

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

November 16, 2020

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 16th of November 2020 at 3:30 p.m., via Zoom conferencing. The meeting was open to the public. Chris Veesaert presided.

ATTENDANCE:

Directors in attendance were:

Chris Veesaert, Chairman
Bill Geddes
Pete Doherty
Bob Hart
Leo Johnson

Also in attendance were:

Judy Simonson, District Manager
Justin Meeks, District Engineer
Nicki Simonson
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 October 21, 2020 were approved upon motion of Leo Johnson and second by Bill Geddes.

Meeting Schedule: The 2021 meeting schedule was approved upon motion of Leo Johnson and second by Bill Geddes. The meeting time for all board meetings will remain at 3:30pm and be held via Zoom until further notice.

ENGINEERING & MAINTENANCE MATTERS:

2020 Capital Improvements: JBS has completed the construction on the sanitary main removal/replacement in South Jellison Street and West Berry Drive. They had to shut down the water line in South Jellison Street for approximately one hour one day because the water main pipe bedding was exposed at one location where it was closest to the sanitary sewer main. Pay Application #2 was presented to the Board and was approved upon motion by Leo Johnson and second by Bob Hart.

The Final Pay Application #3 for the contract retainage will not be processed until the Notice of Final Payment is published in the newspaper to insure there are no claims against the project before final settlement is issued to JBS. The final payment will be made in December after the end of the notice period.

A contract for Lamb Star Engineering for 2021 capital improvements sub-surface utility engineering was presented to the Board for review. The contract was not included in the original board packet, however, it was emailed out to the board members prior to the meeting. This is the same consultant that was used in 2020 and their 2021 quote came in less than the previous year. The Lamb Star 2021 contract was approved upon motion by Pete Doherty and second by Bill Geddes.

2021 Engineering and Service Contracts: The Board was provided with Martin/Martin's 2021 engineering contract. The contract was prepared using 2019 comparison rates in error. Nicki Simonson shared her screen during the Zoom meeting to show the correct 2020/2021 comparison rates. The Board asked Justin Meeks for clarification and justification of the rate increases for certain positions and decided to hold off on approving the contract until the December 21, 2020 board meeting.

The Board reviewed the District's 2021 standard contract for construction services with C&L Water Solutions. The contract was approved upon motion of Bob Hart and second by Leo Johnson. The Board then reviewed C&L's annual ORC/maintenance contract. The contract was approved upon motion of Leo Johnson and second by Bob Hart. The 2021 rates saw minor increases from 2020 for both contracts.

Brooks Grease Service 2021 contract for grease interceptor pumping services was reviewed by the Board. The contract was approved upon motion of Bob Hart and second by Leo Johnson.

DES Pipeline Maintenance, LLC 2021 contract for cleaning and video inspection services was then reviewed by the Board. DES's contract was approved upon motion of Bob Hart and second by Leo Johnson.

2020 BUDGET AND RATE HEARING:

The budget and rate hearing was opened at 4.26 p.m. upon motion by Leo Johnson and second by Bill Geddes, the notice for which was published in the local newspaper as required by law. No public comments were received on the proposed budget. Judy Simonson reviewed the rates proposed for 2021. She explained the change in water usage for the different customer types. The overall rate for single family residences will increase to \$313 and the multi-family residential rate will decrease to \$229. The District's fee schedule with the proposed new rates was approved upon motion by Leo Johnson and second by Bob Hart.

Judy then reviewed the 2021 budget proposed for the District. Leo Johnson made a motion to approve the 2021 budget as presented. The motion was approved upon second by Bob Hart. Judy Simonson will make the change from 2019 to 2021 where it appears on page 3 of the engineering budget.

Approval of Budget Resolution No. 5: Leo Johnson moved to approve Resolution No.5 to Adopt the Budget. The motion was approved upon second by Bob Hart.

Approval of Appropriations Resolution No. 6: A motion to approve Resolution No.6 to Appropriate Sums of Money was made by Leo Johnson with second by Bill Geddes.

Approval of Budget Message: The 2021 Budget Message was also approved upon motion of Leo Johnson and second by Bill Geddes.

Chris Veesaert then closed the budget and rate hearing at 5.00 p.m. upon motion by Bill Geddes and second by Pete Doherty.

FINANCIAL MATTERS:

Check Register: Nicki Simonson presented the District's check register for November 2020. Leo Johnson indicated he had reviewed the check register and made a motion to approve the checks presented. Bill Geddes seconded the motion, and it was approved. It was noted that \$400,000 would be transferred from the District's Colotrust account to its checking account to cover the checks.

Financial Statements: Nicki Simonson then presented the District's unaudited financial statements for the period ending October 31, 2020. Leo Johnson indicated he had reviewed the District's financial statements and made a motion to approve them. Bob Hart seconded the motion, and it was approved.

Investment Report: The report was presented to the Board. Judy Simonson recommended investing in a couple more bonds and Nicki Simonson will continue to review available bonds and rates to present to the Board.

Approval of 2021 Audit Engagement Letter: Nicki Simonson then presented the audit engagement letter for Shilling & Company, Inc. for the District's 2020 audit. Leo Johnson made a motion to approve Shilling & Company's engagement letter subject to Simonson & Associates confirming that it has not been more than 5 years since audit requests for proposals have been sent out. Bob Hart seconded the motion, and it was approved.

OTHER BUSINESS:

Simonson & Associates 2021 contract and rates were presented and reviewed. Bob Hart asked for more detail on how the District's workload was spread across Simonson & Associates personnel. Chris Veesaert asked for specific breakdown of management involvement between Nicki and Judy. A detail comparison of the hours will be provided at the special board meeting in December. Bob Hart made a motion to approve Simonson & Associates contract for 2021. Leo Johnson seconded the motion and it was approved.

Adjournment: There being no other business, Chairman, Chris Veesaert, adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Leo J. Johnson, Secretary