**MINUTES OF A REGULAR MEETING OF**

**THE BOARD OF DIRECTORS OF THE**

**SOUTHWEST SUBURBAN DENVER WATER AND SANITATION DISTRICT**

**January 20, 2025**

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 20th of January 2025 at 3:30 p.m. at the Governor’s Ranch Clubhouse located at 9050 W. Prentice Avenue, Littleton, Colorado, 80123. The meeting was open to the public. Bill Geddes presided.

**ATTENDANCE:**

Directors in attendance were: Also in attendance were:

Bob Hart Nicki Simonson

Tim Gasparrini Justin Meeks, District Engineer

Pete Doherty

Bill Geddes

**ADMINISTRATIVE MATTERS:**

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

Appoint New Chairman: Due to the recent passing of Chris Veesaert, Bob Hart made a motion to appoint Bill Geddes as the new Chairman. The motion was approved upon second by Tim Gasparrini.

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

Minutes: The regular meeting minutes for November 18, 2024 were approved upon motion by Pete Doherty and second by Tim Gasparrini.

2025 Sunshine Resolution No. 1: The 2025 Sunshine Resolution No. 1 specifying the date, time and location of public meetings and the location of posting meeting notifications was approved upon motion by Bob Hart and second by Pete Doherty.

**ENGINEERING & MAINTENANCE MATTERS:**

2025 Annual Cleaning: The 2025 annual cleaning and CCTV inspection will involve the northeastern third of the district (Governor’s Ranch Filings 1, 3, 4 and 6 [Red Oak Townhomes]). Generally the area north of W. Alamo Drive, west of S. Field Street, and north of W. Prentice Avenue. No acoustic testing is planned for this year.

2025 Maintenance:

Manhole Infiltration – C&L repaired the first of 11 manholes that were identified in 2024 to have infiltration. Martin/Martin is coordinating with C&L on further assessment of the manholes and any necessary repairs.

Restoring Manhole Access – C&L has provided a quote of $55,720 to restore access to 10 manholes in the district that are either paved over or covered by landscaping. Martin/Martin will be reaching out to other contractors, including DRC, to receive other bids before moving forward.

**FINANCIAL MATTERS:**

Check Register: Nicki Simonson presented the District’s check register for December 1, 2024 through December 31, 2024. The check register was approved upon motion by Tim Gasparrini and second by Pete Doherty. The January 1, 2025 through January 31, 2025 disbursements were then approved upon motion by Bob Hart and second by Tim Gasparrini.

Financial Statements: The December 31, 2024 unaudited draft financial statements were reviewed.

Investment Report: Nothing new to report on investments.

Audit Engagement Letter for 2024: Bob Hart moved to approve the Schilling & Company, Inc. engagement letter for audit services. The motion was approved upon second by Tim Gasparrini.

**ELECTION MATTERS:**

Resolution No. 2 to Appoint Designated Election Official: Resolution No. 2 appointing the designated election official was approved upon motion by Tim Gasparrini and second by Pete Doherty.

Call for Nominations: The Board discussed those members who are up for re-election and it was confirmed that they would be seeking another term.

**OTHER BUSINESS:**

2025 Annual Billing and Newsletter: The Board discussed the annual billing, and Nicki Simonson stated it would be slightly delayed this year with an estimated mailing date around the end of February. It was agreed that no newsletter would be printed and included in the bill, which is a significant cost savings for the District.

Adjournment: There being no other business, Bill Geddes, adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Bob Hart, Secretary