

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

January 21, 2019

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 21st of January, 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
Leo Johnson

Also in attendance were:

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

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 November 19, 2018 were approved with one correction, upon motion of Leo Johnson and second by John LaBoon.

Adoption of Sunshine Resolution: Leo Johnson moved to approve the 2019 Resolution No. 1, specifying the locations at which notices will be posted for the District's board meetings which are open to the public. Bob Hart seconded the motion and it was approved.

ENGINEERING & MAINTENANCE MATTERS:

2018 Capital Improvements: Justin explained that he is still waiting to hear back from Granite Inliner on the missing videos. He has tried contacting a couple of supervisors over the project manager and hopes to hear back soon. Nicki will still hold on to the check until the videos are received.

Justin told the Board that Conroy Excavating contacted him and explained that Jefferson County has required them to go back and replace a section of side walk. Jefferson County is claiming it was not broken before construction. Conroy is claiming it broke because of negligence of the previous contractor who constructed the sidewalk. Justin explained that when they broke out the sidewalk to replace it, there were three stakes that were below the sidewalk not allowing the concrete to fill when the original sidewalk was poured. Conroy is asking the District to cover the cost to replace the sidewalk. Chris Veesaert asked Justin if this was something the District should pay for, Justin didn't think it was.

The Board agreed to deny Conroy's request for reimbursement. Justin said he would contact Conroy and let them know.

2019 Capital Improvements: There is almost 4,000 LF of CIPP lining and a remove and replace project of over 100 LF budgeted for 2019. Justin is working on getting a survey completed in order to be able to write up a bid. He hopes to have this done soon with proposals for the March board meeting. Justin noted that this project will not need the higher level utility locate (engineering level) because of the scope of work.

2019 Maintenance: Justin Meeks explained he had given DES the schedule for the year and DES said they would get on it right away.

Queen Street Backup/Paving Project: Judy Simonson explained that she asked Julia Robinson, the District Attorney, to contact Steve Snyder, the County Attorney to see if we can get a response from Jefferson County. Judy provided Julia with all the correspondence sent to the county. Julia told Judy that she would get in touch with him this week and hopefully have an answer. The Board agreed to see if Julia can make any progress and if not, have her write a letter to the commissioner and the road and bridge division threatening to sue if not reimbursed. Judy then suggested that she attend a county commissioner's meeting to physically present the issue to the commissioners. The Board agreed to try that approach.

The Board briefly brought up another project Jefferson County is working on and how it might affect the District. Justin Meeks said he would follow up on locates requested from C&L and with Jefferson County about the work.

GIS: Justin Meeks said they have been working on the GIS and getting the rest of the data integrated.

Utility Locates: Justin Meeks mentioned that he and Nicki Simonson have been working on items to move the District from a UNCC Tier 2 to a Tier 1 member. Justin then reviewed the requirements of the new law that requires tracer wire and appropriate test stations to be installed on all new mains and service lines. He indicated that the District will need to update its standard details to include tracer wire. He also suggested that new language be added to the District's contracts and the rules and regulations.

FINANCIAL MATTERS:

Disbursements: Leo Johnson moved to ratify the approval of the December, 2018 disbursements. John LaBoon seconded the motion and it was approved. Leo Johnson then moved to approve the January, 2019 disbursements. Bill Geddes seconded the motion and it was approved.

Financial Statements: Judy Simonson presented the District's draft financial statements for the year ending December 31, 2017. She noted that the final year end statements will not be available to approve until after the audit is completed, which is scheduled to begin in March.

OTHER BUSINESS:

2019 Annual District Newsletter: The Board reviewed the 2019 newsletter. The newsletter was approved upon motion by Leo Johnson and second by Bill Geddes.

Adjournment: There being no other business, Chairman Chris Veesaert, adjourned the meeting at 5:43 pm.

Respectfully submitted,


~~Secretary~~ Assistant Secretary