

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
HAVANA WATER & SANITATION DISTRICT (THE "DISTRICT")
HELD
MAY 19, 2021

A special meeting of the Board of Directors of the Havana Water & Sanitation District (referred to hereafter as the "Board") was convened on Wednesday, May 19, 2021, at 5:00 p.m. **Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board meeting was held via Microsoft Teams. The meeting was open to the public.**

ATTENDANCE

Directors In Attendance Were:

Bernard F. Gehris, President
Howard Buchalter, Secretary
Richard Keene, Vice-President
Steve Hellman, Treasurer
Mark Henning, Assistant Secretary

Also, In Attendance Were:

Lisa Johnson, Andrew Williams & Gigi Pangindian; CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy/Jenks Consultants

CALL TO ORDER

The meeting was called to order at 5:04 p.m.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None.

ADMINISTRATIVE ITEMS

March 17, 2021 Special Meeting Minutes: The Board reviewed the March 17, 2021 Special Meeting Minutes. Upon a motion duly made by Director Hellman, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the March 17, 2021 Special Meeting Minutes as presented.

FINANCIAL ITEMS

Prior Claims: Ms. Johnson presented the prior claims to the Board and reported that the total is \$100,376.51. Upon a motion duly made by Director Buchalter, seconded by Director Henning and, upon vote, unanimously carried, the Board approved the prior claims as presented.

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Directors' Fees: Upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the Directors' Fees as presented.

March 31, 2021 Unaudited Financial Statements: Ms. Pangindian presented the March 31, 2021 Unaudited Financial Statements to the Board. The Board accepted the March 31, 2021 Unaudited Financial Statements presented.

Other: None.

MANAGER ITEMS

Solid Waste Disposal Business Plan Updates:

1. **Survey to Residents:** Mr. Williams presented the draft survey to the Board, as well as the estimated cost to mail the survey to residents in Cherry Creek Vistas South. The Board discussed the draft survey and other aspects of the estimated cost to provide the service included in the survey. They also discussed if residents would be able to opt-out of the service at their own discretion. Attorney Seaver noted that the District cannot require a resident to utilize the service, but they can impose mandatory fees on all residents within the boundaries of the District regardless of if they use the service or not. Upon a motion duly made by Director Henning, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the resident survey subject to BOCC approval of the Service Plan amendment. Once BOCC approval is received the Board authorized staff to mail the survey to residents in Cherry Creek Vistas South.
2. **Update on Service Plan Amendment:** Attorney Seaver provided an update to the Board on the County approval process. She noted that Icenogle Seaver Pogue, P.C. is currently in the application phase of the process and is working with the County to request a reduction in the review fee. She stated that she suggested a reduction from \$10,500 to \$5,000. Discussion ensued. Upon a motion duly made by Director Buchalter, seconded by Director Henning and, upon vote, the Board approved the review fee reduction offer to the County. Director Keene abstained from the vote.

Status of Rate Study: Ms. Johnson provided an update to the Board regarding the status of the Rate Study and noted that the study is in process and scheduled to be presented to the Board at the July meeting.

ENGINEERING MATTERS

Updates on Projects/Engineer Report: Mr. Sekera presented his report to the Board. Discussion ensued. The Board accepted his report.

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Bid Summary Related to 2021 Sewer Rehabilitation Project: Mr. Sekera reviewed the Bid Summary related to 2021 Sewer Rehabilitation Project with the Board. He reported that two bids were received and that Granite Inliner, LLC was the lowest responsive bidder. Director Hellman inquired about the bid and the project related to the bypass system price in the bid summary. Mr. Sekera stated that he will follow up with Granite to confirm the information provided in their bid.

Award of Contract to Granite Inliner, LLC and Authorize Execution of Construction Contract: Mr. Sekera provided a recommendation to the Board of awarding the contract to Granite Inliner, LLC. Director Hellman motioned to approve the contract with Granite, subject to a satisfactory response from Granite related to the bypass system price in the bid summary. The motion was not seconded, and the motion failed. Upon a motion duly made by Director Gehris, seconded by Director Buchalter and, upon vote, the Board approved the award of the contract to Granite Inliner, LLC for an amount not to exceed \$681,038.00. Director Hellman voted nay. Mr. Sekera reported that he will send the contract, Notice of Award, and Notice to Proceed to Ms. Johnson for obtaining Director Gehris's signature.

**BOARD MEMBER
ITEMS**

Other: Director Keene requested that Engineer Items be moved directly after Financial Items on future agendas moving forward.

**ATTORNEY
ITEMS**

Other: Attorney Seaver stated that a legislative update will be provided at the next Board meeting.


OTHER BUSINESS

Quorum for Next Meeting – July 21, 2021 at 5:00 p.m.: The Board confirmed a quorum for the July 21, 2021 meeting to be held in person and via Microsoft Teams.

ADJOURNMENT

Upon a motion duly made by Director Hellman, seconded by Director Buchalter and, upon vote, unanimously carried, the Board adjourned the meeting at 7:06 p.m.

Respectfully submitted,

DocuSigned by:

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Secretary for the Meeting