

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

**January 15, 2018**

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 15<sup>th</sup> of January, 2018 at 4:30 p.m., at the Governor's Ranch Clubhouse, 9050 W. Prentice Avenue, Littleton, Colorado. The meeting was open to the public. Eddie Powell presided.

**ATTENDANCE:**

Directors in attendance were:

Eddie Powell, Chairman  
Bob Hart  
Leo Johnson  
John LaBoon  
Chris Veesaert

Also in attendance were:

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

**ADMINISTRATIVE MATTERS:**

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

Public Forum: District customer, Bill Geddes attended the meeting. He did not have any specific questions for the Board. He was attending upon invitation of Leo Johnson.

Minutes: The meeting minutes for November 20, 2017 were approved upon motion of Leo Johnson, seconded by John LaBoon.

Adoption of Sunshine Resolution: Chris Veesaert moved to approve the 2018 Resolution No. 1, specifying the locations at which notices will be posted for the District's board meetings which are open to the public. John LaBoon seconded the motion and it was approved.

**ENGINEERING & MAINTENANCE MATTERS:**

Engineering Report: Justin Meeks gave the Board an update on the Passionate Life Church project. C&L was able to dig down and expose the main, but they found the main was encased in concrete. C&L stopped because it would be too costly and timely to remove all the concrete. DES was called out to do another video but couldn't get all the way through because of concrete debris that was in the main. Justin indicated that a robot could be used that cuts the lining around taps to grind out the excess concrete. After that is done they will place a "jean" skirt on the outside to enclose the main and then go back with a liner on the inside of the main and service line. Judy expressed her concern about

the church having to share the cost for the project considering the problems found. The Board agreed that the District should pay the total cost for repairing the main. Justin asked the Board if he should include the new proposed work in the 2018 CIP bid or have C&L provide a bid because they had already started on the project. The Board asked to see a proposal from C&L and then they would decide. Leo also asked Judy to see if the Colorado Special District Pool would cover something like this under insurance.

Justin then explained to the Board that Martin/Martin is in the final negotiations with the software for the GIS and they are currently running two different software applications in parallel to see which one best fits the District's needs.

Justin then told the Board that the construction documents for the 2018 CIP bid had been prepared. Included is the removal and replacement of two mains as well as a the CIPP lining planned to be completed this year. In an attempt to get better bids, Martin/Martin is asking the work to be completed by September 2018. This should give the potential bidders better opportunities to schedule the work which could reduce the bid price. Bob asked about public access in the neighborhoods while these projects are under construction. Justin explained that it is up to the contractor to plan and get permits for road access and the routing of public traffic.

Justin presented the Board with the final Operation and Maintenance Manual. The Board had no further changes. The manual was approved upon motion by Chris Veesaert, and second by Bob Hart.

Finally, Justin explained an issue that was found on a customer tap repair in the District. C&L was contacted in December 2017 to do a utility locate for an emergency sewer service line repair at 5740 S. Jellison Street. When C&L arrived on site, it appeared that a street cut had been made and patched, and the excavation in the yard had been backfilled. It appears that the homeowner's service line replacement was completed without the District's prior knowledge or observation. Nicki explained that the repair was done on December 6<sup>th</sup> and the home was sold on December 8<sup>th</sup>. The repair was most likely completed for the sale of the home, so the new owners had no control over the repairs. Justin proposed a video be done to make sure the main and the tap connection looked ok. The Board agreed. The Board requested an insert be prepared to be included in the District's annual invoice that reminds customers to call the District if they need to have their service line repaired. Nicki said she would create a draft and email it out for approval from the board before the invoices go out.

## **FINANCIAL MATTERS:**

Rate Hearing: Chairman, Eddie Powell, opened the rate hearing upon motion from Leo Johnson and second by Chris Veesaert. Judy presented a revised fee schedule. She explained that because C&L raised their rates for grease trap inspections and posting notices, the District fees should be raised to cover those increased costs. The Board approved the fee schedule upon motion by Leo Johnson, seconded by Bob Hart.

Disbursements: Leo Johnson moved to ratify the approval of the December, 2017 disbursements. Chris Veesaert seconded the motion and it was approved. Leo Johnson

then moved to approve the January, 2018 disbursements. John LaBoon 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 soon.

**ELECTIONS:**

2018 Election Resolution #2: Judy Simonson presented the 2018 Resolution No. 2 appointing the Designated Election Official for the 2018 election and authorizing the Designated Election Official to cancel the election. The resolution was adopted upon motion of Leo Johnson and second by Bob Hart. Judy also provided the Board with a copy of the Call for Nominations for the 2018 election that will be published in the local newspaper as required by law.

**OTHER BUSINESS:**

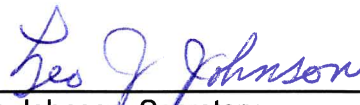
2018 Annual District Newsletter: The Board reviewed the 2018 newsletter. The newsletter was approved upon motion by Chris Veesaert and second by John LaBoon, subject to the changes discussed.

Public Request Form: Nicki explained that there are more and more requests for District information. She presented a public information request form that someone would have to fill out if they wanted to request any District information. The form was approved upon motion by Leo Johnson and second by John LaBoon.

Robinson Bailey PC Rates: The Board was presented with a letter from Julia Robinson with the new rates for Robinson Bailey PC. The rates were approved upon motion by Chris Veesaert and second by Bob Hart.

Adjournment: There being no other business to come before the Board, Chairman, Eddie Powell, adjourned the meeting at 6:24 pm.

Respectfully submitted,



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Leo Johnson, Secretary