

**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
NOVEMBER 19, 2025**

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, November 19, 2025 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
Chris Carroll
Liv Haugen

Also In Attendance Were:

Justin Janca; Public Alliance, LLC
Timothy J. Flynn, Esq.; Ireland Stapleton Pryor & Pascoe, PC
Mike Bakarich; Moraine Bakarich CPAs
Ismael Gomez; Ramey Environmental Compliance, Inc.
Will Raatz; W2 Engineers, LLC
Jim DiPaolo and John Aydelotte, members of the public.

**ADMINISTRATIVE
MATTERS**

Agenda: Director Thomasson, noting that a quorum of the Board was present, called the meeting to order and reviewed the Agenda with the Board.

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

Minutes: The Board reviewed the minutes of the October 22, 2025 Regular Meeting.

Following discussion and review, upon a motion duly made by Director Haugen, seconded by Director Kemmeries and, upon vote unanimously

RECORD OF PROCEEDINGS

carried, the Board approved the minutes of the October 22, 2025 Regular Meeting, as amended.

Appointment of Officers: Following discussion, upon a motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the Board appointed Christopher Carroll to the position of Secretary Treasurer and Liv Haugen to the position of Assistant Secretary.

December 17, 2025 Meeting: The Board entered into discussion regarding cancelling the December 17, 2025, Regular Meeting. The Board determined to cancel the December 17, 2025 Regular Meeting and scheduled a special meeting for Wednesday, December 3, 2025 at 2pm.

**PUBLIC
COMMENT**

No public comment.

OPERATIONS

Operations Report: Mr. Gomez presented his report. Mr. Gomez noted that the Yale maintenance is in progress and the Holly Street maintenance is complete. The video is pending upload. The video documented holes in manhole inverts and slip line deterioration. He noted that homeowners were upset during maintenance operations due to odors in homes.

Manager's Report: Mr. Janca presented the manager's report. He reported on the Special Districts 101 meeting with Directors Carroll and Haugen. He also noted that issuance of DUNS number has been received and conversation with Yale Park Homeowners Association has satisfied their inquiries for the time being.

ENGINEERING

Engineering Report: Mr. Raatz presented the engineering report.

Mr. Raatz reported that the prequalification application has been submitted in funding pursuit. Mr. Janca and a Board member to attend prequalification meeting. Element Engineering is beginning design work on the infrastructure improvement project. Mr. Thomasson inquired about possibility of moving sewer lines. Mr. Raatz responded that there is not enough space considering the existing infrastructure. Ms. Haugen questioned whether construction would involve bypass pumping. Mr. Raatz responded in the affirmative. Mr. Thomasson questioned whether seepage from the holes in manhole inverts is occurring. Mr. Raatz responded that the substrate is hard shale which prevents permeation. Ms. Haugen questioned whether groundwater infiltration was occurring through the manhole invert holes. Mr. Raatz responded that he will need to see the video before commenting. Mr. Gomez noted that no infiltration was observed in the video.

RECORD OF PROCEEDINGS

Highline canal work is ongoing and has created disturbance. Construction fatigue needs to be addressed. The District's goal is to expedite the infrastructure improvement project and complete construction before a moratorium is placed on new permits.

Mr. DiPaolo requested improved communication to decrease construction fatigue. Mr. Janca noted that the website will be updated to include information on third-party projects. The District's email list will be used to update the community on District projects. Discussion followed regarding adding information to the District's invoice. Mr. Bakarich noted that the ability to alter or add content on invoices is limited by the platform.

Mr. Raatz noted that Holly Hills Elementary School is beginning construction. Mr. Flynn is preparing a sewer main extension agreement for the manhole the school will construct and which will ultimately become part of the District's wastewater collection system. Ms. Haugen inquired about how the abandoned line will be plugged. Mr. Raatz responded that the abandoned line will be double plugged; one on site and another in the manhole.

LEGAL MATTERS

Denver Water Rates: Attorney Flynn reported that the Denver Water rates will increase in 2026. He noted what the specific rates will be for each of Denver Water's 3 tiers for a total service distributor like Holly Hills effective January 1, 2026.

Letter to Delinquent Accounts: Mr. Flynn reported that the letter creation is pending and they will be distributed once available.

FINANCIAL MATTERS

Accounts Payable: Mr. Bakarich reviewed the accounts payable list with the Board for the period ending November 19, 2025.

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 \$90,735.23, as presented.

Financial Statements: Mr. Bakarich reviewed with the Board the financial statements for the period ending October 31, 2025.

Following discussion, upon a motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote unanimously carried, the Board accepted the financial statements for the period ending October 31, 2025.

RECORD OF PROCEEDINGS

Rate Increase: Mr. Bakarich presented information regarding potential rate increases. Discussion revolved around amount of any increase and future strategy. At the conclusion of the discussion the Board deferred this matter until the Board's December 3rd special meeting.

Banking Process: Discussion was tabled until 2026.

2025 Audit: Mr. Bakarich discussed with the Board the requirements for an Audit.

Following discussion and review, upon a motion duly made by Director Haugen, seconded by Director Thomasson and, upon vote unanimously carried, the Board approved the Audit Engagement Letter with Simmons & Wheeler, P.C., in an amount not to exceed \$5,300.

Public Hearing on Amendment to 2025 Budget: The public hearing to consider an amendment to the 2025 Budget was opened.

It was noted that publication of Notice stating that the Board would consider amendment of the 2025 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing No public comments were received, and the public hearing was closed. It was noted that an amendment to the 2025 Budget was not required.

Adoption of 2026 Budget – Budget Hearing: Director Thomasson opened the public hearing to consider the proposed 2025 Budget and discuss related issues. It was noted that publication of Notice stating that the Board would consider adoption of the 2025 Budget and the date, time, and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. Mr. DiPaolo commented that upon review, he believed the budget to be reasonable and in accord with expectations. Director Thomasson closed the public hearing. The Board then continued consideration of the 2026 budget until the Board's special meeting set forth December 3, 2025 at 1pm.

DLG-70 Mill Levy Certification: The Board deferred discussion.

OTHER BUSINESS

Memo from Public Alliance LLC regarding Rates for Management Services: Mr. Janca reviewed with the Board and noted that there is only a nominal rate increase. Attorney Flynn will prepare contract amendments for both Public Alliance LLC and W2 Engineers.

RECORD OF PROCEEDINGS

Director Kemmeries noted that Metro has increased rates 14% and not the 17% presented by Mr. Bakarich. Discussion pursued resolving the issue.

Board Dinner. Director Thomasson suggested that the entire Board get together for dinner for the purpose of further on boarding the newly appointed Directors. Attorney Flynn requested that the District post a quorum event to avoid open meeting act infraction. Director Thomasson will provide date of gathering so that the notice can be duly posted.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Kemmeries, seconded by Director Thomasson and, upon vote unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: Signed by:
Christopher Carroll
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Secretary for the Meeting