

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
January 17, 2018

A regular meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, January 17, 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
Dan Marks
Richard G. Keene
Bill Kirven

Also in attendance:

Matt Urkoski, Patrick Shannon, Jerel Sangster and Gigi Pangindian;
CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Mark Klee; Tetra Tech
Greg Sekera; Kennedy Jenks Consultants
Margaret Piccinelli; Resident

**Call to Order/
Agenda**

Director Kirven called the meeting to order at 5:11 p.m.

Upon a motion duly made by Director Buchalter, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the January 17th, 2018 agenda, subject to adding item "5B Review and Consider Approval of Icenogle Seaver Pogue, P.C. Engagement Letter."

**Review and
Approve
Minutes**

Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon a vote, unanimously carried, the Board approved the November 15, 2017 regular meeting and the November 28, 2017 continued meeting minutes, as presented.

**Affirm Posting
Locations**

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon a vote, unanimously carried, the Board affirmed posting location for 2018 Public Meetings in Accordance with section 24-6-402(2)©, C.R.S. as set forth in Resolution No. 2017-11-02; Annual Administrative Matters 2018

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**Public
Comments**

Ms. Piccinelli asked for an update regarding the AT&T cell tower site. Additionally, she inquired as to whether there were any changes in the amendment of the AT&T agreement that would be pertinent to residents. Ms. Piccinelli asked the Board if all work on the tower was complete and if the Board is satisfied.

Discussion ensued among the Board and consultants regarding the state of the antennae.

Upon a motion duly made by Director Keene, seconded by Director Marks and upon vote, unanimously carried, the Board determined that Ms. Seaver will send a notice of violation to AT&T lawyer.

Legal Matters

A. Review and Consider Approval of Kennedy/Jenks Contract

Ms. Seaver reviewed the Kennedy Jenks Consultants agreement with the Board.

After some discussion, upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the agreement with Kennedy Jenks Consultants, as presented.

B. Review and Consider Approval of Icenogle Seaver Pogue P.C. Engagement Letter

Ms. Seaver presented to the ISP engagement letter to the Board.

Upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the ISP engagement letter, as presented.

**Administrative
Matters**

A. Manager's Report

None

**Financial
Matters**

A. Review and Consider Ratifying Approval of Prior Claims

Mr. Urkoski reviewed the prior claims with the Board.

Upon a motion duly made by Director Kirven, seconded by Director Marks and, upon vote, unanimously carried, the Board ratified approval of the prior claims, as presented.

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B. Review and Consider Approval of Current Claims

Mr. Urkoski reviewed the current claims with the Board.

Upon a motion duly made by Director Kirven, seconded by Director Marks and, upon vote, unanimously carried, the Board approved the Current Claims as presented.

C. Review and Accept Unaudited Financial Statements as of November 30, 2017

Ms. Pangindian presented the Unaudited Financial Statements as of November 30, 2017 to the Board.

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the unaudited financial statements as of November 30, 2017, as presented.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Klee provided an update on projects to the Board. He noted that coordination was ongoing with Browns Hill to get communication and remote control set between lift stations 1 and 2. It was noted that there was a power outage at lift station #2. Improvements in communication should reduce odor issues.

B. AT&T Cell Tower Site Update

Mr. Klee noted that AT&T has requested a sixth amendment to the agreement with the District to upgrade cable to the site.

Mr. Klee also reported that he reviewed radio frequency site testing report. His report states that it is in compliance with FCC requirements

Board Member Matters

A. Other

None.

Other Business

A. Confirm Quorum for the Wednesday, March 21, 2018 Regular Board Meeting.

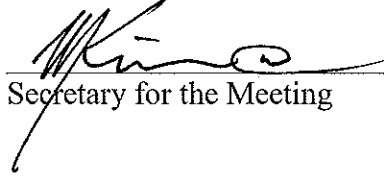
The Board confirmed quorum for the March 21, 2018 Regular Meeting.

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Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Buchalter, seconded by Director Kirven and, upon vote, unanimously carried, the meeting was adjourned at 5:59 p.m.

Respectfully submitted,


Secretary for the Meeting