

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
July 18, 2018

A regular meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, July 18, 2018, 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:

Howard Buchalter
Bernard F. Gehris
Richard G. Keene
Bill Kirven

Also in attendance:

Matt Urkoski, Wendi McLaughlin & Gigi Pangindian; CliftonLarsonAllen LLP
Ed Icenogle; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy Jenks Consultants
Eric Barnes; Barnes & Griggs
Margaret Piccinelli; Resident

**Call to Order/
Agenda**

Director Buchalter called the meeting to order at 5:00 p.m.

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the July 18th, 2018 agenda, as presented.

**Public
Comments**

Ms. Piccinelli inquired as to the status of the cell tower updates. Mr. Sekera reported that the installation was completed per the agreement.

**2017 Audit
Presentation**

Mr. Barnes presented the 2017 Audit to the Board.

Following review, upon a motion duly made by Director Gehris, seconded by Director Kirven and upon vote, unanimously carried, the Board approved the 2017 Audit, subject to final legal review. The Board authorized CLA to file the 2017 Audit prior to the 7/31 deadline.

**Review and
Approve
Minutes**

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon a vote, unanimously carried, the Board approved the March 21st, 2018 regular meeting minutes, subject to adding Ms. Pangindian as being in

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attendance and reformatting of the public comments section.

Legal Matters

A. Other

None.

Administrative Matters

A. Manager's Report

None

Financial Matters

A. Review and Consider Ratifying Approval of Prior Claims

Ms. Pangindian reviewed the prior claims with the Board.

Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon vote, unanimously carried, the Board ratified approval of the prior claims, subject to voiding check #1143.

B. Review and Consider Approval of Current Claims

Ms. Pangindian reviewed the current claims with the Board.

Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the current claims, as presented.

C. Review and Accept Unaudited Financial Statements as of May 31, 2018

Ms. Pangindian presented the unaudited financial statements as of May 31, 2018 to the Board.

Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon vote, unanimously carried, the Board accepted the unaudited financial statements as of May 31, 2018, as presented.

Ms. Pangindian inquired on whether the Board would like to authorize an additional \$50,000 payment toward bond repayment be paid in September. The additional was not budgeted and will require a budget amendment.

Upon a motion duly made by Director Gehris, seconded by Director Keene and upon vote, unanimously carried, the Board authorized an additional \$50,000 to be paid toward the bonds in September.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Sekera provided an update to the Board, stating that all lift stations are in good condition. The level float and relays on Lift #2 were replaced, along

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with landscaping clean-up occurring at the lift stations.

B. AT&T Cell Tower Site Update

Mr. Sekera provided an update on the AT&T Cell Tower to the Board. He noted that AT&T has requested an additional upgrade to equipment, including purchasing 3 new antennas, replacing 6 radio heads and adding 3 new radio heads.

Mr. Icenogle stated that these upgrades would require a 6th Amendment to the Agreement.

No specific plans have yet been received.

Director Keene inquired about radiation compliance testing to determine if standards are being met.

No action was taken at this time.

C. Transition Update

Mr. Sekera reported the transition was complete, but he is maintaining contact with Mark Klee.

D. Other

Director Kirven inquired whether there would be any interest in establishing a Geographic Information System (GIS) for the District. Mr. Sekera will provide an estimate at the next meeting.

Board Member Matters

A. Other

Mr. Marks will be appointed at the next Board meeting.

Other Business

A. Confirm Quorum for the Wednesday, September 19, 2018 Regular Board Meeting.

The Board confirmed quorum for the September 19, 2018 Regular Meeting.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:48 p.m.

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Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'B. H. M.', written over a horizontal line.

Secretary for the Meeting