

**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 16, 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, August 16, 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.

**ATTENDANCE**

**Directors in Attendance Were:**

Thomas Thomasson  
Scott Kemmeries

Following discussion, upon motion made by Director Kemmeries, seconded by Director Thomasson and, upon vote, unanimously carried, the absence of Director Rhea was excused.

**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  
Ismael Gomez; Ramey Environmental Compliance, Inc.  
Will Raatz; W2 Engineers, LLC

**ADMINISTRATIVE  
MATTERS**

**Agenda:** Director Thomasson, noting that a quorum of the Board was present, called the meeting to order at 7:00 p.m. and reviewed the Agenda with the Board.

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

**Minutes:** The Board reviewed the minutes of the July 19, 2023 Regular Meeting.

Following discussion and review, upon a motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the minutes of the July 19, 2023 Regular Meeting, as presented.

## RECORD OF PROCEEDINGS

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**New Legislation Concerning the Colorado Open Records Act (“CORA”)**: Attorney Flynn reviewed the Resolution Regarding CORA Requests with the Board. He noted that changes to CORA include clarification that if in the past the District allowed fees to be paid by credit card, that same method can be used to pay for charges associated with records retrieval and reproduction. He reviewed other elements of the Resolution.

Following discussion and review, upon a motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the Board adopted the Resolution Regarding CORA Requests, as amended.

*File Management and Conversion of District Records to Electronic Documents*: Mr. Beckman advised the Board that there are ten (10) to fifteen (15) boxes of files that were never converted to digital format. He recommended that his office review the files to determine if any could be considered by the Board for destruction. Mr. Beckman recommended digitizing records that should be retained. The Board directed Mr. Beckman to proceed with digitization of physical files that have not yet been digitized and prepare a list of documents recommended for destruction for board review.

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**PUBLIC  
COMMENTS**

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

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**OPERATIONS**

**Operations Report**: Mr. Gomez reviewed his report with the Board.

**Manager’s Report**: Nothing new to report.

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**ENGINEERING**

**Engineering Report**: Mr. Raatz reviewed his report with the Board and discussed punch list items to be addressed in connection with the Capital Projects. He explained that he has not yet obtained access to video records from the recent jetting and inspection videos. Director Kemmeries asked about future repairs. Mr. Raatz reported that there will be several larger scale projects to be addressed in the future including the replacement of drop-manholes and water and sewer line replacements which will require financial planning.

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## RECORD OF PROCEEDINGS

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### LEGAL MATTERS

**2023 Delinquent Account Memorandum**: Attorney Flynn reviewed with the Board the 2023 Delinquent Account Memorandum. It was noted that the deadline for certification of accounts to the City and County of Denver is September 30, 2023. Attorney Flynn reported that he will work with Mr. Beckman and Mr. Bakarich to prepare the list of delinquent accounts and notices to the account holders residing within the City and County of Denver. The delinquent account letters to those accounts within Arapahoe County will be presented for certification at the Board's October meeting.

**Resolution Authorizing Designated Board Members to Approve Payment of District Payables Between Regularly Scheduled Board Meetings**: Attorney Flynn reviewed a Resolution Authorizing Designated Board Members to Approve Payment of District Payables between Regularly Scheduled Board Meetings with the Board.

Following discussion and review, upon a motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the Board adopted the Resolution Authorizing Designated Board Members to Approve Payment of District Payables between Regularly Scheduled Board Meetings.

Attorney Flynn further discussed with the Board proposed legislation that may complicate the annual budgeting process requiring the District to meet in December. No action was taken by the Board.

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### FINANCIAL MATTERS

**Accounts Payable**: Mr. Bakarich reviewed the accounts payable list with the Board for the period ending August 16, 2023.

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the Board approved the accounts payable, in the amount of \$77,774.80, as presented.

**Financial Statements**: Mr. Bakarich reviewed with the Board the unaudited financial statements for the period ending June 30, 2023.

Following discussion, upon a motion duly made by Director Kemmeries seconded by Director Thomasson and, upon vote unanimously carried, the Board accepted the unaudited financial statements for the period ending June 30, 2023.

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### OTHER BUSINESS

None.

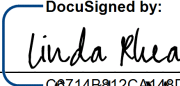
## RECORD OF PROCEEDINGS

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the meeting was adjourned on July 19, 2023 at 7:44 p.m.

Respectfully submitted,

By:  \_\_\_\_\_  
Secretary for the Meeting