

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
November 14, 2018

A special meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, November 14, 2018, 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
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

**Call to Order/
Agenda**

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

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the November 14th, 2018 agenda, as presented.

The absences of Director Kirven and Director Keene were excused.

**Public
Comments**

None.

Legal Matters

A. Review and Consider Adoption of Resolution 2018-11-01; Annual Administrative Matters for 2019

Ms. Seaver reviewed the Annual Administration Matters Resolution for 2019 with the Board.

Upon a motion duly made by Director Gehris, seconded by Director Marks and, upon vote, unanimously carried, the Board approved adoption of the Resolution 2018-11-01, Annual Administrative Matters for 2019, as presented.

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B. Review and Consider Approval of 6th Amendment to the AT&T Lease Agreement

Ms. Seaver reviewed the 6th Amendment to the AT&T Lease Agreement with the Board.

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the 6th Amendment to the AT&T Lease Agreement, as presented.

C. Other

None.

Administrative Matters

A. Review and Consider Approval of Resolution 2018-11-02; Affirming the Schedule of Fees and Charges

Mr. Urkoski reviewed Resolution 2018-11-02, affirming the schedule of fees and charges with the Board.

Upon a motion duly made by Director Buchalter, seconded by Director Marks and, upon vote, unanimously carried, the Board approved resolution 2018-11-02, affirming the schedule of fees and charges, as presented.

B. Other

None.

Financial Matters

A. Review and Consider Ratifying Approval of Previous Claims

Ms. Pangindian reviewed the previous claims with the Board.

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

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C. Review and Accept Cash Position as of 11-07-18

Ms. Pangindian reviewed the cash position as of 11-07-18 with the Board.

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board accepted the cash position, as presented.

D. Consider Approval of Directors' Fees

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the Directors' fees, as presented.

E. Conduct Public Hearing to Amend 2018 Budget and Consider Adoption of Resolution to Amend 2018 Budget

Director Buchalter opened the public hearing at 5:22 p.m. to consider adoption of Resolution to Amend the 2018 Budget.

Director Buchalter closed the public hearing at 6:00 p.m. to consider adoption of Resolution to Amend the 2018 Budget.

Ms. Pangindian reviewed the 2018 budget amendment with the Board, noting the primary reason of the amendment was due to the additional principal payment on the bonds.

Upon a motion duly made by Director Buchalter, seconded by Director Marks and, upon vote, unanimously carried, the Board approved amending the 2018 budget and adopted the Resolution to Amend the 2018 Budget.

F. Conduct Public Hearing to Consider Adoption of 2019 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2018-11-03 to Adopt 2019 Budget, Appropriate Expenditures and Set Mill Levy

Mr. Buchalter opened the public hearing at 5:22 p.m. to consider the adoption of the 2019 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2018-11-03 to Adopt 2019 Budget, Appropriate Expenditures and Set Mill Levy.

Mr. Buchalter closed the public hearing at 6:00 p.m. to consider the adoption of the 2019 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2018-11-03 to Adopt 2019 Budget, Appropriate Expenditures and Set Mill Levy.

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Ms. Pangindian presented the 2019 Budget and answered questions from the Board. Mr. Sekera provided additional context on the reasoning for additional engineering and maintenance needs in 2019. He further recommended a formal maintenance program to more efficiently manage the needs moving forward, highlighting issues with the condition of certain sections of District mains. The Board expressed concern with the amount of issues brought forward by Mr. Sekera and inquired on whether the intended 2019 approach may be too tentative. It was determined that the data set is currently too small to state definitively at this time. Further discussion ensued.

Following discussion, upon a motion duly made by Director Buchalter, seconded by Director Marks and, upon vote, unanimously carried, the Board approved Resolution 2018-11-03 to Adopt the 2019 Budget, as presented.

G. Review and Consider Approval of 2018 Audit Engagement Letter with Fiscal Focus Partners LLC.

Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried the Board approved the 2018 Audit Engagement Letter with Fiscal Focus Partners, LLC, subject to final legal review.

H. Other

None.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Sekera reviewed the enclosed engineering report with the Board.

B. GIS Pricing and Implementation Discussion

Mr. Sekera informed the Board that he will provide a proposal at the January 16th Board meeting, for their review.

Board Member Matters

A. Other

None.

Other Business

A. Confirm Quorum for the Wednesday, January 16th, 2019 Regular Meeting.


The Board confirmed a quorum for the Wednesday, January 16th, 2019 Regular Board Meeting.

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Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:18 p.m.

Respectfully submitted,



Secretary for the Meeting