

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
SOUTHWEST SUBURBAN DENVER WATER AND SANITATION DISTRICT**

May 18, 2020

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 18th of May 2020 at 3:30 p.m. via Zoom conference call. The meeting was open to the public. Chris Veesaert presided.

ATTENDANCE:

Directors in attendance were:

Chris Veesaert, Chairman
Leo Johnson
Bob Hart
Bill Geddes
John LaBoon

Also in attendance were:

Judy Simonson, District Manager
Nicki Simonson, Assistant District Manager
Justin Meeks, District Engineer
Julia Robinson
Jennifer Bailey
Dawn Schilling - Auditor
Pete Doherty
Rebecca Hill

ADMINISTRATIVE MATTERS:

Disclosures of Conflicts of Interest: There were no changes to report.

Public Forum: This item was passed in the absence of members of the public.

Minutes: The meeting minutes for March 16, 2020 were approved upon motion by John LaBoon and seconded by Leo Johnson.

Election: Bob Hart moved to nominate Chris Veesaert to continue serving as Chairman and Leo Johnson to continue serving as Secretary/Treasurer. John LaBoon seconded the motion and it was approved.

Delinquent Fee Waivers: Bob Hart moved to waive delinquent fees requested by homeowners including multi-unit accounts for 2020 specifically related to misdirected mail due to the change in address for Simonson & Associates and homeowners affected by COVID19. Leo Johnson seconded the motion and it was approved.

Legal Counsel: Jennifer Bailey of Robinson Bailey PC was introduced to the board. Julia Robinson is retiring and will now be available to the District only in an "of counsel" capacity as of May 1, 2020.

ENGINEERING & MAINTENANCE MATTERS:

2020 Capital Improvements: JBS Pipeline Contractors was awarded the contract for the 2020 Capital Improvements project. A motion was made by Bob Hart to ratify the approval of the JBS contract. Bill Geddes seconded the motion and it was approved. JBS has indicated that the project is scheduled to begin the week of July 6th and will take 4 – 6 weeks to complete. Martin/Martin has reviewed and approved the materials, equipment and permit submittals provided by JBS.

2020 Scheduled Maintenance: Justin Meeks stated that DES will begin cleaning the sanitary sewer system between Kipling and Simms at the beginning of summer. CCTV inspections of all the mains where homeowners repaired their service tap connections will be completed prior to the scheduled cleaning.

Jeffco Maintenance – Summer 2020: Justin Meeks stated that Jeffco will be doing some street maintenance this summer, mainly asphalt repaving within the District. The board discussed what level of involvement the District should have, for example, should there be a District representative on-site during the maintenance? Chris Veesaert did not feel that a full-time presence was required, and Leo Johnson concurred. It was agreed that Martin/Martin should follow up weekly behind Jeffco. Nicki Simonson suggested a pre-construction meeting be scheduled between the parties to confirm there are no potential conflicts with cleaning schedules.

AUDIT MATTERS:

Dawn Schilling gave an overview of the 2019 draft audit and answered any questions. Subject to the approval of the Metro Wastewater final 2019 fee in June, the 2019 Audit was approved upon a motion by Leo Johnson and second by Bill Geddes. The District Representation Letter was then approved upon motion by Leo Johnson and seconded by Bill Geddes. The 2019 District Representation letter was then approved upon motion by Leo Johnson and seconded by Bill Geddes. Dawn Shilling then left the meeting.

FINANCIAL MATTERS:

Disbursements: Leo Johnson moved to ratify the approval of the April 2020 disbursements. Bill Geddes seconded the motion and they were approved. Leo Johnson then moved to approve the May 2020 disbursements. Bob Hart seconded the motion and they were approved. The checks will be sent back to Simonson & Associates for Judy Simonson's signature and will then be mailed out to payees.

Financial Statements: Nicki Simonson presented for approval the audited financial statements prepared by Simonson & Associates, Inc. for the year ending December 31, 2019. Upon motion of Leo Johnson and seconded by Bill Geddes, the District's year end 2019 financial statements were approved. Nicki then presented the District's bi-monthly financial statements for the period ending April 30, 2020. They were approved upon motion by Leo Johnson and seconded by Bill Geddes. Nicki Simonson then briefly reviewed the Investment Report.

DIRECTOR RESIGNATION:

Director, John LaBoon, resigned his position and his resignation was accepted by the Board. Bill Geddes moved to appoint Pete Doherty to the Board. Leo Johnson seconded, and the motion was approved.

OTHER BUSINESS:

Adjournment: There being no other business, Chairman Chris Veesaert, adjourned the meeting.

Respectfully submitted,



Leo Johnson, Secretary