

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE HILLCREST WATER & SANITATION DISTRICT SEPTEMBER 15, 2020

A regular meeting of the Board of Directors of the Hillcrest Water & Sanitation District was held at 7:30 a.m., on Tuesday, September 15, 2020. Due to COVID-19 concerns, this meeting was held virtually via Zoom.

ATTENDANCE: **In attendance were Directors:**

Steve Dymond; President
Neil Pepper; Treasurer
John Douthit; Asst. Secretary/Treasurer
David Wilson; Asst. Secretary/Treasurer
Ken Guckenberger; Secretary (arrived late)

Also, in attendance were:

Sue Blair; Community Resource Services
Marcos Pacheco; Community Resource Services
Lisa Schwein, P.E., Kennedy Jenks

CALL TO ORDER / AGENDA APPROVAL:

A quorum was declared, and the meeting was called to order at 7:31 a.m. Following review, the Agenda was approved as presented.

DISTRICT OPERATIONS AND MAINTENANCE:

- A. Update Regarding Participating District Actions – Ms. Blair reported that Devonshire continues to inspect for sump pumps connected to the sanitary sewer system. COVID has slowed progress. Director Douthit noted that there are difficulties that could arise if there is not a good government in place. In his opinion, legal action should be brought against the districts that are not complying with sump pump inspections. At the request of Director Douthit, Ms. Blair had included in the Board packet 2020 annual budgets for Cherry Hills North and Devonshire Discussion ensued. Director Douthit resigned from the Board and left the virtual meeting.
- B. Update 2020 Outfall Line Maintenance – Ms. Schwein reported that the videotaping and cleaning of the Outfall Line is complete. Videos are being reviewed and a report will be provided at the December meeting of the Board.

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- C. Denver First Church – Capacity Analysis – Ms. Schwein reviewed a capacity analysis with the Board. In her opinion, there is sufficient capacity to service the 4 lots if sold and developed, with minimal effect on flows.

FINANCIAL ITEMS:

- A. Review and Approve District Claims - The Board reviewed the claims as presented for payment represented by check nos. 1941-1953 totaling \$32,256.87, also there was a bank transfer for Metro Wastewater Reclamation District in the amount of \$33,317.50. Director Pepper moved that the Board approve the payment of claims as presented. Upon second by Director Dymond, vote was taken, and the motion carried unanimously.
- B. Review and Approve Financial Statements - Ms. Blair reviewed the financial statements for the period ending August 31, 2020, and the cash position dated September 11, 2020. Director Pepper moved that the Board approve the financial statements as presented. Upon second by Director Wilkins, vote was taken, and the motion carried unanimously.
- C. 2021 Budget Process – Ms. Blair reviewed the preliminary 2021 budget with the Board. The public hearing to officially adopt the budget will be held at the December 15, 2020, meeting of the Board. Ms. Blair will publish the required notice in accordance with statute.
- D. Outfall Line Annual Report- Ms. Blair reviewed the annual report with the Board. There were no changes made by the Board. Ms. Blair will forward to the participating districts.

ADMINISTRATIVE ITEMS:

- A. Review and Approve June 16, 2020, Minutes – The Board reviewed the minutes of the June 16, 2020, meeting. Director Dymond moved that the Board approve the minutes as presented. Upon a second by Director Pepper, a vote was taken, and the motion carried unanimously.
- B. Certification of Delinquencies – Ms. Blair stated there is approximately \$8,000 in delinquent accounts. Due to COVID and the Governor’s executive order, the District cannot impose any penalties or late fees. After discussion, the Board decided not to certify delinquent accounts to the county to process with the 2021 tax statements.
- C. Vacancy – Due to the resignation of Director Douthit, Director Dymond moved that the Board appoint John Haywood to fill the vacancy. Mr. Haywood had attended the June meeting of the Board and was interested in a

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director position. Upon second by Director Pepper, vote was taken, and motion carried unanimously. Ms. Blair will provide the Oath of Office to Mr. Haywood and will email a Certificate of Appointment to Director Dymond to sign.

OTHER BUSINESS: There was none.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:58 a.m.

The next regular meeting will be held on Tuesday, December 15, 2020, at 7:30 a.m. Due to COVID-19 the meeting will be held as a virtual meeting. Notice of the December meeting will be provided in accordance with statute.

Respectfully submitted,

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Secretary for the Meeting