

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

December 21, 2020

A special meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 21st of December 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:

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 November 16, 2020 were approved upon motion of Leo Johnson and second by Bill Geddes.

ENGINEERING & MAINTENANCE MATTERS:

2021 Engineering and Service Contracts: The Board engaged in further discussion regarding the rates presented by Martin/Martin for the 2021 engineering contract. Updated rate comparisons for 2020 to 2021 were provided at the November board meeting. Justin Meeks provided the Board with an explanation letter prepared by Martin/Martin's compensation department to explain how the rate increases are determined. The Martin/Martin contract was then approved upon motion by Bill Geddes and second by Leo Johnson. Bob Hart asked for a more analytical rate justification to be provided prior to the 2022 engineering contract review. Further discussion on potentially requesting proposals from other engineering firms can be considered next year.

2020 Capital Improvements: The Board reviewed the Final Pay Application #3 for the JBS contract retainage. A notice of contractor settlement was published in the local newspaper as required by law. The pay application was then approved upon motion by Bob Hart 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. Bob Hart seconded the motion, and it was approved. It was noted that there was a cancellation entry of \$22,922.25 (check #279) and reissue of \$22,955.25 (check #283). This was due to a short payment error of \$33.00 to JBS Pipeline Contractors that was caught prior to presenting the check for signature.

Financial Statements: Nicki Simonson then presented the District's unaudited financial statements for the period ending November 30, 2020. Leo Johnson indicated he had reviewed the District's financial statements and that the District was still on budget 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. Due to continued dropping rates at Colotrust, the board discussed moving money into additional bonds. Leo Johnson moved to allocate \$1 million dollars to invest in three or four bonds with a five year ladder maturity structure. Pete Doherty seconded the motion and it was approved. Nicki Simonson will send available bonds to Leo Johnson for his review and purchase upon his request.

Approval of 2021 Audit Engagement Letter: The audit engagement letter for Shilling & Company, Inc. had been approved at the November 2020 board meeting, subject to Simonson & Associates confirming that it has not been more than 5 years since audit requests for proposals (RFP) had been sent out. After further research, it was determined that an audit RFP had not been requested since 2013. Bob Hart then moved to engage Shilling & Company, Inc. for the District's 2020 audit with the stipulation that an RFP be sent out for the 2021 audit year. Leo Johnson seconded the motion and it was approved.

Resolution Addressing Financial Authority, Investments and Board Officers: Nicki Simonson presented a draft resolution for the Board's review and asked for feedback prior to the next board meeting. If the Board agrees, it can become part of the annual resolutions that are signed typically at the beginning of each year. Chris Veesaert noted that he would prefer his title be Chairman and not President.

OTHER BUSINESS:

TAC Participation: Leo Johnson commented that the District should remain a participant of the -Technical Advisory Committee (TAC) and continue to pay dues. Bill Geddes agreed that the District should have more involvement rather than less. Leo Johnson then moved to continue participation with the TAC in 2021. Bill Geddes seconded the motion and it was approved.

Simonson & Associates Billing: At the November board meeting, Bob Hart had asked for documentation to support the billable hours presented to the District for 2020. Nicki Simonson presented a breakdown of billable hours.

Insurance Maintenance Endorsement: Leo Johnson moved to approve the Colorado Special Districts Insurance Maintenance Endorsement. Pete Doherty seconded the motion and it was approved.

Adjournment: There being no other business, Chairman, Chris Veesaert, adjourned the meeting at 4:55 p.m.

Respectfully submitted,



Leo J. Johnson, Secretary