

RECORD OF PROCEEDINGS

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

January 15, 2020

A regular meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, January 15, 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 & Gigi Pangindian; CliftonLarsonAllen LLP  
Tamara Seaver; 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 January 15, 2020 agenda, as presented.

**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 November 20, 2019 Regular Meeting Minutes.

**Public  
Comments**

Ms. Piccinelli requested updates on cell tower activity and for status on the Sewer Rehabilitation Project. Mr. Sekera reported that the 2019 Sewer Rehabilitation Project was complete in December. Ms. Seaver reported that there were no new updates on the cell tower related to enhancements or amendments.

**Legal Matters**

Other

None.

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**Administrative  
Matters**

Discussion on MWWRD Correspondence and Coordination

The Board and consulting team discussed historical interactions with Metro Wastewater Reclamation District (“MWWRD”) related to metering issues. Mr. Sekera noted that MWWRD is scheduled to conduct a voluntary audit of metering operations on January 23, 2020. Extensive discussion ensued. Mr. Sekera will provide an analysis of MWWRD reporting on billing components used to calculate HWSD’s annual charges. He will present this information at the March Board meeting.

Review and Consider Approval of 2020 Billing Rates for CLA Management Services

Following review, upon a motion duly made by Director Keene, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the 2020 Billing Rates for CLA Management Services.

Review and Consider Approval of 2020 Billing Rates for Icenogle Seaver Pogue

Following review, upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the 2020 Billing Rates for Icenogle Seaver Pogue.

Other

None.

**Financial  
Matters**

A. Review and Consider Ratifying Approval of Prior Claims

Upon a motion duly made by Director Keene, seconded by Director Buchalter and, upon vote, unanimously carried, the Board ratified approval of the prior claims, as presented.

B. Review and Consider Approval of Current Claims

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

C. Consider Approval of Directors’ Fees

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

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

Ms. Pangindian Financial Statements as of November 30, 2019 to the E

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

E. Discussion regarding Bill.com

The Board discussed current signers. The Board determined to maintain signers through the May election.

F. Other

None.

**Engineering Matters**

A. Update on Projects / Engineer Report

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

B. Review and Consider Approval of Second Amendment to Engineering Consulting Services Agreement

Mr. Sekera and Ms. Seaver reviewed the Second Amendment to the Engineering Consulting Services Agreement 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 the Second Amendment to the Engineering Consulting Services Agreement.

C. Review and Consider Approval of 2019 Sanitary Sewer Rehabilitation – Area 1 Pay Application No. 2

Following review, upon a motion duly made by Director Kirven, seconded by Director Marks and, upon vote, unanimously carried, the Board approved the 2019 Sanitary Sewer Rehabilitation – Area 1 Pay Application No. 2.

D. Review and Consider Approval of 2019 Sanitary Sewer Rehabilitation – Area 1 Pay Application No. 3

Following review, upon a motion duly made by Director Kirven, seconded by Director Marks and, upon vote, unanimously carried, the Board approved the 2019 Sanitary Sewer Rehabilitation – Area 1 Pay Application No. 3, subject to successful advertisement of retainage.

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E. Other

None.

**Board Member  
Matters**

A. Other

Mr. Buchalter requested an enhancement to the user interface of the bill payment webpage to make it more visible on how to pay semi-annual fees.

**Other Business**

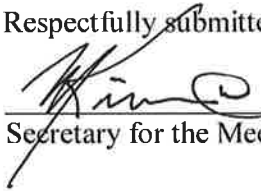
A. Confirm Quorum for the Wednesday, March 18, 2020 Regular Board Meeting

The Board confirmed rescheduling the March 18, 2020 Regular Meeting to a March 11, 2020 special meeting.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:13 p.m.

Respectfully submitted,

  
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Secretary for the Meeting