

# RECORD OF PROCEEDING

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

### HILLCREST WATER AND SANITATION DISTRICT

HELD TUESDAY, DECEMBER 16, 2025, AT 7:30 A.M.

#### ADMINISTRATIVE ITEMS

The special 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  
Kenneth 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) Review Bids for Basin 3 Rehabilitation and Project Scope:** Ms. Schwien reported on the proposed 2026 sewer rehabilitation work. Several pipeline segments originally scheduled for lining in 2025 were deferred in order to spread project costs over multiple years. Two bids were received for the remaining cured-in-place pipe (CIPP) lining work from Inliner Solutions and Insituform Technologies. Both contractors utilize comparable materials and installation methods. The Inliner proposal was approximately \$25,000 lower than the Insituform bid, and engineering recommended proceeding with the lower bid. Director Dymond moved to approve the lower bid and authorize the work to proceed as recommended. Director Pepper seconded the motion and carried the motion unanimously. Ms. Schwien also reported that Kennedy Jenks recently received the 2025 CCTV inspection files from DES. Staff will review the video data and obtain pricing from both DES and Gildner for future inspection work so the District can compare options.

## FINANCIAL MATTERS

- A) **Review and Approve/Ratify Payment of Claims:** The Board reviewed claims presented for payment totaling \$248,683.55. Ms. Blair noted that the majority of the amount reflected the District's Metro Water Recovery payment made earlier in December. Director Wilkins moved to ratify the payment of claims as presented. Director Dymond seconded the motion and the motion carried unanimously.
- B) **Review and Approve Financial Statements:** Ms. Blair reviewed the financial statements for the period ending November 30, 2025, and the updated cash position dated December 5, 2025. No questions were raised by the Board.
- C) **Adoption of the 2026 Budget:** Ms. Blair reviewed the proposed 2026 budget. Staff did not recommend increasing service fees due to the District's current fund balance. Investment income is expected to decrease slightly due to interest rate changes and Metro treatment charges are projected to be somewhat lower than the prior year. Engineering recommended budgeting \$14,000 for general engineering services and an additional \$14,000 for Basin 3 engineering work. The budget also continues to include \$75,000 for the ongoing sewer improvement program. The Board discussed anticipated insurance increases and directed staff to increase the insurance line item to \$6,500. President Dymond opened the public hearing on the 2026 Budget. With no public comment received the public hearing was closed. Director Wilkins moved to adopt the 2026 Budget with the insurance adjustment. Director Dymond seconded the motion and the motion carried unanimously.

## ADMINISTRATIVE ITEMS

- A) **Review and Approve September 30, 2025, Minutes:** The Board reviewed the minutes of September 30, 2025, special meeting. Director Dymond moved that the Board approve the minutes as presented. Director Wilkins seconded the motion and the motion carried unanimously.
- B) **Review and Approve 2026 Annual Administrative Resolution:** Ms. Blair reviewed the proposed 2026 Annual Administrative Resolution with the Board. Director Dymond moved to approve the resolution as presented. Director Wilkins seconded the motion and the motion carried unanimously.

## ADJOURNMENT

Director Dymond moved to adjourn the meeting. Upon second by Director Wilkins the meeting adjourned at 7:58 a.m.

Respectfully submitted,

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Secretary for the Meeting