

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SHERIDAN SANITATION DISTRICT NO. 2  
February 14, 2024**

The regular monthly meeting of the Board of Directors at Sheridan Sanitation District No. 2 was held on February 14, 2024, in the Sheridan Recreation Center, at 3325 West Oxford Avenue, Sheridan, Colorado 80110.

The meeting was called to order at 5:00 P.M. by Chairman Dallas Hall. There were present: Dallas Hall, Kevin Johnson, Gertrude Maez, and Steve Douglas. John Olmsted was absent. 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 Thuy Dam of Clifton Larson Allen, accountants for the District.

John Olmsted's absence from the meeting was noted and upon motion by Dallas Hall and second, approved.

The minutes of the January 10, 2024, regular meeting of the Board of Directors were read and **upon motion by Kevin Johnson and second, approved.**

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

- a. Jim presented and reviewed the detail within the draft Request For Proposals (RFP) for the District Manager position and the District Engineer position. Following that review, the RFPs were dated February 15, 2024, to be advertised and due back to the Manager prior to March 29, 2024 at 5:00 pm local time. The Board then discussed the schedule for review and selection.
- b. Jim provided a memorandum on the unresolved tap connection accounts which identified twenty-one addresses listed on the old billing system that were not included in the current billing system. Of these twenty-one accounts, four properties are believed to be connected to the District's system. Following review, the Board directed staff to

send a letter to each of the four property owners and start billing each account for the second quarter of 2024.

**Upon Motion by Gertrude Maez and second, the Board unanimously approved the Manager's report by Jim Swanson**

- c. Jim presented an Agreement for the 2024 Sanitary Sewer Rehabilitation Project with C&L Water Solutions, Inc. The contract price is \$231,761.00, and is within the 2024 budget. All the bonds, insurance certificates and other contract requirements were met. Jim recommended approval and signature of the agreement by the Board.

**Upon Motion by Steve Douglas and second, the Board unanimously approved the Engineer's report by Jim Swanson**

Under the item Attorney's Report by Russ Sindt:

- a. Russ provided an executed copy of the revised 2024 Budget Resolution submitted to DOLA and Arapahoe and Denver counties.
- b. Russ reported that the District's annual membership was registered with SDA and the membership fee of \$1,013.32 has been paid.
- c. Russ noted that the 2024 C&L Sewer Rehabilitation Agreement was signed by the District.
- d. Russ provided a draft of the Intergovernmental Agreement for GIS Mapping between the City of Sheridan and the District.

Under the item Financial Report, by Thuy Dam:

- a. Thuy noted that the District has \$777,345 in funds as of December 31, 2023.
- b. Thuy reported that the cash position of the District was \$700,906.00
- c. Thuy noted that property tax collections at the end of December, 2023 were 99.85 % of 2023.

- d. Thuy presented the Board with the Financial Report for the period ending December 31, 2023, and noted that the current assets of the General Fund were approximately \$34,671. The funds available for the Enterprise Fund were approximately \$2,781,650.00 at the end of December, 2023 with Capital assets being approximately \$2,868,912.00. The total net position for the District as of December 31, 2023, was approximately \$2,812,816.00. It was also noted that the balance of the COLOTRUST account was approximately \$700,906 with interest at 5.56 percent as of December 31, 2023.
- e. Thuy noted that the claims this evening were approximately \$127,678.00.

**Upon Motion by Kevin and second, the Board unanimously accepted the Financial Report for the period ending December 31, 2023, and approved payment of the bills as presented.**

The meeting was adjourned at 6:30 PM

  
Donald Steven Douglas, Secretary