

**RECORD OF PROCEEDINGS**

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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HILLCREST WATER AND SANITATION DISTRICT  
DECEMBER 29, 2022**

A regular meeting of the Board of Directors of the Hillcrest Water & Sanitation District was held at 7:30 a.m., on Tuesday, December 29, 2022. Due to COVID-19 concerns, this meeting was held virtually via Zoom.

**ATTENDANCE:    In attendance were Directors:**

Steve Dymond; President  
Ken Guckenberger; Secretary  
Neil Pepper; Treasurer  
John Haywood; Asst. Secretary/Treasurer  
David Wilkins; Asst. Secretary/Treasurer (absence was excused)

**Also, in attendance were:**  
Sue Blair; Community Resource Services

**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. 2022 Video Review Project Update – Ms. Blair reviewed the engineering report and recommendations. Costs have increased and pricing will need to be obtained. There was then discussion about re-lining a portion of the line that is showing a buildup of cobblestone. Ms. Blair reviewed the estimates given by DES to complete the project. The Board approved moving forward on the maintenance items and requested that cost estimates be made available at a future meeting regarding the re-lining of a portion of the line.

**FINANCIAL ITEMS:**

- A. Review and Approve District Claims - The Board reviewed the claims presented for payment represented by check nos. 2059-2073 and 2 wire transfers totaling \$43,601.10 for a grand total of \$76,716.73. Director Dymond moved that the Board approve the payment of claims as presented. Upon second by Director Pepper vote was taken, and the motion carried unanimously.
- B. Review and Approve Financial Statements - Ms. Blair reviewed the financial statements as part of the 2023 budget discussion.

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- C. Public Hearing – 2023 Budget – Ms. Blair reported that proper publication had been made to allow the Board to conduct the public hearing on the proposed 2023 budget. Director Dymond opened the public hearing. There being no public comment received; the public hearing was closed. Ms. Blair reviewed the budget in detail with the Board. General Engineering was increased to \$7,000, and the Board elected to proceed with a full audit in 2022, increasing audit fees to \$12,000. After discussion, Director Dymond moved to adopt the 2023 budget as presented, certify a zero mill levy to Arapahoe County, and that the Board appropriate the 2023 expenditures. Upon second by Director Guckenberger, vote was taken, and motion carried unanimously. Ms. Blair will file the adopted budget with DOLA in accordance with statute. In addition, Ms. Blair will obtain an engagement for the auditor to prepare the 2022 audit.

### **ADMINISTRATIVE ITEMS:**

- A. Review and Approve September 22, 2022, Minutes – Director Dymond moved that the minutes be approved as presented. Upon second by Director Pepper, vote was taken and motion carried unanimously to approve the minutes as presented.
- B. Election Resolution – Ms. Blair reviewed the Election Resolution and discussed the highlights. Director Dymond moved to approve the Election Resolution. Upon second by Director Pepper, vote taken and motion carried unanimously.

### **OTHER BUSINESS:**

There was none.

### **ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 7:57 a.m.

The next regular meeting will be held on Tuesday, March 21, 2023, at 7:30 a.m. Due to the COVID-19 pandemic, the meeting will be held as a virtual meeting.

Respectfully submitted,

  
Secretary for the Meeting