

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HILLCREST WATER AND SANITATION DISTRICT
MARCH 15, 2022**

A regular meeting of the Board of Directors of the Hillcrest Water & Sanitation District was held at 7:30 a.m., on Tuesday, March 15, 2022. Due to COVID-19 concerns, this meeting was held virtually via Zoom.

ATTENDANCE: In attendance were Directors:

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

Also, in attendance were:
Sue Blair; 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 7:30 a.m. Following review, the agenda was approved as presented.

DISTRICT OPERATIONS AND MAINTENANCE:

- A. 2022 Maintenance Work – Basin 3 and Outfall Jet Cleaning – Ms. Schwein provided a proposal for engineering services relating to the Basin 3 videotaping and jet cleaning of the Outfall Line in the amount of \$9,000.00. Director Haywood moved that the Board approve the Kennedy/Jenks proposal. Upon second by Director Wilkins, vote was taken and motion carried unanimously.

- B. Dale’s Environmental Services (DES) provided proposals for the 2022 maintenance projects as follows:

Basin 3 Video Review, Root Cutting	\$8,514.00
Outfall Line Jet Cleaning	\$6,920.00

Director Dymond moved to approve the proposals as noted above. Upon second by Director Pepper, vote was taken and motion carried unanimously.

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FINANCIAL ITEMS:

- A. Review and Approve District Claims - The Board reviewed the claims presented for payment represented by check nos. 2024 through 2037 totaling \$15,980.41. In addition, there was a wire to Metro Wastewater in the amount of \$43,429.50, for a total amount of \$59,409.91 presented to the Board for approval. 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 February 28, 2022 and the cash position dated March 12, 2022. 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 Audit Exemption Application - Ms. Blair reviewed the 2021 audit exemption application with the Board. Director Haywood moved that the Board approve the application as presented. Upon second by Director Dymond, vote was taken and the motion carried unanimously. Ms. Blair will file the exemption with the office of the State Auditor.

ADMINISTRATIVE ITEMS:

- A. Review and Approve December 21, 2021 Minutes – The Board reviewed the minutes of the December 21, 2021 meeting. Director Wilkins moved that the Board approve the minutes as presented. Upon a second by Director Dymond, a vote was taken, and the motion carried unanimously.

- B. Ms. Blair reported that the May 3, 2022 election had been cancelled. Oaths of Office will be prepared and sent to Directors Pepper, Guckenberger, Haywood and Wilkins for execution after the election date.

OTHER BUSINESS: There was none.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:04 a.m.

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The next regular meeting will be held on Tuesday, June 21, 2022, at 7:30 a.m. Due to the COVID-19 pandemic, the meeting will be held as a virtual meeting. Notice of the June meeting will be provided in accordance with statute.

Respectfully submitted,



Secretary for the Meeting