

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
November 18, 2020

A special meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, November 18, 2020, at 5:00 p.m., via Microsoft TEAMS and conference call to preserve the health, safety, and welfare of the public in light of the imminent threat posed by the COVID-19 pandemic. The meeting was open to the public.

Attendance

Board members in attendance:

Bernard F. Gehris
Howard Buchalter
Richard G. Keene
Mark Henning
Steve Hellman

Also in attendance:

Lisa Johnson, Andrew Williams & Gigi Pangindian; CliftonLarsonAllen LLP
Anna Wool; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy/Jenks Consultants, Inc.

**Call to Order/
Agenda**

Ms. Johnson called the meeting to order at 5:06 p.m.

Following discussion, upon a motion duly made by Director Buchalter, seconded by Director Hellman and, upon vote, unanimously carried, the Board approved the agenda.

Minutes

Review and Approve Minutes of September 16, 2020 Special Meetings

Upon a motion duly made by Director Hellman, seconded by Director Henning and, upon vote, unanimously carried, the Board approved the September 16, 2020 Special Meeting Minutes.

**Public
Comments**

None.

**Staff
Introductions**

The staff introduced themselves to the Board, provided background on their experience, and described the services they provide to the District.

Legal Matters

- A. Review and Consider Adoption of Resolution 2020-11-01; Annual Administrative Matters for 2021

Ms. Wool presented Resolution No. 2020-11-01, Annual Administrative Matters.

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Following review, upon a motion duly made by Director Hellman, seconded by Director Henning and, upon vote, unanimously carried, the Board approved Resolution No. 2020-11-01, Annual Administrative Matters for 2021.

B. Other

None.

Manager Items

A. Review and Consider Approval of Resolution 2020-11-02; Amending the Schedule of Fees and Charges

Ms. Wool presented Resolution 2020-11-02; Amending the Schedule of Fees and Charges. She reminded the Board of action it took earlier in the year to impose penalties for violating the Rules and Regulations and presented the results of research on charges imposed by other water and sanitation districts for violations of rules and regulations.

The Board indicated it would like District penalties to cover any damage and/or expenses incurred by the District occasioned by a violation of the Rules and Regulations. Ms. Wool will update the resolution accordingly.

The Board then discussed late fees for customers that do not pay their sewer service fee by the due date. It would like staff to send a reminder letter to residents after 15 days delinquent and if payment is not received by the 30th day delinquent to impose a \$15 late fee.

Lastly the Board discussed the 2021 sewer service fees. Director Hellman discussed potential small annual increases to the rates to cover inflation increases and to fund reserves. The Board discussed this suggestion, reviewed the current reserves and determined to hold fees at the 2020 amounts for 2021.

Following discussion, upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved Resolution No. 2020-11-02; Amending the Schedule of Fees and Charges with the revisions discussed above.

B. Ratify Approval of Russian Olive Tree Removal Proposal from Environmental Tree

Upon a motion duly made by Director Hellman, seconded by Director Gehris and, upon vote, unanimously carried, the Board ratified approval of the Russian Olive Tree Removal Proposal from Environmental Tree.

C. Other

None.

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Financial
Matters

A. Review and Consider Ratifying Approval of Prior Claims

Ms. Johnson reviewed the prior claims with the Board.

Following review, upon a motion duly made by Director Hellman, seconded by Director Keene and, upon vote, unanimously carried, the Board ratified the payment of prior claims in the amount of \$26,721.87.

B. Review and Consider Approval of Current Claims

Ms. Johnson reviewed the current claims with the Board.

Following review, upon a motion duly made by Director Buchalter, seconded by Director Henning and, upon vote, unanimously carried, the Board approved the payment of current claims in the amount of \$14,018.01.

C. Consider Approval of Directors' Fees

Upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the payment of Directors' fees.

D. Review and Consider Acceptance of September 30, 2020 Unaudited Financial Statements

Ms. Pangindian reviewed the September 30, 2020 unaudited financial statements with the Board.

Following review, upon a motion duly made by Director Buchalter, seconded by Director Henning and, upon vote, unanimously carried, the Board accepted the September 30, 2020 unaudited financial statements.

E. Conduct Public Hearing to Consider Adoption of 2021 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2020-11-03 to Adopt 2021 Budget, Appropriate Expenditures and Set Mill Levy

Ms. Johnson opened the public hearing at 6:00 p.m. There were no members of the public present. Ms. Johnson closed the public hearing at 6:01 p.m. to consider the adoption of the 2021 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2020-11-03 to Adopt 2021 Budget, Appropriate Expenditures and Set Mill Levy.

Ms. Pangindian presented the 2021 Budget. The Board discussed comments and revisions.

Following discussion, upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board approved Resolution 2020-11-03, adopting the 2021 Budget as discussed and revised, appropriating the funds therefore, and certifying the mill levies for

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2021, subject to final assessed valuation from the County and further discussions related to solid waste removal services.

F. Review and Consider Approval of 2020 Audit Engagement Letter with Fiscal Focus Partners LLC

Following review, upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the 2020 Audit Engagement Letter with Fiscal Focus Partners LLC.

G. Other

None.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Sekera presented his report to the Board. He stated that he delayed the Belleview outfall line project in 2020. It will be moved to next year due to school traffic, other construction and a request from the City. Three zone inspections have been completed. Issues that need to be addressed will be added to next year's rehab program. Mr. Sekera also stated that the lift stations have been running well and Generator Source is performing regular checks on the District's equipment. He also reported on the removal of the Russian Olive Tree at lift station #3.

1. 2021 District Budget Recommendations

Mr. Sekera presented the 2021 Budget recommendations to the Board.

2. 10-Year Capital Improvement Plan

Mr. Sekera presented the draft 10-Year Capital Improvement Plan to the Board.

B. Other

None.

Board Member Items

A. Review Summary of Business Plan and Associated Budget Related to Offering Solid Waste Disposal Services and Authorize Staff to Proceed

The Board reviewed the summary of the business plan and related budget for solid waste disposal services. Ms. Wool summarized the need to amend the current Service Plan to give the District to permit the provision of solid waste disposal services. Ms. Wool also mentioned the possibility of establishing in the future an enterprise and enterprise fund specific to solid waste disposal services.

The Board then discussed appointing a committee to work with staff on the business plan for solid waste disposal services. Director Gehris and Director

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Henning volunteered to serve on the committee.

Following discussion, upon a motion duly made by Director Buchalter, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the business plan and associated budget related to offering solid waste disposal services and authorized staff to proceed.

The Board would like to send a communication to all customers with the January billing informing them of the recent legislation which allows special districts to provide solid waste disposal services, the exploration of providing solid waste disposal services to customers, the offering of services to a “pilot” area and a timeline for offering services to the entire District of 2-4 years.

Following discussion, upon a motion duly made by Director Buchalter, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved sending a communication to all customers with the January billing.

B. Other

None.

Other Business

A. Confirm Quorum for the Wednesday, January 20, 2021 Regular Board Meeting

The Board confirmed quorum for the January 20, 2021 Regular Meeting.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:28 p.m.

Respectfully submitted,

DocuSigned by:

Richard Keene

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Secretary for the Meeting

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/22/2021 4:26:22 PM
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