

**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  
MARCH 15, 2023**

A Regular Meeting of the Board of Directors of the Holly Hills Water and Sanitation District and the Board of Directors of its Water Activity Enterprise (referred to hereafter as “Board”) was convened by Zoom video conference and telephone conference call on Wednesday, March 15, 2023 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 call if they so desired.

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**ATTENDANCE**

**Directors in Attendance Were:**

Thomas Thomasson  
Scott Kemmeries  
Linda Rhea

**Also In Attendance Were:**

AJ Beckman; Public Alliance, LLC  
Timothy J. Flynn, Esq.; Collins Cole Flynn Winn Ulmer P.C.  
Mike Bakarich; Moraine Bakarich CPAs  
Wayne Ramey; Ramey Environmental Compliance, Inc.  
Will Raatz; W2 Engineers, LLC

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**ADMINISTRATIVE  
MATTERS**

**Agenda:** President Thomasson, noting that a quorum of the Board was present, called the meeting to order at 7:05 p.m. and reviewed the Agenda with the Board.

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

**Minutes:** The Board reviewed the minutes of the January 18, 2023 Regular Meeting.

Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the minutes of the January 18, 2023 Regular Meeting.

The Board then reviewed the minutes of the February 15, 2023 Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the minutes of the February 15, 2023 Regular Meeting.

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### PUBLIC COMMENTS

**Public Comment:** There was no public in attendance.

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### OPERATIONS REPORT

**Operations Report:** Mr. Ramey reviewed his report with the Board. Mr. Ramey noted that jetting and televising will commence next week to start the 2023 annual maintenance.

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### MANAGER'S REPORT

**Manager's Report:** Mr. Beckman reported that all steps have been taken to cancel the May 2, 2023, Election. Directors Thomasson and Kemmeries were each deemed elected to a four year term of office. Their oath of office will be taken after May 2, 2023 and either on or before the Board's May 17, 2023 meeting.

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### ENGINEERING REPORT

**Engineering Report:** Mr. Raatz updated the Board on the status of the 2023 capital projects. He reported that he received a bid from Insituform in the amount of \$164,367.00. Mr. Raatz explained that the bid prices are less than the Engineer's estimate and recommended that the contract be awarded. Attorney Flynn reported that he has reviewed the contract and approved it as to form.

Following discussion and review, upon a motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the award of contract to Insituform for the 2023 Capital Improvements, in the amount of \$164,367 and authorized the issuance of the Notice of Award based on the recommendations of the District's engineer.

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### LEGAL MATTERS

Attorney Flynn reported to the Board that he attended the Denver Water Citizen's Advisory Committee ("CAC") meeting. Attorney Flynn noted that the CAC has been asked by Denver Water Staff to become involved in the rate setting process for 2024 rates. In August or September the water rates for next year will be known. Attorney Flynn also noted that Metro Wastewater can provide an informative presentation to interested districts. The Board directed Mr. Beckman to schedule the presentation for the District.

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## RECORD OF PROCEEDINGS

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### FINANCIAL MATTERS

**Accounts Payable:** Mr. Bakarich reviewed the accounts payable list with the Board for the period ending March 15, 2023.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the Board approved the accounts payable, in the amount of \$13,154.50, as presented.

**Schedule of Cash Position:** Mr. Bakarich reviewed with the Board the schedule of cash position for the period ending February 28, 2023.

Following discussion, upon a motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote unanimously carried, the Board accepted the schedule of cash position for the period ending February 28, 2023.

**Engagement of Auditor:** Mr. Bakarich reviewed with the Board the Audit Engagement Letter from Simmons & Wheeler, P.C. for preparation of the 2022 Audit.

Following discussion, upon a motion duly made by Director Rhea, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the Audit Engagement Letter from Simmons & Wheeler, P.C. for preparation of the 2022 Audit, in the amount of \$5,000.

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### OTHER BUSINESS

Director Thomasson requested that the website include a dedicated page explaining the billing process. Mr. Bakarich will provide the information for board review prior to posting to the website. Once Board review is complete Public Alliance will update the website.

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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 7:48 p.m.

Respectfully submitted,

DocuSigned by:

By: Linda Rhea  
Secretary for the Meeting