

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE HILLCREST WATER & SANITATION DISTRICT MARCH 17, 2020

A regular meeting of the Board of Directors of the Hillcrest Water & Sanitation District was held at 7:30 a.m., March 17, 2020 at Community Resource Services, 7995 E. Prentice Ave., Suite 103E, Greenwood Village, Colorado.

ATTENDANCE: **In attendance were Directors:**

Steve Dymond; President
Neil Pepper; Treasurer
John Douthit; Asst. Secretary/Treasurer
Ken Guckenberger; Secretary
Sheldon Friedman; Asst. Secretary/Treasurer

Also, in attendance were:
Sue Blair; Community Resource Services
Lisa Schwein; Kennedy Jenks

CALL TO ORDER / AGENDA APPROVAL:

A quorum was declared, and the meeting was called to order at 7:30 a.m. Following review, the Agenda was approved as presented.

DISTRICT OPERATIONS AND MAINTENANCE:

- A. Update Regarding Sump Pump Inspections by Outfall Line Participating Districts – Ms. Blair reported there has been little activity over the last few months. According to Devonshire’s manager, they will be pursuing inspections over the spring and summer. Cherry Hills Sanitation has not taken any additional action since the survey was mailed out to their customers. Cherry Hills North has been nonresponsive.

- B. 2020 Outfall Line Maintenance – Ms. Schwein reported that she will be scheduling the cleaning and video taping of the Outfall Line that was budgeted and approved by the Board. DES (Dale’s Environmental) is the contractor. Ms. Schwein delivered a notebook detailing the 2019 maintenance project and stated there were no major issues that were identified.

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FINANCIAL ITEMS:

- A. Review and Approve District Claims - The Board reviewed the claims presented for payment represented by check nos. 1920-1931 totaling \$14,589.28 also to include bank transfer for Metro Wastewater Reclamation District in the amount of \$33,317.50. Director Dymond moved that the Board approve payment of the claims as presented. Upon second by Director Pepper, vote was taken, and the motion carried unanimously. Director Dymond stated that he was not going to tolerate processing emergency checks without sufficient time to review backup materials and have a better understanding of what is being paid. Ms. Blair apologized as it was necessary to process the check for the District's insurance coverage in order to keep the District in good standing as the invoice was not initially received or was misplaced.
- B. Review and Approve Financial Statements - Ms. Blair reviewed the financial statements for the period ending February 29, 2020 and the cash position dated March 13, 2020. Director Guckenberger moved that the Board approve the financial statements as presented. Upon second by Director Douthit, vote was taken, and the motion carried unanimously.
- C. Review and Accept 2019 Audit Exemption – Ms. Blair reviewed the 2019 audit exemption application with the Board. Director Guckenberger moved that the Board approve the application as presented. Upon second by Director Douthit, vote was taken and motion carried unanimously. The application will be submitted to the Office of the State Auditor no later than March 31, 2020 (the statutory deadline).

ADMINISTRATIVE ITEMS:

- A. Review and Approve December 10, 2019 Minutes – Director Pepper moved that the Board approve the December 10, 2019 minutes presented. Upon a second by Director Friedman, a vote was taken, and the motion carried unanimously.
- B. Directors' Election Update – Ms. Blair reported that the terms of Directors Dymond and Friedman are expiring in May 2020. A self-nomination form was submitted by Director Dymond. Director Friedman did not submit a self-nomination for and he stated that he will not be serving another term on the Board. The District's election was cancelled pursuant to statute since there were not more candidates than offices to be filled, and Director Dymond was elected by acclamation to serve a 3-year term expiring in May 2023. Discussion ensued on the process to find a new Board member to fill the vacancy that will occur on the Board in May. It was determined that Board members would contact neighbors to see if there was any interest in serving on the Board.

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OTHER BUSINESS: There was none.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:15 a.m.

The next regular meeting will be held on Tuesday, June 16, 2020, at 7:30 a.m. Due to COVID19 the meeting will most likely be held as virtual meeting. Notice of the June meeting will be provided in accordance with statute.

Respectfully submitted,

DocuSigned by:
Sue Blair

Secretary for the Meeting