

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HAVANA WATER AND SANITATION DISTRICT
HELD
May 20, 2020

A special meeting of the Board of Directors of the Havana Water and Sanitation District was duly held on Wednesday, May 20, 2020, at 5:00 p.m., via conference call. The meeting was open to the public.

Attendance

Board members in attendance:

Richard G. Keene
Bernard F. Gehris

Also in attendance:

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

Howard Buchalter; Board Candidate

**Call to Order/
Agenda**

Director Keene called the meeting to order at 5:03 p.m.

Upon a motion duly made by Director Keene, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the May 20, 2020 agenda, as presented.

**2020 Election
Update**

Attorney Seaver updated the Board on the 2020 election, noting no self-nomination forms were received by the deadline and the election was cancelled.

**Consider
Appointment of
Howard
Buchalter to the
Board of
Directors**

Upon a motion duly made by Director Gehris, seconded by Director Keene and, upon vote, unanimously carried, the Board approved appointing Mr. Buchalter to the Board of Directors.

**Administer Oath
of Office to Mr.
Buchalter**

Director Keene administered the oath of office to Mr. Buchalter.

Upon a motion duly made by Director Keene, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the appointment of officers as follows:

President: Bernie Gehris
Treasurer: Howard Buchalter
Secretary: Richard Keene

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Review and Approve Minutes Upon a motion duly made by Director Gehris, seconded by Director Keene and upon vote, unanimously carried, the Board approved the March 11, 2020 Regular Meeting Minutes.

Public Comments None.

Legal Matters Update on Xcel Damage Claim

Ms. Seaver provided update on the Xcel damage claim to the Board, noting her office sent a letter to Xcel on April 6, 2020, after which, several responses back and forth have been exchanged. Ms. Seaver will send revised demand letters for payment of damages to Xcel and all contractors potentially involved.

Other

Ms. Seaver briefly updated the Board on recent legislation, which allows Special Districts to provide trash collection services to the residents within the District. Once the Bill becomes effective, the District would be able to provide trash collection services to the constituents within the District. Ms. Seaver has a memo she will provide to the Board prior to the next meeting.

Administrative Matters Other

Mr. Urkoski reminded the Board that Ms. Johnson will be taking over the day to day management of the District.

Financial Matters Review and Consider Ratifying Approval of Prior Claims

Upon a motion duly made by Director Keene, seconded by Director Gehris and, upon vote, unanimously carried, the Board ratified approval of the prior claims, as presented.

Review and Consider Approval of Current Claims

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

Consider Approval of Directors' Fees

Upon a motion duly made by Director Keene, seconded by Director Gehris and, upon vote, unanimously carried, the Board approved the Directors' fees.

Review and Accept Unaudited Financial Statements as of March 31, 2020

Ms. Pangindian presented the unaudited financial statements as of March 31, 2020 to the Board. The Board inquired as to effects on the property tax and specific ownership tax ("SO") collection due to COVID-19. Ms. Pangindian responded that as of the end of March, revenues were trending on budget but

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the District may see a decrease in SO tax in the second quarter and beyond.

Upon a motion duly made by Director Gehris, seconded by Director Keene and, upon vote, unanimously carried, the Board accepted the unaudited financial statements as of March 31, 2020, as presented.

Other

None.

Engineering Matters

Update on Projects / Engineer Report

Mr. Sekera reviewed the enclosed engineering report with the Board.

Other

None.

Board Member Matters

Other

The Board discussed the vacancies on the Board. Director Buchalter mentioned that he has a few neighbors that may be interested. Mr. Urkoski explained that if someone is interested in serving, they can send a letter of interest to Mr. Urkoski or Ms. Johnson and their qualifications will be confirmed. The Board can then appoint them at the next meeting.

Other Business

Confirm Quorum for the Wednesday, July 15, 2020 Regular Board Meeting

The Board confirmed quorum for the July 15, 2020 Regular Meeting.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

DocuSigned by:
Richard Keene
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Secretary for the Meeting

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