

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
SHERIDAN SANITATION DISTRICT NO. 2
July 13, 2022**

The regular monthly meeting of the Board of Directors of Sheridan Sanitation District No. 2 was held on July 13, 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 June 8, 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 the transition from Dryden Broyles to himself as Manager was in place after his meeting with Dryden.
- b. Jim noted that there is a new District phone number that is 303-513-0901.
- c. Jim obtained from Dryden all of the available files and Jim recommended that he purchase a two-drawer file cabinet for the District.

Upon motion by Gertrude Maez, and second, the Board unanimously approved purchase of a two-drawer file cabinet.

- d. Jim noted that he was using a new phone for the District along with the new District phone number 303-513-0901.
- e. Jim noted that Dryden was still using the post office box, however, that will cease soon.
- f. Jim discussed the District website proposal and noted a fixed fee pricing and a \$500.00 setup fee. There would be a \$216.00 per year web hosting fee and an annual \$14.95 domain fee.

Upon motion by John Olmsted, and second, the Board unanimously approved the District website proposal.

- g. Jim noted that the quarterly sewer billings would be out in late July.
- h. After discussion by the Board, it was noted that the District should adopt 3 payment options, those being (i) mailing payments into CLA, (ii) personal online payment with no fee, and (iii) a point and pay system.

Upon motion by Steve Douglas, and second, the Board unanimously approved the 3 payment options.

- i. Jim reviewed the current C&L Change Order and noted that the Federal sewer lined 30 feet of pipe at the expense of \$61,979.00. Jim noted that there were only \$474.50.

Upon motion by John Olmsted, and second, the Board unanimously approved the C&L change order.

- j. Lastly, Jim noted that the Utilo invoice had 28 locate tickets in the last month.

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

- a. Russ noted that he had updated the listings for Directors, Manager, Attorney, and CPA.
- b. Russ noted that the Transparency Notice had been updated to show Jim as District Manager and that the Transparency Notice was filed with the Division of Local Government.
- c. Russ noted that the Utilo contract locates for the District was in play and that Patrik Berry of Utilo was available for a Board Meeting review should the Board request the same.

Under the item Financial Report, by Cecilia Wang:

- a. Cecilia presented the Board with the Financial Report for the period ending May 31, 2022, and noted, that the current assets of the General Fund were approximately \$23,910.00. The funds available of the Enterprise Fund were approximately \$1,121,333.00 at the end of May 31, 2022, with capital assets being approximately \$1,568,244.00. The total net position for the District as of May 31, 2022, was approximately \$2,689,578.00. It was also noted that the balance of the COLOTRUST account was approximately \$969,047.44 with interest at 1.17 percent as of July 13, 2022.

Upon Motion by Steve Douglas and second, the Board unanimously accepted the Financial Report for the period ending May 31, 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 Steven Douglas, Secretary