

## 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  
JUNE 17, 2020**

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 telephone conference call on Wednesday, the 17<sup>th</sup> day of June 2020, at 7:00 p.m. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting by telephone, if they so desired.

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**Directors In Attendance Were:**

Thomas Thomasson  
Scott Kemmeries  
Linda Rhea  
Irina Bovee  
Marie E. Sullivan

**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 (for a part of the meeting)

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**ADMINISTRATIVE  
MATTERS**

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

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

**20.062 Minutes:** The Board discussed the minutes of the May 20, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon vote, unanimously carried, the minutes of the May 20, 2020 meeting were approved, as presented.

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**PUBLIC COMMENT**    **20.063 Public Comment:** There were no public comments.

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**LEGAL MATTERS**    **20.064 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.

Attorney 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.

**20.065 Update on DRC contract:** Attorney Flynn reported that he and Mr. Beck had discussed the contract and have delayed the notification of the termination of the contract pending the resolution of the claims, if any, that are asserted against the District as a result of the sewer backup that occurred over the Memorial Day Holiday.

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### **FINANCIAL MATTERS**

**20.066 Claims:** Mr. Beck discussed with the Board the claims for the period ending June 17, 2020:

General Fund:	\$ 16,985.57
Capital Projects Fund:	\$ 271,402.70
Enterprise Fund:	\$ 547.42
<b>Total:</b>	<b><u>\$ 288,935.69</u></b>

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote, unanimously carried, the claims for the period ending June 17, 2020 were approved.

**20.067 Unaudited Financial Statements:** Mr. Beck reviewed the unaudited financial statements for the period ending May 31, 2020, and the cash position statement dated as of May 31, 2020.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Sullivan and, upon vote, unanimously carried, the unaudited financial statements for the period ending May 31, 2020, and the cash position statement dated as of May 31, 2020, were accepted, as presented.

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**20.068 Bill.com:** Mr. Beck discussed the Bill.com services with the Board. Following discussion, the Board determined not to utilize the services.

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### OPERATIONS

**20.069 Grease Trap Inspections and Operations:** Mr. Beck reported that he had not received any updates or notifications of any problems from Mr. Carroll but had discussed these with Mr. Carroll. DRC is looking to perform grease trap inspections the week of the 25<sup>th</sup> and will also be providing the root intrusion letters.

**20.070 Ramey Environmental Compliance Engagement:** Mr. Beck reported that the engagement has been delayed until the resolution of the flooding matter and claims.

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### CAPITAL PROJECTS

**20.071 2019 Capital Projects:** Mr. Raatz, Director Thomasson and Mr. Beck discussed the progress of the 2019 CIP project. Mr. Raatz reported that the anticipated project completion is mid to late July.

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### OTHER BUSINESS

**20.072 Other Business:** Director Thomasson discussed with the Board ideas for a gift for former Director Henney using a brick from Manhole 87 in honor of his many years of service to the District. Mr. Beck discussed with the Board the filing of the Eligibility Survey to include the District in the eligibility list for grant funding by the Water Quality Control Division of the CDPHE.

**20.073 Executive Session:** Following a brief discussion, at approximately 8:20 p.m., pursuant to Section 24-6-402(4)(b), C.R.S., upon motion duly made by Director Sullivan, seconded by Director Kemmeries and, upon an affirmative vote of all Directors present, the Board convened in executive session for the purposes of receiving legal advice from legal counsel with respect to matters regarding the May 23-25 sewer backup.

Those present during the executive session consisted of Directors Thomasson, Kemmeries, Rhea, Bovee and Sullivan, Legal Counsel and the District Manager.

The executive session lasted approximately 19 minutes and was not recorded because it constituted a privileged attorney-client communication for which no electronic recording is required. At approximately 9:17 p.m. the Board returned to an open public meeting.

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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 at approximately 9:18 P.M.

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Respectfully submitted,

By:   
Secretary for the Meeting