

## 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  
SEPTEMBER 15, 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 15<sup>th</sup> day of September 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  
Jeff Ippen

**Also In Attendance Were:**

Steve Beck; Special District Management Services, Inc.

Timothy J. Flynn, Esq.; Collins Cockrel and Cole, P.C.

Ismael Gomez; Ramey Environmental Compliance, Inc.

Bill Flynn; Simmons & Wheeler

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**ADMINISTRATIVE  
MATTERS**

**21.109 Agenda:** President Thomasson called the meeting to order and reviewed the Agenda. Mr. Beck added the presentation of the 2020 Audit to the agenda.

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

**21.110 Minutes:** The Board discussed the minutes of the August 18, 2021 Regular Meeting.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the minutes of the August 18, 2021 Regular Meeting were approved.

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**21.111 2020 Audit:** Mr. Flynn with Simmons & Wheeler presented the 2020 Draft Audit to the Board. He noted that the Auditor’s opinion will be a clean or unmodified opinion, meaning that it is the Auditor’s opinion that the District’s Financial Statements for 2020 reflect accurately in all material respects the financial condition of the Holly Hills Water and Sanitation District as of December 31, 2020 and for the year then ended.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Thomasson and, upon vote, unanimously carried, the Board accepted the 2020 Audited Financial Statements and authorized the Audit Report and related statements to be filed with the State Auditor’s Office and authorized execution of the Auditor’s required Representation Letter.

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**PUBLIC COMMENT**

**21.112 Public Comment:** None.

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**OPERATIONS REPORT**

**21.113 Operations Report:** Mr. Gomez discussed the operations report for the month of August 2021.

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**ENGINEERING REPORT**

**21.114 Engineering Report and 2021 Capital Projects Plan:** Director Thomasson review the engineering report for the month of August. The homeless encampment that is causing problems with the I-25 outfall meter that records District flows have not been resolved and Metro Water Reclamation is working on this problem. TST is still working on the GIS program.

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**LEGAL MATTERS**

**21.115 Attorney Report:** Attorney Flynn discussed the memo on the budget calendar and the scheduling of the budget hearing so that the notice can be published.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries, and, upon vote, unanimously carried, the 2022 Budget Hearing was scheduled for November 17, 2021.

Attorney Flynn reported that there are no new updates on the Legislative changes or Denver Water. These reports will be continued.

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**FINANCIAL MATTERS**

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

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General Fund:	\$ 8,367.18
Capital Projects Fund:	\$ 0.00
Enterprise Fund:	\$ 1,245.18
<b>Total:</b>	<b><u>\$ 9,612.36</u></b>

Following discussion, upon motion duly made by Director Ippen, seconded by Director Kemmeries and, upon vote, unanimously carried, the claims for the period ending September 13, 2021 were approved.

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

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

**21.118 Public Hearing and Resolutions to Certify Delinquent Accounts:** President Thomasson opened the public hearing on the Certification of Delinquent Accounts for the City and County of Denver and Arapahoe County. The owner or owners of each property for which the District's sewer bill has been delinquent for over six months and in an amount over \$150 was provided notice by certified mail, return receipt requested, that at tonight's meeting the Board would consider certifying their account for collection by the applicable County Treasurer, be it Arapahoe County or the City and County of Denver. No interested party appeared before the Board to object to the certification of their account for collection by the Treasurer. No comments being received, either in-person or in writing, the public hearing was closed by the District's President.

Following discussion, upon motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board approved Resolution No. 2020-9-1 for the Certification of Delinquent Accounts to the City and County of Denver.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the Board approved Resolution No. 2020-9-2 for the Certification of Delinquent Accounts to Arapahoe County.

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### **OTHER BUSINESS**

**21.119 Website Update:** Mr. Beck reported that the website has been submitted to SIPA and is in the queue to go live. The Board discussed changes and the addition of pictures of the community.

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**21.120 Other:** Director Rhea updated the Board on the SDA Conference.

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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

### August 1-31, 2021

Tues 8/3 Performed 1 locate.

Mon 8/9 Responded to 1 emergency locate at S. Leyden St. & S. Jersey St. outside of normal business hours.

Tues 8/17 Performed 1 tap replacement inspection at 3138 S. Monaco Cir.

Wed 8/18 Performed 1 tap replacement inspection at 2620 S. Jasmine St.

Mon 8/30 Performed 2 bore meet locates at the intersection of S. Leyden St. & S. Krameria St. and 3020 S. Krameria St.

<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>114%</b>
<i>TV</i>	<b>18,379</b>		<b>18,448.00</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>0</b>	<b>102%</b>

# **Holly Hills Water & Sanitation District**

## **Summary for August 1-31, 2021**

**August 9, 2021**

**S. Leyden St. & S. Jersey St.**

**Emergency Locate**

On Monday, August 9, 2021, at 9:30pm Robert LaBarge of REC. Inc. was contacted by the After-Hours Service regarding an emergency locate at the intersection of S. Leyden St. & S. Jersey St. Robert arrived on site and spoke with Brandon Martinez of Xcel Energy about the dig area. Robert then proceeded to locate and mark the District mains for the intersection and departed the site. No further action is needed at this time.

**Total time on this issue: Robert LaBarge – 2.0hrs.**



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**  
September 2021

2021 Repairs

- Xcel Energy is waiting on a permit from Denver for the relocation of the gas line in South Krameria Street.

GIS

- W2E coordinated with REC to get them setup with access to the GIS.
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