

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
HAVANA METROPOLITAN DISTRICT (THE "DISTRICT")
HELD
MARCH 17, 2021

A special meeting of the Board of Directors of the Havana Metropolitan District (referred to hereafter as the "Board") was convened on Wednesday, March 17, 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:

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
Anna Wool; Icenogle Seaver Pogue, P.C.
Greg Sekera; Kennedy/Jenks Consultants

CALL TO ORDER

Director Keene called the meeting to order at 5:06 p.m.

ADMINISTRATIVE

Quorum/Confirmation of Meeting Location/Posting Notice: Quorum was confirmed.

The Board determined that due to concerns regarding the spread of COVID-19 and the benefit to the control of the spread of the virus by limiting in-person contact, this meeting was conducted via Microsoft TEAMS and encouraged public participation via Microsoft TEAMS. The Board further noted that notice providing the time, date and video conference link information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

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

Public Comment: No public comment.

RECORD OF PROCEEDINGS

Minutes of the January 20, 2021 Special Meeting: Upon a motion duly made by Director Henning, seconded by Director Keene and, upon vote, unanimously carried, the Board approved the Consent Agenda with amendment to the January 20, 2021 Minutes.

MANAGER ITEMS

Solid Waste Disposal Business Plan Updates:

1. **Survey to Residents:** Mr. Williams presented the draft survey. The Board reviewed and provided comments, noting, among other things, that it would like the survey to include an option for residents to participate in the survey online, in addition to the postcard approach. The Board confirmed that the survey, once approved, will be transmitted to Cherry Creek Vista South residents only at this time. The Board requested the opportunity to review and finally approve the survey prior to distribution to residents.
2. **Status of Service Plan Amendment:** Ms. Wool gave an update on the Service Plan amendment process. She and Ms. Johnson met with Arapahoe County planning staff on March 4 and discussed with them the amendment to the Service Plan. Arapahoe County staff was in support of the amendment and had no questions or requests for revisions at the time. The Service Plan Amendment is now working its way through the County process.

Agreement with Raftelis to Prepare Sewer Service Fee Rate Study:

Upon a motion duly made by Director Keene, seconded by Director Hellman and, upon vote, unanimously carried, the Board ratified approval of the consulting services agreement with Raftelis for a Sewer Service Fee Rate Study.

ENGINEERING ITEMS

Updates on Projects/Engineer Report: Mr. Sekera presented his report to the Board. He focused on the status of the 2021 Pipe Rehabilitation Project and challenges related thereto. Director Hellman suggested that Mr. Sekera coordinate additional signage for the project to communicate road closures and disruptions to residents in advance of and during the project.

Other: None.

FINANCIAL ITEMS

Prior Claims: Ms. Pangindian reviewed the prior claims with the Board. Upon a motion duly made by Director Hellman, seconded by Director Buchalter and, upon vote, unanimously carried, the Board ratified approval of the prior claims.

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

RECORD OF PROCEEDINGS

January 31, 2021 Unaudited Financial Statements: Ms. Pangindian presented the 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 January 31, 2021 unaudited financial statements.

Other: None.

**BOARD MEMBER
ITEMS**

Other: Director Hellman stated he would like the Board to consider in-person meetings again as soon as it is safe to do so. The Board determined to address and plan for in-person meetings at its May meeting, with the aim of beginning in-person meetings at the July 2021 Board meeting.

Director Hellman discussed the timing of the 2021 Pipe Rehabilitation Project. He stated that to ensure the work is completed while school is out for the summer, he would like staff to plan accordingly to ensure contracts are awarded and executed to allow for work to begin in June.

**ATTORNEY
ITEMS**

None.

**OTHER
BUSINESS**

Quorum for Next Meeting – May 19, 2021 at 5:00 p.m.: The Board confirmed a quorum for the May 19, 2021 meeting and excused the absence of Director Gehris.

ADJOURNMENT

Upon a motion duly made by Director Hellman, seconded by Director Keene and, upon vote, unanimously carried, the Board adjourned the meeting at 6:30 p.m.

Respectfully submitted,

DocuSigned by:
Howard Buchalter
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Secretary for the Meeting

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