

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 20, 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 20th day of May, 2020, at 7:00 p.m. by teleconference. The meeting was open to the public.

Directors In Attendance Were:

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.

Linda Rhea; Board Candidate

Will Raatz; W2 Engineers LLC (for a part of the meeting)

Wayne Ramey; Ramey Environmental Compliance (for a part of the meeting)

**ADMINISTRATIVE
MATTERS**

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

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

20.050 Appointment of Linda Rhea to the Board of Directors: Mr. Beck reviewed the vacant position and the expressed interest of Ms. Linda Rhea to serve on the Board.

Following discussion, upon motion duly made by Director Bovee, seconded by Director Kemmeries and, upon vote, unanimously carried, Ms. Rhea was appointed as Director to a two (2) year position expiring in May 2022.

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20.051 Oaths of Office and Appointment of Officers: Having been designated as the person to administer the Oath of Office to any newly elected/appointed Director, Director Sullivan administered the Oath of Office to Director Rhea. Mr. Beck reported that Director Sullivan had administered the Oaths of Office to Directors Kemmeries and Thomasson prior to the Board Meeting.

Attorney Flynn and Mr. Beck discussed the appointment of officers with the Board. The Board nominated Directors for the following positions:

- President Thomas E. Thomasson
- Vice President Scott Kemmeries
- Treasurer Linda Rhea
- Secretary Irina Bovee
- Asst. Secretary Marie E. Sullivan

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Sullivan and, upon vote, unanimously carried, the Officers of the Board were approved as nominated.

20.052 Minutes: The Board discussed the minutes of the April 15, 2020 Regular Meeting.

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

PUBLIC COMMENT **20.053 Public Comment:** There were no public comments.

LEGAL MATTERS **20.054 OCCT/Denver Water Update:** Attorney Flynn reported that Denver Water has added additional information to its website regarding its Lead Service Line Replacement Program. Denver Water has established a construction schedule and identified the areas of high priority. The letters will be going out soon to those customers whose lead service lines will be replaced. Denver Water is also working with a distributor group to establish an acceptable methodology for recovering the costs of the Lead Service Line Replacement Program from both inside and outside city customers. Total cost estimates for the program are approximately 400 to 500 million dollars.

Mr. Flynn attended a recent Citizens Advisory Committee meeting wherein Denver Water staff reported on how Denver Water is responding to the COVID-19 pandemic. He reported that many of Denver Water's staff are working remotely, but that the Denver Water Board is still functioning pretty much as normal.

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FINANCIAL MATTERS

20.055 Claims: Mr. Beck discussed with the Board the payment made to Arapahoe County for the project permits. He also reviewed with the Board the claims for the period ending May 20, 2020:

General Fund:	\$ 7,780.57
Capital Projects Fund:	\$ 29,454.00
Enterprise Fund:	\$ 95,821.80
Total:	<u>\$ 133,056.37</u>

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the payment of the Arapahoe County permit fee for check #1667 was ratified, and the claims for the period ending May 20, 2020 were approved.

20.056 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending April 30, 2020, and the cash position statement dated as of April 30, 2020.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the unaudited financial statements for the period ending April 30, 2020, and the cash position statement dated as of April 30, 2020, were accepted, as presented.

OPERATIONS

20.057 Grease Trap Inspections and Operations: Mr. Beck reported that he had not received any updates or notifications of any problems from Mr. Carroll.

20.058 Ramey Environmental Compliance Proposal: Mr. Wayne Ramey with Ramey Environmental Compliance discussed the proposal for services with the Board. Mr. Beck and Attorney Flynn discussed with the Board the proposal provided by Ramey Environmental and their experience with the company with other Districts and the current operations contract with DRC.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Bovee and, upon vote, unanimously carried, the Board directed Attorney Flynn to contact DRC regarding the termination of the existing contract and to draft a new contract to engage Ramey Environmental Compliance as the District Contract Operator.

CAPITAL PROJECTS

20.059 2019 Capital Projects: Mr. Raatz, Director Thomasson and Mr. Beck discussed the 2019 CIP contract with JBS Pipeline that began on May 18 and the permit with Arapahoe County for the closure at Yale and S Holly.

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OTHER BUSINESS

20.060 Other Business: The Board discussed ideas for a gift for former Director Henney in honor of his many years of service to the District.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Thomasson, seconded by Director Sullivan and, upon vote, unanimously carried, the meeting was adjourned at approximately 9:05 p.m.

Respectfully submitted,

By: 

Secretary for the Meeting