

# RECORD OF PROCEEDING

---

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF:

### HILLCREST WATER AND SANITATION DISTRICT

HELD TUESDAY, MARCH 18, 2025, AT 7:30 A.M.

#### ADMINISTRATIVE ITEMS

The regular meeting of the Board of Directors of the Hillcrest Water and Sanitation District, Arapahoe County, Colorado was called to order on the day shown above by Director Dymond in accordance with the laws of the State of Colorado. The following Directors were in attendance:

Steve Dymond, President  
Neil Pepper, Treasurer  
Ken Guckenberger, Secretary  
John Haywood, Asst. Secretary/Treasurer  
David Wilkins, Asst. Secretary/Treasurer

Also, in attendance were:

Sue Blair, Community Resource Services  
Carlos Arreola-Karr, Community Resource Services  
Lisa Schwien, Kennedy Jenks

#### CALL TO ORDER/DECLARATION OF QUORUM

A quorum of the Board was present, and the meeting was called to order at 7:30 a.m.

#### CONFLICTS OF INTEREST

There were none.

#### PUBLIC COMMENT

There was none.

#### DISTRICT OPERATIONS & MAINTENANCE UPDATE

**A) Engineering Report:** Lisa Schwien reported to the Board that all work on the Outfall Line is complete. She noted that overall, there was less root sawing and jetting than anticipated, which brings down the initial cost that was originally projected. Ms. Schwien recommended additional jetting and root removal work, as detailed in the cost estimate that was provided to the Board. She noted that some of the manhole steps are starting to get corroded and recommended to the Board that the manholes be eventually cut out as part of a capital improvement project. Director Guckenberger asked what the total cost of the project would be and based off the high cost, recommended the project be phased in. Ms. Blair asked her to send a cost estimate as there are new grant opportunities opening that CRS can apply for on behalf of the District. Director Pepper asked if the manhole steps will have to be replaced after they are eventually removed. Ms. Schwien recommended removing the manhole steps and not replacing them because gaining access to the system requires a harness and additional safety equipment. Director Dymond asked Ms. Schwien to ask her staff along with 1<sup>st</sup> responder staff what their preferences are in regard to gaining access to the manhole in a safe manner.

**B) Approve DES Jet Cleaning and Root Cutting:** Director Dymond moved that the Board approve the DES Jet Cleaning

and Root Cutting work and estimate that was provided. Upon second by Director Pepper, a vote was taken and the motion carried unanimously.

- C) Review and Approve 2025 CIP Project:** Lisa Schwien informed the Board that there are 5 8-inch clay pipes out of pavement, which translate to the pipes being in worse shape. She then noted that there are 5 runs and 4 manholes that go with those pipes, which are all listed in the bid that was provided to the Board. Lastly, Lisa noted that the bid reflects the reduced scope of work that the Board discussed during the last meeting. Seeing no further discussion, Director Dymond moved to approve the 2025 CIP Project bid from Insituform Technologies, LLC as presented. Upon second by Director Walkins, a vote was taken and the motion carried unanimously.

#### **FINANCIAL MATTERS**

- A) Review and Approve/Ratify Payment of Claims:** The Board reviewed the claims presented for payment totaling \$196,245.05, including payments made to Metro Water Recovery in the amount of \$123,488.25. Director Guckenberger moved to ratify the payment of claims as presented. Upon second by Director Dymond, a vote was taken, and the motion carried unanimously.
- B) Review and Approve Financial Statements:** Ms. Blair reviewed the financial statements for the period ending February 28, 2025, and the cash position dated March 14, 2025. There were no questions from the Board.
- C) Review and Accept 2024 Audit Exemption Application:** Ms. Blair reviewed the Audit Exemption Application with the Board and provided brief highlights. Director Wilkins moved to accept the 2024 Audit Exemption Application presented. Upon second by Director Dymond, a vote was taken, and the motion carried unanimously.


#### **ADMINISTRATIVE ITEMS:**

- A) Review and Approve December 17, 2024, Minutes:** The Board reviewed the minutes of December 17, 2024, regular meeting. Director Dymond moved that the Board approve the minutes as revised, noting the word “payment” is supposed to be “pavement”. Upon second by Director Pepper, a vote was taken, and the motion carried unanimously.
- B) Election Cancellation:** Ms. Blair informed the Board that the May 2025 election will be cancelled as there were only 3 nomination forms received.

#### **ADJOURNMENT**

Director Dymond moved to adjourn the meeting at 8:02 a.m.

Respectfully submitted,



---

Secretary for the Meeting