

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
March 11, 2020

A special meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, March 11, 2020, 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, Lisa Johnson, Andrew Williams & Yelena Primachenko;
CliftonLarsonAllen LLP
Anna Wool; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy Jenks Consultants

Margaret Piccinelli; Resident

**Call to Order/
Agenda**

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

Upon vote, unanimously carried, the Board approved the March 11, 2020 agenda, as presented.

**Review and
Approve
Minutes**

Upon a motion duly made by Director Kirven, seconded by Director Keene and upon vote, unanimously carried, the Board approved the January 15, 2020 Regular Meeting Minutes.

**Public
Comments**

Ms. Piccinelli inquired on any cell tower updates and requested an update on any recent lift station maintenance. Mr. Sekera reported that all work conducted at the lift station has been routine maintenance.

Legal Matters

Review and Consider Resolution Regarding Designating an Official Custodian for Purposes of the Colorado Open Records Act, Sections 24-72-201 et seq., C.R.S.

Ms. Wool reviewed the enclosed resolution with the Board, recommending

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designating CLA as the repository and the Secretary of the Board as the official custodian.

Following review, upon a motion duly made by Director Kirven, seconded by Director Keene and upon vote, unanimously carried, the Board approved the Resolution Regarding Designating an Official Custodian for Purposes of the Colorado Open Records Act.

2020 Election Update

Ms. Wool reported that no self-nomination forms were received and that the election will be cancelled. There will be three vacancies on the Board after the May election.

Review and Consider Fee Increases and Resolution Regarding an Amendment to the District’s Schedule of Fees and Charges

Ms. Wool reviewed the Resolution regarding an Amendment to the District’s Schedule of Fees and Charges with the Board. Discussion on the violation fee tiers ensued. The Board further discussed rate-setting philosophy with regard to increasing user fees to keep pace with unpredictability in MWWRD charges and increasing capital maintenance demands.

Following discussion, upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the Amendment to the District’s Schedule of Fees and Charges.

Review and Consider Amending the Rules and Regulations of the District Concerning Enforcement, Violations and Penalties

Ms. Wool reviewed the Amendment to the Rules and Regulations of the District Concerning Enforcement, Violations and Penalties with the Board.

Following review, upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved Amending the Rules and Regulations of the District Concerning Enforcement, Violations and Penalties.

Other

Ms. Wool reviewed the enclosed rules related to requests for inspection of public records with the Board.

Administrative Matters

Other

None.

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Financial Matters

Review and Consider Ratifying Approval of Prior Claims

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, as presented.

Review and Consider Approval of Current Claims

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.

Consider Approval of Directors' Fees

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

Review and Accept Unaudited Financial Statements as of January 31, 2020

Ms. Primachenko presented the Unaudited Financial Statements as of January 31, 2020 to the Board.

Upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board accepted the unaudited financial statements as of January 31, 2020, as presented.

Other

Following discussion, upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved Director Gehris as the second approver on the bill.com payables process.

Engineering Matters

Update on Projects / Engineer Report

Mr. Sekera reviewed the enclosed engineering report with the Board, highlighting the proposed 2020 Sewer Rehabilitation Project. Mr. Sekera reported that the focus of this year's project would be the portion on Belleview Avenue.

Review and Consider Approval of Engineering Proposal for the 2020 Sanitary Sewer Rehabilitation Project

Mr. Sekera reviewed the Engineering Proposal for the 2020 Sanitary Sewer Rehabilitation Project with the Board.

Following review, upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the Engineering Proposal and authorized legal to draft and for Director

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Buchalter to execute an Addendum Consulting Services Agreement for the scope presented, with a not-to-exceed amount of \$73,000.

Other

The Board directed legal to craft and remit a letter to Xcel Energy for the \$4,500 in repairs caused by an Xcel contractor.

The Board directed Mr. Sekera to request a copy of the MWRD meter audit results.

Board Member Matters

Other

The Board discussed pending legislation allowing Water and Sanitation Districts to provide trash collection services. Director Gehris recommended the Board explore the matter, should the bill pass into law.

Director Kirven thanked the Board and Consulting Team for their service and partnership during his time on the Board.

Other Business

Confirm Quorum for the Wednesday, May 20, 2020 Regular Board Meeting

The Board confirmed quorum for the May 20, 2020 Regular Meeting.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:14 p.m.

Respectfully submitted,

DocuSigned by:

6EF1F7CCDE69448
Secretary for the Meeting

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