

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
AUGUST 18, 2021**

In part due to COVID-19, 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 18th day of August 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
Jeff Ippen

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.

**ADMINISTRATIVE
MATTERS**

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

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

21.100 Minutes: The Board discussed the minutes of the July 18, 2021 Regular Meeting and requested that the minutes be amended to reflect the addition to Other Business that Director Thomasson would research comparative rates for services.

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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 July 18, 2021 Regular Meeting were approved as amended.

PUBLIC COMMENT **21.101 Public Comment:** None.

OPERATIONS **21.102 Operations Report:** Mr. Ramey discussed the operations report for the month of July 2021.

ENGINEERING REPORT **21.103 Engineering Report and 2021 Capital Projects Plan:** Mr. Raatz discussed the Engineering Report, the status of the development of the GIS for the District by TST and the 2021 projects. He reported that Xcel is waiting on the permit from Denver before they can move their lines which will delay the bidding of the CIP project. Mr. Raatz will also get a map for inclusion on the website and updated the Board on a homeless encampment that is causing problems with the I-25 outfall meter that records District flows. Metro Wastewater is working on this problem.

LEGAL MATTERS **21.104 Attorney Report:** Attorney Flynn updated the Board on the filing of the delinquency letters and the problems incurred in obtaining the O&E reports. There are no new updates on the Legislative changes or Denver Water. These reports will be continued.

FINANCIAL MATTERS **21.105 Claims:** Mr. Beck discussed with the Board the claims to be approved for the period ending August 10, 2021 as follows:

General Fund:	\$ 11,547.07
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	<u>\$ 53,990.58</u>
Total:	<u>\$ 65,537.65</u>

Director Rhea discussed voiding the payment for the meeting that she was not in attendance, but in lieu thereof requested that she not be paid for the September meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the claims for the period ending August 10, 2021 were approved.

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21.106 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending July 31, 2021, and the updated cash position statement dated as of July 31, 2021.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Ippen and, upon vote, unanimously carried, the unaudited financial statements for the period ending July 31, 2021, and the cash position statement dated as of July 31, 2021, were accepted, as presented.

21.107 Public Hearing for the 2022 Budget: Mr. Beck reviewed the budget process for the 2022 Budget with the Board and recommended that the date for the Public Hearing be set for November 17, 2021 at 7:00 PM via Zoom.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board approved setting the Public Hearing for November 17, 2021 at 7:00 PM to be held via Zoom.

OTHER BUSINESS

21.108 Website Update: The Board discussed the website and the recommended changes by Director Kemmeries.

ADJOURNMENT

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

Thurs 9/2 Performed 1 tap replacement inspection at 3058 S. Jasmine St.
 Tues 9/7 Performed 2 bore meet locates.
 Tues 9/14 Performed 1 bore meet locate.
 Mon 9/27 Performed 3 locates.
 Thurs 9/30 Performed 1 tap inspection at 5570 E. Dickerson Pl.

2021 Maintenance Services					
	Estimated Footage	Non-Scheduled Footage	YTD Actual 2021	Current Monthly Footage	YTD %
<i>Jetting</i>	18,379		21,003		114%
<i>TV</i>	18,379		18,448.00		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	0	102%

**Holly Hills Water & Sanitation District
Summary for September 1-30, 2021**

No Activity



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

Holly Hills Water and Sanitation District – Engineering Report
October 2021

2021 Repairs

- Xcel Energy has scheduled relocation of the gas line in South Krameria Street for October 18th, 2021.
 - W2E will finish the drawings for the 2021 repairs once the gas line relocation is completed.
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