

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

May 20, 2019

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 20th of May 2019 at 4:30 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

Also in attendance were:

Judy Simonson, District Manager
Justin Meeks, District Engineer
Nicki Simonson

Leo Johnson's absence was excused

ADMINISTRATIVE MATTERS:

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

Assistant Secretary: With the absence of the District's secretary, Leo Johnson, Bill Geddes was appointed Assistant Secretary upon motion of Bob Hart and second by John LaBoon.

Public Forum: Homeowner Nathan Neyman attended and asked the Board to waive \$255 delinquent fees on his account. After discussion and consideration, Chris Veesaert moved to not waive any fees and instead give the homeowner 6 months to pay the \$255 in fees, the motion was approved upon second by Bill Geddes.

Minutes: The meeting minutes for March 18, 2019 were approved with one correction, upon motion of John LaBoon and second by Bob Hart.

ENGINEERING & MAINTENANCE MATTERS:

Capital Improvements: Justin Meeks stated that two bids were received for the 2019 Capital Improvement Project. The bids were received from Insituform Technologies, LLC and Granite Inliner. After a conference call with the bid award committee appointed at the previous board meeting, the bid was awarded to Insituform. Bob Hart moved to ratify the approval of the bid award. The motion was approved upon second by John LaBoon. Bob Hart then moved to approve the Insituform contract, which was approved by the Board upon second by John LaBoon. Justin stated he will schedule a pre-construction meeting to get the work scheduled.

Jeffco Paving Issue: The Board discussed the ongoing Jefferson County paving issue. Judy Simonson reported that, instead of attending a county commissioner's meeting, she has been trying to schedule a smaller meeting to discuss the response letter that the District recently received from the County. Judy received an email from a Jeffco staffer explaining that this matter has been turned over to the Safety and Compliance Department Director, Mike Dobbs. Judy has reached out to Mr. Dobbs and has not heard back yet. Judy will reach out again and try to schedule a meeting. Chris Veesaert commented that if a meeting is scheduled, Judy, Justin and himself should have a preliminary meeting to go over all the records that can be presented at the meeting.

GIS: Justin explained that they continue to integrate the District's data into the new asset management/operation & maintenance GIS software. Recently, they have been working on getting the 2019 scheduled maintenance data integrated into the database and reviewing that data.

Utility Locates: Justin Meeks provided a revised standard detail including a detail for tracer wire; the detail was used for the removal/replacement portion of the CIP. The standard detail is more for removal/replacement that the District would be doing in the near future for mains and not individual homeowner service lines. Justin agreed to modify the standard detail for new service lines and submit that for the Board's consideration.

AUDIT:

Dawn Shilling, the District's auditor, reported on the District's 2018 audit. She indicated that the audit went smoothly and there were no significant adjustments required. She advised the Board that there were no indications of fraud and she was able to provide a clean audit opinion that the financial statements presented fairly the District's financial position. She noted the new method of recording Metro Wastewater treatment charges based on the final 2018 actual charges as opposed to the cash payments paid to Metro in 2018. While this method more accurately reflects the District's actual sewage treatment charges for the year, it does require postponing the audit submittal to the state until after the Metro board approves the actual charges each June of the following year. The District Representation letter was approved upon motion by Bill Geddes and second by John LaBoon. Subject to the approval of the Metro Wastewater fee in June, the 2018 Audit was approved upon a motion by Bob Hart and second by John LaBoon. Dawn Shilling then left the meeting.

FINANCIAL MATTERS:

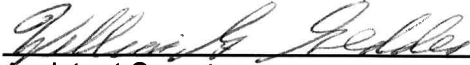
Disbursements: John LaBoon moved to ratify the approval of the April 2019 disbursements. Bill Geddes seconded the motion and it was approved. Bob Hart then moved to approve the May 2019 disbursements. John LaBoon seconded the motion and it was approved.

Financial Statements: Judy Simonson presented for approval the audited financial statements prepared by the District Manager for the year ending December 31, 2018. Upon motion of John LaBoon and seconded by Bill Geddes, the year end 2018 financial statements were approved. Judy then presented the District's bi-monthly financial statements for the period ending April 30, 2019. They were approved upon motion by Bill Geddes and seconded by John LaBoon.

OTHER BUSINESS:

Adjournment: There being no other business, Chairman Chris Veesaert, adjourned the meeting at 6:35 pm.

Respectfully submitted,


Assistant Secretary