

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
MARCH 7, 2017

A special meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Tuesday, March 7, 2017, at 5:00 p.m., at 8390 E. Crescent Parkway, Suite 500, Greenwood Village, Colorado. The meeting was open to the public.

Attendance

Board members in attendance:

Bill Kirven
Howard Buchalter (arrived at 5:15 p.m.)
Bernard F. Gehris
Dan Marks
Richard G. Keene

Also in attendance:

Matt Urkoski, Gigi Pangindian and Pat Shannon; CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Mark Klee; Tetra Tech
Margaret Piccinelli; Resident

**Call to Order/
Agenda**

Director Kirven called the meeting to order at 5:00 p.m. due to the absence of Director Buchalter at the start of the meeting. Upon a motion duly made by Director Keene, seconded by Director Marks and, upon vote, unanimously carried, the Board approved the agenda. Director Buchalter arrived at 5:15 p.m.

**Review and
Approve
Minutes**

Upon a motion duly made by Director Keene, seconded by Director Marks and, upon vote, unanimously carried, the Board approved the minutes of the January 18, 2017 Regular Meeting as presented. Director Buchalter was not present for the vote.

**Public
Comments**

Ms. Piccinelli requested an update on the status of the odor mitigation project at lift station #1. This item was addressed later in the meeting.

Legal Matters

- A. Executive session pursuant to C.R.S. §24-6-402(4)(b) and C.R.S. § 24-6-402(4)(e) for the purpose of conference with an attorney for the purposes of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations regarding an AT&T Lease.

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board entered into executive session at 5:25 p.m.

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Upon a motion duly made by Director Keene, seconded by Director Buchalter and, upon vote, unanimously carried, the Board reopened the public meeting at 5:30 p.m.

B. Discuss Developer Deposit Regulations In Place

Ms. Seaver reported that Section 8.6 of the District's Rules & Regulations allows the District to collect fees for expenses incurred by the District while assisting the review and inspection of developers' projects within the District. Ms. Seaver recommended amending the rate fee schedule to define how developers will be charged.

Mr. Klee recommended charging a flat developer deposit fee to cover District expenses. Discussion ensued regarding the remaining developable land and the best method of collecting fees.

Ms. Seaver will work with Mr. Klee to develop a resolution amending the Rules & Regulations as well as a resolution to set development review fees.

Ms. Seaver and Mr. Urkoski will draft a letter and invoice to Hampton Inn for Mr. Klee's time spent reviewing their project.

C. Other

None.

**Administrative
Matters**

A. Manager's Report

Mr. Urkoski reported that he did not have any additional updates to provide.

**Financial
Matters**

A. Review and Consider Approval of Current Claims

Mr. Urkoski presented the current claims. Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon vote, unanimously carried, the Board approved current claims in the amount of \$27,971.67 represented by check numbers 1000-1010.

B. Consider Approval of Directors' Fees

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved directors' fees.

Upon a motion duly made by Director Kirven, seconded by Director Keene

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and, upon vote, unanimously carried, the Board approved a motion to approve directors' fees for the year for directors present at Board Meetings.

C. Review and Accept Unaudited Financial Statements as of December 31, 2016

Ms. Pangindian presented the Unaudited Financial Statements as of December 31, 2016. Upon a motion duly made by Director Gehris, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the Unaudited Financial Statements as of December 31, 2016.

D. Discuss Bond Refunding Analysis

Ms. Pangindian presented the bond refunding analysis. Mr. Klee will update the capital and maintenance expenditures forecast to extend through the remainder of the bond term. The Board will revisit the possibility of paying down additional amounts on the bonds later this year.

E. Other

None.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Klee reported Horner inclusion parcel is currently undergoing phase one environmental testing.

Mr. Klee reported that the Hampton Inn has contacted him for a final inspection of the property.

Mr. Klee presented the Ramey Environmental contract to the Board for execution. Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the Ramey Environmental contract subject to legal review.

B. Discuss Lift Station #1 Odor Mitigation

Mr. Klee reported that Denver Water may provide some relief from the required water cost estimate.

Mr. Klee reported that Arapahoe County will require an amendment to the location and extent permit. The Board will need to provide written notice to residents in order to amend the permit.

Upon a motion duly made by Director Gehris, seconded by Director Keene and, upon vote, unanimously carried, the Board authorized Mr. Klee to begin the pre-application process with Arapahoe County.

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**Board Member
Matters**

A. Other

None.

Other Business

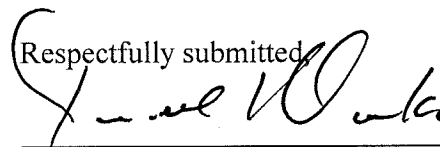
A. Confirm Quorum for the May 17, 2017 Regular Board Meeting

A quorum was confirmed for the May 17, 2017 Regular Board Meeting.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Keene, seconded by Director Buchalter and, upon vote, unanimously carried, the Board adjourned the meeting at 6:25 p.m.

Respectfully submitted,



Secretary for the Meeting