

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
January 20, 2021

A special meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, January 20, 2021, 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
Tamara Seaver & Anna Wool; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy/Jenks Consultants, Inc.

**Call to Order/
Agenda**

The meeting was called to order at 5:01 p.m.

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

Minutes

Review and Approve Minutes of the November 18, 2020 Special Meeting

Upon a motion duly made by Director Hellman, seconded by Director Henning and, upon vote, unanimously carried, the Board approved the November 18, 2020 Special Meeting Minutes.

**Public
Comments**

None.

Manager Items

A. Discuss Status of Execution of Business Plan Related to Solid Waste Disposal Services

Ms. Johnson discussed keeping this item on the agenda to discuss at Solid Waste Disposal Committee discussions. If action items are need in between Board meetings. Ms. Johnson will send a memo to the Board explaining the issue and action needed.

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Ms. Seaver presented the Service Plan Amendment that she prepared which expands the powers of the District to include solid waste disposal services.

Following discussion, upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board authorized Ms. Seaver to file the Service Plan Amendment.

B. Review and Consider Approval of 2021 Billing Rates for Icenogle Seaver Pogue, P.C.

Ms. Johnson and Attorney Seaver reviewed the 2021 billing rates with the Board. Following discussion, and upon a motion duly made by Director Keene, seconded by Director Hellman and, upon vote, unanimously carried, the Board approved the 2021 Billing Rates for Icenogle Seaver Pogue, P.C.

C. Other

None.

Financial Matters

A. Review and Ratify Approval of Prior Claims

Ms. Johnson reviewed the prior claims with the Board.

Following review, upon a motion duly made by Director Henning, seconded by Director Hellman and, upon vote, unanimously carried, the Board ratified the payment of prior claims in the amount of \$54,820.16.

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 Hellman, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the payment of current claims in the amount of \$14,865.58.

C. Consider Approval of Directors' Fees

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

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

Ms. Pangindian reviewed the November 30, 2020 Unaudited Financial Statements with the Board.

Following review, upon a motion duly made by Director Henning, seconded by Director Buchalter and, upon vote, unanimously carried, the Board accepted the November 30, 2020 Unaudited Financial Statements.

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E. Other

None.

Engineering Matters

A. Update on Projects / Engineer Report

Mr. Sekera presented his report to the Board. He stated he is initiating the 2021 Pipe Rehabilitation Program. This will address last year's problems found in videos and upon inspection, issues with the Belleview outfall that were not completed in 2020.

Mr. Sekera is currently reviewing non-residential SFEs with Ms. Johnson. The Board discussed this further in the Executive Session.

Mr. Sekera is drafting a 10-year CIP plan.

Mr. Sekera noted the Lift Station are operating well. Some minor emergencies were responded to, however, there was no interruption in services.

Mr. Sekera is inspecting Zone 1 pipes in 2021 as part of a three-year cycle.

Mr. Sekera provided an update on the Inova Project, noting it has been further delayed. They are planning for three buildings total. Two buildings have been proposed to date.

B. Review and Consider Approval of First Amended and Restated Engineering Consulting Services Agreement

Mr. Sekera reviewed the updated agreement and 2021 rates, noting the billing rates for 2021 are approximately 3% to 3.5% higher. Following discussion, upon a motion duly made by Director Henning, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the First Amended and Restated Engineering Consulting Services Agreement.

C. Other

None.

Board Member Items

A. Other

None.

Legal Matters

A. Executive Session pursuant to Sections 24-6-402(4)(b) and/or 24-6-402(4)(e), C.R.S. for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations and instructing negotiators in connection with and/or conferring with an attorney to receive legal advice on specific legal issues regarding district fees, rates, tolls, penalties and/or charges.

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Upon a motion duly made by Director Hellman, seconded by Director Henning and, upon vote, unanimously carried, the Board entered into Executive Session at 5:53 p.m.

Upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board adjourned out of Executive Session at 6:41 p.m.

The Board directed staff to conduct a rate study and work with a rate consultant. Upon a motion duly made by Director Buchalter, seconded by Director Henning and, upon vote, unanimously carried, the Board authorized staff to solicit a proposal to prepare a rate study and engage a rate consultant per the Board's direction, subject to review and approval by Director Hellman.

B. Other

None.

Other Business

A. Confirm Quorum for the Wednesday, March 17, 2021 Regular Board Meeting

The Board confirmed quorum for the March 17, 2021 Regular Meeting.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Hellman, seconded by Director Keene and, upon vote, unanimously carried, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

DocuSigned by:

Richard Keene

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Secretary for the Meeting

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Client Number: 011-070023-OS02-2021	
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Document Pages: 4	Signatures: 1
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Richard Keene
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 Secretary
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Envelope Summary Events

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Timestamps

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