

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
HAVANA WATER AND SANITATION DISTRICT  
HELD

November 20, 2019

A regular meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, November 20, 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 & Yelena Primachenko; 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 vote, unanimously carried, the Board approved the November 20, 2019 agenda, as presented.

**Review and  
Approve  
Minutes**

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the September 18, 2019 Regular Meeting Minutes, as amended.

**Public  
Comments**

None.

**Legal Matters**

Review and Consider Adoption of Resolution 2019-11-01; Annual Administrative Matters for 2020

Ms. Seaver reviewed the Annual Administrative Matters Resolution with the Board.

Following review, upon a motion duly made by Director Kirven, seconded by Director Keene and, upon vote, unanimously carried, the Board approved Resolution 2019-11-01.

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Review and Consider Approval of Resolution 2019-11-02; Calling a Regular Election for Directors on May 5, 2020

Ms. Seaver reviewed the election resolution 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 Resolution 2019-11-02.

Other

None.

**Administrative Matters**

Review and Consider Approval of Resolution 2019-11-03; Affirming the Schedule of Fees and Charges

Mr. Urkoski reviewed the schedule of fees and charges resolution with the Board. Discussion ensued regarding the 23% increase in treatment charges imposed by MWWRD, and the necessity to raise user charges to maintain the debt coverage ratio within the enterprise fund.

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved Resolution 2019-11-03, setting HWSD service charges at \$284 annually per single family equivalent.

Other

Mr. Urkoski reported that the District's new website, [www.havanawsd.com](http://www.havanawsd.com), is now complete and ready for use.

**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 Buchalter, seconded by Director Marks and, upon vote, unanimously carried, the Board ratified approval of the prior claims, as presented.

B. Review and Consider Approval of Current Claims

Mr. Urkoski reviewed the current claims with the Board.

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

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C. Consider Approval of Directors' Fees

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

D. Review and Accept Unaudited Financial Statements as of September 30, 2019

Ms. Primachenko presented the Unaudited Financial Statements as of September 30, 2019 to the Board.

Upon a motion duly made by Director Kirven, seconded by Director Marks and, upon vote, unanimously carried, the Board accepted the unaudited financial statements as of September 30, 2019, as presented.

E. Conduct Public Hearing to Amend 2019 Budget and Consider Adoption of Resolution to Amend 2019 Budget

Director Buchalter opened the public hearing at 5:26 p.m. to consider adoption of Resolution to Amend the 2019 Budget.

Director Buchalter closed the public hearing at 5:27 p.m. to consider adoption of Resolution to Amend the 2019 Budget.

Ms. Primachenko reviewed the 2019 budget amendment with the Board.

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved amending the 2019 budget and adopted the Resolution to Amend the 2019 Budget.

F. Conduct Public Hearing to Consider Adoption of 2020 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2019-11-04 to Adopt 2020 Budget, Appropriate Expenditures and Set Mill Levy

Director Buchalter opened the public hearing at 5:26 p.m. to consider the adoption of the 2020 Budget.

Director Buchalter, recognizing there were no members of the public present, closed the public hearing at 5:27 p.m. to consider the adoption of the 2020 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2019-11-04 to Adopt 2020 Budget, Appropriate Expenditures and Set Mill Levy.

Ms. Primachenko presented the 2020 Budget and answered questions from the Board. Discussion regarding the 2020 capital projects, repairs and maintenance ensued. Director Buchalter inquired as to whether there were

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any other options other than increasing fees for sewer services. The Board directed staff to send a letter regarding increases to MWWRD.

Following discussion, upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved Resolution 2019-11-04, adopting the 2020 Budget, appropriating the funds therefore, and certifying the mill levies for 2020, subject to final assessed valuation.

G. Review and Consider Approval of 2019 Audit Engagement Letter with Fiscal Focus Partners LLC

Ms. Primachenko reviewed the 2019 audit engagement letter from Fiscal Focus Partners LLC 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 the 2019 audit engagement letter from Fiscal Focus Partners LLC.

H. Other

None.

### Engineering Matters

A. Update on Projects / Engineer Report

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

B. Ratify Approval of 2019 Sanitary Sewer Rehabilitation Area 1 Change Order 2 – Raise Manhole Ring and Xcel Cross Bore Repair from Granite Inline

Mr. Sekera reviewed the 2019 Sanitary Sewer Rehabilitation Area 1 Change Order 2 with the Board.

Following review, upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board ratified approval of the 2019 Sanitary Sewer Rehabilitation Area 1 Change Order 2.

C. Ratify Approval of 2019 Sanitary Sewer Rehabilitation Area 1 Change Order 3 – Replace Manhole Cover, Locate buried Manhole, Raise Manhole Ring and Cover near 11200 E. Orchard, and add 111LF of 15-Inch CIPP Lining from MH HCC3-17B-1 to HCC3-17B from Granite Inliner

Mr. Sekera reviewed the 2019 Sanitary Sewer Rehabilitation Area 1 Change Order 3 with the Board.

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Following review, upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board ratified approval of the 2019 Sanitary Sewer Rehabilitation Area 1 Change Order 3.

D. Review and Consider Approval of 2019 Sanitary Sewer Rehabilitation – Area 1 Pay Application

Mr. Sekera reviewed the 2019 Sanitary Sewer Rehabilitation Area 1 Pay Application with the Board.

Following review, upon a motion duly made by Director Marks, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the 2019 Sanitary Sewer Rehabilitation Area 1 Pay Application.

E. Other

None.

**Board Member Matters**

A. Other

None.

**Other Business**

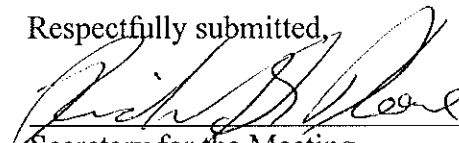
A. Confirm Quorum for the Wednesday, January 15, 2020 Regular Board Meeting

The Board confirmed a quorum for the January 15, 2020 Regular Meeting.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:16 p.m.

Respectfully submitted,

  
Secretary for the Meeting