

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

November 18, 2019

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 18th of November 2019 at 3:30 p.m., at Governor's Ranch Clubhouse, 9050 W. Prentice Avenue, Littleton, Colorado. The meeting was open to the public. Chris Veesaert presided.

ATTENDANCE:

Directors in attendance were:

Chris Veesaert, Chairman
Bill Geddes
John LaBoon
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, 2019 were approved upon motion of Leo Johnson and second by Bill Geddes.

Meeting Schedule: The 2020 meeting schedule was approved upon motion of Leo Johnson and second by John LaBoon. The meeting time for all board meetings was changed from 4:30pm to 3:30pm.

ENGINEERING & MAINTENANCE MATTERS:

Manhole Paving Issue: Justin Meeks gave an update on the manholes that were paved over in the W. Prentice Avenue cul-de-sac area brought to the board's attention by Leo Johnson. Justin confirmed that the manholes belong to Metro Wastewater Reclamation District. They are aware of the paved over manholes and they will uncover them when required in the course of regular maintenance activities.

2020 Capital Improvements: Justin explained that the surveying and subsurface utility investigation for the sanitary sewer main removal/replacements in W. Berry Drive and S. Jellison Street have been ordered and are scheduled before the end of the year. After completion, Martin/Martin will proceed with design and preparation of the bid documents for this project. It will be put out for bid by the end of January.

2020 Engineering and Service Contracts: The Board was provided with Martin/Martin's 2020 engineering contract. The contract as amended showing the 2020 rates provided by Justin at the meeting was approved upon motion by Leo Johnson and second by John LaBoon.

The Board reviewed the District's 2020 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 John LaBoon and second by Leo Johnson. The 2020 rates remain the same as the 2019 for both contracts.

DES Pipeline Maintenance, LLC 2020 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 John LaBoon.

Finally, the Board reviewed Brooks Grease Services' 2020 contract for grease interceptor pumping services. Their contract was approved upon motion by Bill Geddes and second by Leo Johnson.

2020 BUDGET AND RATE HEARING:

Chris Veesaert opened the budget and rate hearing 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 2020. She explained the change in water usage for the different customer types. The overall rate for single family residences will increase by 3% to \$311 and the multi-family residential rate will increase to \$255. The District commercial flow rate will increase \$0.24 per 1,000 gallons and the Metro treatment pass-through flow rate will increase by \$0.11 per 1,000 gallons. 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 2020 budget proposed for the District. Leo Johnson made a motion to approve the 2020 budget as presented. The motion was approved upon second by Bob Hart.

Leo Johnson then moved to approve Resolution No.3 to Adopt the Budget, with amendment of date from 2020 to 2019. The motion was approved upon second by Bill Geddes.

A motion to approve Resolution No.4 to Appropriate Sums of Money with revision of date from 2020 to 2019 was made by Leo Johnson with second by John LaBoon.

The 2020 Budget Message was also approved upon motion of Leo Johnson and second by Bob Hart.

Chris Veesaert then closed the budget and rate hearing upon motion by Bill Geddes and second by Bob Hart.

FINANCIAL MATTERS:

Check Register: Nicki Simonson presented the District's check register for November, 2019. 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.

Financial Statements: Judy then presented the District's financial statements for the period ending October 31, 2019. Leo Johnson indicated he had reviewed the District's financial statements and made a motion to approve them. John LaBoon seconded the motion and it was approved.

Investment Report: The report was presented to the Board.


Approval of 2020 Audit Engagement Letter: Judy then presented the audit engagement letter for Shilling & Company, Inc. for the District's 2019 audit. Leo Johnson made a motion to approve Shilling & Company's engagement letter. Bob Hart seconded the motion and it was approved.

OTHER BUSINESS:

Simonson & Associates 2020 contract and rates were presented and reviewed. Leo Johnson made a motion to approve their rates for 2020. Bill Geddes seconded the motion and it was approved.

Adjournment: There being no other business, Chairman, Chris Veesaert, adjourned the meeting at 5:22 pm.

Respectfully submitted,



Leo J. Johnson Secretary