

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

**May 21, 2018**

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 21<sup>st</sup> of May, 2018 at 4:30 p.m., at Governor's Ranch Clubhouse, 9050 W. Prentice Avenue, Littleton, Colorado. The meeting was open to the public.

**ATTENDANCE:**

Directors in attendance were:

John LaBoon, Acting Chairman  
Bob Hart  
Leo Johnson  
Bill Geddes

Also in attendance were:

Judy Simonson, District Manager  
Justin Meeks, District Engineer  
Dawn Schilling, Auditor  
Nicki Simonson

Chris Veesaert's absence was excused.

**ADMINISTRATIVE MATTERS:**

Election: Oaths of Office were administered to newly elected directors, Bob Hart and Bill Geddes. Bob Hart moved to elect Chris Veesaert as Chairman, and Leo Johnson as Secretary/Treasurer. The motion was seconded by Bill Geddes and approved.

Acting Chairman: In the absence of Chairman, Chris Veesaert, Bill Geddes moved to appoint John LaBoon as acting Chairman, Bob Hart seconded the motion and it was approved.

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

Public Forum: The Board was presented with a letter that Leo Johnson had received from a customer in the District disputing the delinquent fees. Leo explained that the homeowners' daughter had bought his previous home and that was how he was acquainted with them. Nicki explained that the new homeowner's title company failed to contact the District to provide the new buyers' information, so the bill was being sent to the previous owner's address. She noted that this happens often with title companies. If they don't contact the District to get the new customers' names put on the account, the bill remains unpaid with several delinquent fees being charged. Usually once the water shut off notice is posted on the property the new buyer becomes aware of the bill and calls the District. Nicki explained that both her and Judy have had multiple conversations with the new homeowners trying to explain the issue. In the letter, the new homeowners asked the Board to consider waiving all the delinquent fees. After considering the information provided by the new homeowners and the information Judy and Nicki provided, Leo made a motion to not waive the delinquent fees because the District is not at fault. Bill Geddes second the motion and it was approved. Leo said he would call the

customer and follow up with them on the issue. If necessary, Judy will provide a follow-up letter to the customer depending on how Leo's conversation goes with them.

Nicki then explained another customer situation to the Board for consideration. She explained that one of the customers that has not had a sump pump inspection called after receiving the water shut off notice. The customer said she could not afford to pay the numerous amount of fees on her account including the monthly sump pump fee that has been charged since last September. The customer asked Nicki to present her situation to the Board and asked if they would consider waiving the sump pump fees if she had the inspection and passed. The Board discussed the situation and agreed to waive the sump pump fees if she passed the inspection but stipulated that she would still need to pay all the delinquent fees. John suggested that if she doesn't pass the inspection, she should be given additional time to get the sump pump rerouted and then the District would still honor waiving the sump pump fees. The Board agreed to those terms upon motion by Bob Hart, seconded by Bill Geddes.

Minutes: The meeting minutes for March 19, 2018 were approved upon motion of Leo Johnson, second by Bill Geddes.

#### **ENGINEERING & MAINTENANCE MATTERS:**

Engineering Report: Justin Meeks reviewed the engineering memo and updated the Board on the capital improvements projects. He explained that the 2018 CIPP project was awarded to Layne Inliner and is scheduled for July, mainly to wait until school gets out so the project won't affect the daily school traffic. Justin said the project should take about two weeks to complete.

Justin then explained that after checking multiple references as directed by the Board, the 2018 sanitary sewer removal/replacement project was awarded to Conroy Excavating and is scheduled to begin the first part of June. They won't be able to finish the project before July 4<sup>th</sup>, but should be able to wrap it up shortly after that.

Next, Justin reported that all the follow up videos were completed on the tap repairs from last year and there were no issues found. He explained that the contractor that completed a service line repair without the District observation was not able to provide photographs of the construction. Justin recommended that the contractor only be put on probation because they do a lot of work in the District. However, if any further violations occur, he suggested their license would then be revoked. The Board agreed with Justin and specified that a one year probation be issued to the contractor.

Justin then provided the Board with an updated version of the District's standard notes and details. He noted several edits and updates that were needed after using them in recent construction projects. Bill Geddes moved to approve the updated District standard notes and details as presented. Bob Hart second the motion and it was approved.

Justin continued his report noting that Jefferson County was moving forward with paving in certain areas within the District boundary. The County asked the District to provide manhole risers to bring the manhole covers back up to grade. Because of the timing of the project Eddie Powell, and Leo Johnson gave provisional approval to order the risers. Bob Hart moved

to ratify the approval of ordering the manhole risers. Bill Geddes second the motion and it was approved.

Justin finished the engineering report with an update on the GIS system. He explained that the District Manager would be coming tomorrow for the first work session to show the GIS software capabilities and discuss how the software will be used by the District Manager.

#### **FINANCIAL MATTERS:**

Audit: Dawn Shilling, the District's auditor, reported on the District's 2017 audit. She indicated that the audit went smoothly and there were no significant adjustments required. She advised the Board that there were no indications of fraud and she was able to provide a clean audit opinion that the financial statements presented fairly the District's financial position. She noted the new method of recording Metro Wastewater treatment charges based on the final 2017 actual charges as opposed to the cash payments paid to Metro in 2017. While this method more accurately reflects the District's actual sewage treatment charges for the year, it does require postponing the audit submittal to the state until after the Metro board approves the actual charges each June of the following year. Upon Dawn's completion of the audit review, Bob Hart moved to approve the audit as presented subject to Metro approving the 2017 actual treatment charges. The motion was seconded by Bill Geddes and approved. Dawn Shilling then left the meeting.

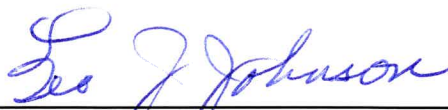
Disbursements: Leo Johnson moved to ratify the approval of the April, 2018 disbursements. Bill Geddes seconded the motion and it was approved. Leo Johnson then moved to approve the May, 2018. Bob Hart seconded the motion and it was approved.

Financial Statements: Judy Simonson presented for approval the audited financial statements prepared by the District Manager for the year ending December 21, 2017. Upon motion of Leo Johnson and seconded by Bill Geddes, the year end 2017 financial statements were approved. Judy then presented the District's bi-monthly financial statements for the period ending April 30, 2018. They were approved upon motion by Leo Johnson and seconded by Bill Geddes.

#### **OTHER BUSINESS:**

Adjournment: There being no other business to come before the Board, acting Chairman, John LaBoon, adjourned the meeting at 6:44pm.

Respectfully submitted,



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Leo Johnson, Secretary