

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
July 17, 2019

A regular meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, July 17, 2019, at 5:00 p.m., at 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado. The meeting was open to the public.

Attendance

Board members in attendance:

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

Also in attendance:

Matt Urkoski & Gigi Pangindian; CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy Jenks Consultants
Eric Barnes; Fiscal Focus Partners, LLC

**Call to Order/
Agenda**

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

Upon a motion duly made by Director Keene, seconded by Director Kirven and, upon vote, unanimously carried, the Board approved the July 17, 2019 agenda, subject to addition of Change Order No. 1.

**Review and
Approve
Minutes**

Upon a motion duly made by Director Keene, seconded by Director Kirven and, upon vote, unanimously carried, the Board approved the May 8, 2019 Special Meeting Minutes, as presented.

**Public
Comments**

None.

2018 Audit

Review and Consider Approval of 2018 Audit

Mr. Barnes presented the 2018 Audit to the Board, noting that the 2018 Audit was fairly routine and that the financials examined are a fair and accurate representation.

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Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the 2018 Audit, subject to final legal review.

Legal Matters

A. Status Update on 6th Amendment to AT&T Agreement

Ms. Seaver reviewed with the Board of Directors the status of the AT&T work related to the 6th Amendment and noted several instances of non-compliance with the terms of the master agreement as well as the 6th Amendment. The Board directed her to communicate in writing AT&T's need to rectify the issues and to communicate that any further amendments will include liquidated damages, performance guaranty's, stop work orders and other measures deemed necessary by the District to ensure compliance with the contract terms.

B. Other

None.

Administrative Matters

A. Discussion regarding Check Signing Process

The Board discussed options for the payables process moving forward, including the potential implementation of Bill.com. The Board directed staff to initiate implementing Bill.com for the payables process. Director Keene and Director Kirven will be the assigned first and second approvers, respectively.

B. Other

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 Keene, seconded by Director Kirven and, upon vote, unanimously carried, the Board ratified approval of the prior claims, as presented.

B. Review and Consider Approval of Current Claims

Ms. Pangindian reviewed the current claims with the Board.

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

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C. Review and Accept Unaudited Financial Statements as of May 31, 2019

Ms. Pangindian presented the Unaudited Financial Statements as of May 31, 2019 to the Board.

Upon a motion duly made by Director Keene, seconded by Director Marks and, upon vote, unanimously carried, the Board accepted the unaudited financial statements as of May 31, 2019, as presented.

D. Other

Upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board authorized Ms. Pangindian to make an additional \$50,000 payment toward the bond principal by September 14th.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Sekera provided an update on the 2019 Sewer Rehabilitation Project to the Board, noting that work is expected to begin the first week of August. Mr. Sekera reviewed the recommended Change Order No. 1 with the Board.

Mr. Sekera further reviewed the general updates, included in his enclosed report, with the Board.

Following review, upon a motion duly made by Director Keene, seconded by Director Kirven and, upon vote, unanimously carried, the Board approved Change Order No. 1.

B. Other

None.

Board Member Matters

A. Other

None.

Other Business

A. Confirm Quorum for the Wednesday, September 18, 2019 Regular Board Meeting.

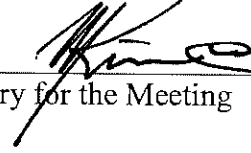
The Board confirmed a quorum for the September 18, 2019 Regular Meeting.

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Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "K. King", written over a horizontal line.

Secretary for the Meeting