

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
HAVANA WATER & SANITATION DISTRICT (THE “DISTRICT”)
HELD
JULY 23, 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, July 23, 2021, at 5:00 p.m. This District Board meeting was held at CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Ste. 300, Greenwood Village, Colorado 80111 as well as virtually 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 & Yelena Primachenko; CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy/Jenks Consultants
Andrew Rheem and Ethan Edwards; Raftelis Financial Consultants, Inc.

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None.

ADMINISTRATIVE ITEMS

May 19, 2021 Special Meeting Minutes: The Board reviewed the May 19, 2021 Special Meeting Minutes. Upon a motion duly made by Director Buchalter, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the May 19, 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 \$124,161.23. Upon a motion duly made by Director Buchalter, seconded by Director Hellman and, upon vote, unanimously carried, the Board

RECORD OF PROCEEDINGS

approved the prior claims as presented.

Directors' Fees: Ms. Primachenko reviewed the Directors' fees with the Board. Upon a motion duly made by Director Buchalter, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the Directors' Fees as presented.

May 31, 2021 Unaudited Financial Statements: Ms. Primachenko presented the May 31, 2021 Unaudited Financial Statements to the Board. Upon a motion duly made by Director Henning, seconded by Director Buchalter and, upon vote, unanimously carried, the Board accepted the May 31, 2021 Unaudited Financial Statements as presented.

Approval of Draft 2020 Audit Extension: Ms. Primachenko reviewed the 2020 Audit Extension with the Board. The Board had several questions/requests as follows:

- Director Hellman requested the 2019 Audit be emailed to him.
- The staff stated they are expecting the Auditor to issue a clean opinion.
- The audit may be finished in time, but Ms. Primachenko suggested filing an extension in case the audit is not ready for the July 31st deadline.

Upon a motion duly made by Director Keene, seconded by Director Buchalter and, upon vote, unanimously carried, the Board approved the 2020 Audit, subject to legal review and clean opinion by the Auditor and authorized filing of the application of extension of time to file.

ENGINEERING MATTERS

Update on Projects/Engineer Report: Mr. Sekera presented his report to the Board stating there have been some delays in permitting for the project experienced. He noted that Granite does not have a permit for the Belleview bypass line. He is hoping that Greenwood Village will issue permits in the coming week. Granite is expecting to finish in two weeks once the bypass line is constructed. Contractors are struggling to find asphalt and are experiencing delays as well.

MANAGER ITEMS

Solid Waste Disposal Business Plan Updates:

1. **Update on Service Plan Amendment:** Attorney Seaver provided an update to the Board on the fee waiver request and service plan amendment. She stated her office is monitoring the process and request.

Attorney Seaver noted a full application has been submitted to the County, and the District is currently in the queue for the Service Plan amendment approval. She estimates 8-12 weeks before

RECORD OF PROCEEDINGS

receiving approval from the Board of County Commissioners.

The request for a reduction in the application fee will be heard by the Board of County Commissioners in late July. She will inform the Board of the outcome of that request once she hears from the County.

Mr. Williams will include an updated solid waste services draft timeline for the next Board meeting.

Presentation of Draft Rate Study: Mr. Rheem reviewed the draft rate study with the Board.

A discussion on the capital projects timeline ensued. Mr. Sekera would like to perform a condition assessment on the force main in the next few years. He will investigate and put together a proposal for budget season for a conditions assessment. Director Gehris requested Mr. Sekera propose a method for locating the force main pipeline.

The Board discussed exploring both a cash option and cash/debt option to fund future capital projects with the majority of the Board in favor of a cash/debt option to fund future capital needs.

The Board discussed Single Family Residential Equivalent assessment options and agreed that the “Metro-Modified” option would be the best option to explore, and asked Mr. Rheem to apply this approach for the next presentation.

Director Gehris commented on the rates paid by Castlewood Water and Sanitation District. Ms. Johnson discussed the out-of-district customers. Ms. Johnson will review the Castlewood Water and Sanitation District agreement with the District to determine how rates are applied and report back to the Board at a future meeting. The rate study will be placed on the next agenda for possible consideration.

BOARD MEMBER ITEMS

Other: The Board stated they prefer in-person meetings but would still like to have a remote conference accessibility.

ATTORNEY ITEMS

Legislative Update: Attorney Seaver briefly reviewed the legislative updates with the Board and will have a memo to discuss with the Board at the September meeting.

OTHER BUSINESS


Quorum for Next Meeting – September 22, 2021 at 5:00 p.m.: Due to the SDA Annual Conference, the Board cancelled their August 15, 2021 Board meeting and confirmed a quorum to hold a special meeting on September 22, 2021 to be held in person and via Microsoft Teams.

RECORD OF PROCEEDINGS

ADJOURNMENT

Upon a motion duly made by Director Buchalter, seconded by Director Gehris and, upon vote, unanimously carried, the Board adjourned the meeting at 7:16 p.m.

Respectfully submitted,


Secretary for the Meeting