

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
SHERIDAN SANITATION DISTRICT NO. 2
June 8, 2022**

The regular monthly meeting of the Board of Directors of Sheridan Sanitation District No. 2 was held on June 8, 2022, in the Sheridan Recreation Center, at 3325 West Oxford Avenue, Sheridan, Colorado 80110.

The meeting was called to order at 6:00 P.M. by Chairman Dallas Hall. There were present: Kevin Johnson, Gertrude Maez, Steve Douglas, Dallas Hall, and John Olmsted. Also present at the meeting were Jim Swanson of JRS Engineering LLC, Manager and Engineer for the District, Russell J. Sindt, attorney for the District, and Cecilia Wang, of Clifton Larson Allen, accountants for the District.

The minutes of the May 11, 2022, regular meeting of the Board of Directors were read and **upon motion and second, approved.**

Under the item Manager and Engineer's Report, by Jim Swanson:

- a. Jim noted that he had recently completed 39 locates.
- b. **After review by the Board, and upon on motion by Kevin Johnson, and second the Board unanimously approved the Services Agreement Addendum for Jim.**
- c. Regarding the billing process, Jim noted several customer billings are sent to "owner/occupant" to the tap location address. Several rental owners are not receiving the bills and thus are being fined for late payment. CLA is updating the customer list and creating an electronic version using county records for future billings to the property owner.
- d. Jim also noted that there would be a new phone number for billing questions.
- e. Jim noted that he had rented a storage unit for several file cabinets and 19 banker boxes from Dryden's filing cabinets plus all maps and plans related to the District. He is reviewing the documents with the possible destruction of unneeded files.

- f. Jim noted that late fees for the first and second quarters of 2022 were problematic and recommended they be waived, and **upon motion by Donald S. Douglas, and second the Board authorized that there would be no late fees for the first and second quarters of 2022 which passed by unanimous vote by the Board.**
- g. Jim noted that the 2022 Cleaning and CCTV by DRC is near completion.
- h. Jim noted that C&L had a 47% completion of the 2021/22 sewer cleaning contract. A severely deteriorated section of pipe was found under Federal Blvd near Mansfield Ave. This will require a point repair prior to lining. A Change Order is required to add this work and delete some work in the 2022 project to stay within budget.

Under the item Attorney's Report, by Russ Sindt:

- a. Russ noted that he passed out a Memo relating to Board terms with John Olmsted and Steve Douglas being in four-year terms to 2023, and Dallas Hall, Kevin Johnson, and Gertrude Maez being in three-year terms to 2025.
- b. Russ noted that he had reviewed the Utilo contract submittal regarding locates for the District. Patrik Barry of Utilo was not in attendance due to a conflict. Russ recommended that the Board approve the contract which will relieve Jim Swanson from locate duty. **Upon motion by Kevin Johnson, and second, the Board unanimously approved the Utilo contract for locates.**

Under the item Financial Report, by Cecilia Wang:

- a. Cecilia presented the Board with the Financial Report for the period ending April 30, 2022, and noted, that the current assets of the General Fund were approximately \$17,859.00. The funds available of the Enterprise Fund were approximately \$1.288 million at the end of April 30, 2022, with capital assets being approximately \$1,394,918. The total net position for the District as of April 30, 2022, was approximately \$2,683,130.00. It was also noted that the balance of the COLOTRUST account was approximately \$1,071,339.00 with interest at 0.79 percent as of June 8, 2022.

Upon Motion by Kevin Johnson and second, the Board unanimously accepted the Financial Report for the period ending April 30, 2022, and approved payment of the bills as presented.

- b. Upon motion by Steve Douglas and second, the Board unanimously approved the CLA (Clifton Larson Allen LLP) billing engagement letter.

The meeting was adjourned at 7:40 P.M.

Donald S. Douglas, Secretary