

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
NOVEMBER 15, 2017

A regular meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday November 15, 2017, at 5:00 p.m., at 8390 E. Crescent Parkway, Suite 500, Greenwood Village, Colorado. The meeting was open to the public.

Attendance

Board members in attendance:

Howard Buchalter
Bernard F. Gehris
Dan Marks
Richard G. Keene
Bill Kirven

Also in attendance:

Patrick Shannon, Matt Urkoski, and Gigi Pangindian; CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Mark Klee; Tetra Tech
Margaret Piccinelli; Resident

**Call to Order/
Agenda**

Director Kirven called the meeting to order at 5:01 p.m.

Upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the agenda, as presented.

**Review and
Approve
Minutes**

Upon a motion duly made by Director Kirven, seconded by Director Keene and, upon a vote, unanimously carried, the Board approved the September 20, 2017 regular meeting minutes with the following revisions:

- Under "Engineering Matters," the Gorman Rupp pumps are at lift station #1 not #3
- Correct resident's address – Margaret Piccinelli
- Change "dismiss" to "retire" in early 2018

**Public
Comments**

Ms. Piccinelli asked for an update regarding work on the antennae at the AT&T cell tower site, noting that it is not well camouflaged.

Mark Klee stated that he anticipated the work would be complete by the end of the week and that the antennae will be re-camouflaged.

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Legal Matters

A. Review and Consider Approval of Resolution 2017-11-01; Calling a Regular Election for Directors on May 8, 2018

Ms. Seaver presented Resolution 2017-11-01; Calling a Regular Election for Directors on May 8, 2018 to the Board.

Upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved Resolution 2017-11-01, Calling a Regular Election for Directors on May 8, 2018, as presented.

B. Review and Consider Adoption of Resolution 2017-11-02; Annual Administrative Matters for 2018

Ms. Seaver presented the Resolution 2017-11-02, Annual Administrative Matters for 2018 to the Board.

Upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved Resolution 2017-11-02, Annual Administrative Matters for 2018, as presented.

C. Other

None.

Administrative Matters

A. Review and Consider Approval of Resolution 2017-11-03; Affirming the Schedule of Fees and Charges

Upon a motion duly made by Director Kirven, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved Resolution 2017-11-03, Affirming the Schedule of Fees and Charges, as presented.

B. Manager's Report

Mr. Urkoski presented the MWWRD 2018 Annual Charges to the Board and informed the Board that all charges are reflected in the budget. Discussion ensued regarding charges as they relate to Castlewood.

Financial Matters

A. Review and Consider Approval of Interim Checks

Ms. Pangindian reviewed current claims with the Board.

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.

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B. Review and Accept Unaudited Financial Statements as of September 30, 2017

Ms. Pangindian presented the unaudited financial statements to the Board.

Upon a motion duly made by Director Keene, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the unaudited financial statements as of September 30, 2017, as presented.

C. Consider Approval of Directors' Fees

Mr. Urkoski reviewed the Directors' Fees with the Board.

Following discussion, upon a motion duly made by Director Keene, seconded by Director Gehris and, upon a vote unanimously carried, the Board approved the 2018 Directors' Fees.

D. Conduct Public Hearing to Amend 2017 Budget and Consider Adoption of Resolution to Amend 2017 Budget

Director Buchalter opened the public hearing at 5:40 p.m. to consider adoption of Resolution to Amend the 2017 Budget.

Director Buchalter closed the public hearing at 5:41 p.m. to consider adoption of Resolution to Amend the 2017 Budget.

Upon a motion duly made by Director Marks, seconded by Director Kirven and, upon vote, unanimously carried, the Board approved amending the 2017 budget and adopted the Resolution to Amend the 2017 Budget.

E. Conduct Public Hearing to Consider Adoption of 2018 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2017-11-04 to Adopt 2018 Budget, Appropriate Expenditures and Set Mill Levy

Director Buchalter opened the public hearing at 5:45 p.m. to Consider Adoption of the 2018 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2017-11-04 to Adopt 2018 Budget, Appropriate Expenditures and Set Mill Levy.

Director Buchalter closed the public hearing at 5:47 p.m. to Consider Adoption of the 2018 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2017-11-04 to Adopt 2018 Budget, Appropriate Expenditures and Set Mill Levy.

Ms. Pangindian presented the 2018 Budget and answered questions from the Board. Ms. Pangindian adjusted the 2018 Budget as directed by the Board.

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Upon a motion duly made by Director Keene, seconded by Director Kirven and, upon vote, unanimously carried, the Board approved the 2018 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2017-11-04 to Adopt 2018 Budget, Appropriate Expenditures and Set Mill Levy.

F. Review and Consider Approval of 2017 Audit Engagement Letter with Wagner Barnes, P.C.

Upon a motion duly made by Director Kirven, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the 2017 Audit Engagement Letter with Wagner Barnes, P.C., subject to final review by legal.

G. Consider Approval of CliftonLarsonAllen LLP's Engagement Letter Addendum Related to Cash Access

Upon a motion duly made by Director Kirven, seconded by Director Marks and, upon vote, unanimously carried, the Board approved CliftonLarsonAllen LLP's Engagement Letter Addendum Related to Cash Access.

H. Other

None.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Klee provided an update on projects to the Board. He noted that the submersible pumps at lift station #2 will be installed on Friday, November 17, 2017. He reported working on the communication issue between lift station #1 and #2, as the communication is currently jammed due to the level of overall communication in the area.

Board Member Matters

A. Other

None.

Engineering Systems Consultant Interviews

Mr. Klee provided preliminary recommendations and suggestions regarding the consultant interview candidates to the Board. The Board decided to invite Merrick & Company and Kennedy Jenks for interviews.

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Other Business

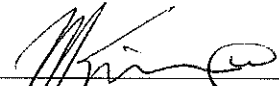
Confirm Quorum for the January 17, 2018 Regular Board Meeting. The Board also decided to continue this meeting on 11/28/17 in order to conduct interviews with the two engineer firm finalists.

The Board confirmed quorum for the January 17, 2018 Regular Meeting.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the meeting was continued to November 28, 2017 at 5:00 p.m.

Respectfully submitted,



Secretary for the Meeting