authorized President Thomasson to sign the amended agreement when prepared by Attorney Flynn.

LEGAL MATTERS

21.067 Attorney Report: Attorney Flynn informed the Board that Governor Polis has not extended the Order suspending the charging of late fees and that the District can now resume charging late fees as done prior to the pandemic.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Thomasson and, upon vote, unanimously carried, the Board approved the reinstatement of late fees to be effective in November 2021 following the 4th quarter billing on September 30, 2021 and directed Mr. Beck to include a statement regarding the reinstatement on the June 30 billing.

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21.068 Consider adoption of Resolution 2021-04-1; Resolution Memorializing the Adoption of the District's Facilities Renovation Fee: Attorney Flynn discussed the resolution with the Board.

Following discussion, upon motion duly made by President Thomasson, seconded by Director Rhea and, upon vote, unanimously carried, the Board adopted Resolution 2021-04-1, as amended to correct certain clerical errors, which Resolution memorialized the Board's adoption at its April meeting of a Facilities Renovation Fee in the amount of \$100.00 per single family residential equivalent tap payable at the rate of \$25.00 per quarter effective with the third quarter 2021 sewer billing.

FINANCIAL MATTERS

21.069 Claims: Mr. Beck discussed with the Board the claims to be approved for the period ending May 11, 2021 as follows:

General Fund:	\$ 10,637.18
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 63,832.76</u>
Total:	<u>\$ 74,469.94</u>

Following discussion, upon motion duly made by Director Rhea, seconded by President Thomasson and, upon vote, unanimously carried, the claims for the period ending May 11, 2021 were approved.

21.070 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending April 30, 2021, and the updated cash position statement dated as of April 30, 2021.

Following discussion, upon motion duly made by Director Rhea, seconded by President Thomasson and, upon vote, unanimously carried, the unaudited financial statements for the period ending April 30, 2021, and the cash position statement dated as of April 30, 2021, were accepted, as presented.

21.071 American Rescue Plan Act discussion: President Thomasson discussed the American Rescue Plan Act with the Board and the webinar to be held on Thursday May 20 at Noon MST.

OTHER BUSINESS

21.072 Other Business: The additional Board vacancy and the reinstatement of the meetings at the Skyline Firehouse were discussed. The Board agreed to continue to meet via Zoom until everyone is comfortable meeting in person.

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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
May 1-31, 2021

Fri 5/7 Performed 1 tap replacement inspection at 2414 Leyden St.
 Wed 5/26 Performed 1 tap inspection at 3165 S. Monaco Cir.

2021 Maintenance Services					
	Estimated Footage	Non-Scheduled Footage	YTD Actual 2021	Current Monthly Footage	YTD %
<i>Jetting</i>	18,379		21,003	5,507	114%
<i>TV</i>	18,379		18,448.00	9233.70	100.4%
<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	39,451	14,741	102%

Holly Hills Water & Sanitation District
Summary for May 1-31, 2021

No Activity



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

Holly Hills Water and Sanitation District – Engineering Report
June 2021

2021 Repairs

- Xcel Energy is continuing to plan for relocation of the gas line in South Krameria Street.

GIS

- W2E will coordinate with TST as needed to complete the additional updates to the database.
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