

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE HILLCREST WATER AND SANITATION DISTRICT SEPTEMBER 21, 2021

A regular meeting of the Board of Directors of the Hillcrest Water & Sanitation District was held at 7:30 a.m., on Tuesday, September 21, 2021. 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

Absent was Director Ken Guckenberger, whose absence was excused.

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 7:34 a.m. Following review, the agenda was approved as presented.

DISTRICT OPERATIONS AND MAINTENANCE:

- A. 2021 Basin 1 Video Review Report – Ms. Schwien reviewed the 2021 Basin 1 Report with the Board. CRS will be sending letters to homeowners where issues were identified with their service lines.

FINANCIAL ITEMS:

- A. Review and Approve District Claims - The Board reviewed the claims presented for payment represented by check nos. 1997-2010 totaling \$23,719.55. 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 for the period ending August 31, 2021, and the cash position dated September 13, 2021. Director Pepper moved that the Board approve the financial

RECORD OF PROCEEDINGS

statements as presented. Upon second by Director Wilkins, vote was taken, and the motion carried unanimously.

C. Conduct Public Hearing to Amend 2020 Budget – Director Dymond moved to open the public hearing. There being no public present, the public hearing was closed. Ms. Blair reviewed the budget amendment with the Board. The Enterprise Fund expenditures were increased from \$236,828 to \$261,168, primarily due to invoices paid in 2020 for work that was completed in 2019. Director Dymond moved that the budget amendment be approved. Upon a second by Director Pepper, a vote was taken, and the motion carried unanimously.

D. Preliminary 2022 Budget – Ms. Blair provided a verbal update of the 2022 budget schedule. The public hearing to adopt the budget will be held at the Board's December meeting.

E. 2022 Metro Charges – Ms. Blair reviewed the 2022 Metro treatment charges with the Board.

F. Outfall Line Annual Report – The Board reviewed the draft annual report and approved as presented. CRS will send the report to the participating districts.

G. 2021 Annual Audit – Ms. Blair explained that the District falls below the \$750,000 requirement in revenues or expenditures, so an audit exemption for 2021 can be filed with the state auditor's office. After discussion, the Board authorized CRS to prepare an audit exemption application for year 2021.

ADMINISTRATIVE ITEMS:

A. Review and Approve June 15, 2021, Minutes – Director Dymond moved that the minutes be accepted as presented. Upon second by Director Haywood, the minutes were approved as presented.

B. Certification of Delinquent Accounts – Ms. Blair reported that notice of today's meeting had been provided to those residents who are delinquent in their payment to the District. No public was present. Director Dymond opened the public hearing. There being no public comment, the hearing was closed. Director Dymond moved that the Board authorize Ms. Blair to certify delinquent accounts to the County for collection on next year's property tax statements. Upon second by Director Wilkins, vote was taken and motion carried unanimously.

C. Confirm Quorum for December 21 Board meeting – Ms. Blair confirmed that there will be a quorum of the Board at the December 21st meeting.

OTHER BUSINESS: There was none.

RECORD OF PROCEEDINGS

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:23 a.m.

The next regular meeting will be held on Tuesday, December 21, 2021, 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