

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

**September 19, 2016**

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 19<sup>th</sup> of September, 2016 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:

Eddie Powell, Chairman  
Bill Fiedler  
Leo Johnson  
Chris Veesaert  
John LaBoon

Also in attendance were:

Judy Simonson  
Justin Meeks, District Engineer  
Nicki Simonson  
Dennis Pontius  
Mr. & Mrs. Jeff Jafarzadeh

**ADMINISTRATIVE MATTERS:**

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

Public Forum: District customer, Dennis Pontius, attended the meeting. He did not have any specific questions for the Board. He was attending upon invitation of Chairman, Eddie Powell.

Public Hearing on Tax Liens: Chairman, Eddie Powell opened the public hearing for tax liens. Mr. and Mrs. Jeff Jafarzadeh attended the meeting to discuss their concerns with the charges the District imposed for the repair of their tap. Mr. Jafarzadeh posed the question of who is liable for a sewer tap breaking and why they were charged for the repairs. Chris Veesaert explained that in accordance with the District's rules and regulations and state law, the customer is responsible for repairs and maintenance of the sewer and water lines that service their house including the service line tap onto the mains. Mr. Jafarzadeh expressed that he would be doing some further research on the District's rules and regulations and well as the state law. He understood that he must pay the District for the repairs made on his behalf by October 15<sup>th</sup> or the District will proceed to file a lien on his property for the past due amount. The Board postponed the lien hearing for Mr. and Mrs. Jafarzadeh until its October 17, 2016 meeting.

The Board then considered the tax lien for customer Neal Norman who was not present at the meeting. Chris Veesaert moved to approve 2016 Resolution No. 4 authorizing the District Manager to file a tax lien on Mr. Norman's property for the outstanding balance listed on Exhibit A to the resolution. Leo Johnson seconded the motion and it was approved.

Minutes: The meeting minutes for July 18, 2016 were approved upon motion of Chris Veesaert, seconded by Leo Johnson.

## **ENGINEERING & MAINTENANCE MATTERS:**

Justin Meeks reviewed the engineering status memo:

Brandt Place Sanitary Sewer Replacement: Justin told the Board that the project has been completed. He discussed a couple of problems that arose during construction which were resolved, but noted that they will make procedural changes to prevent such problems from happening during future projects.

Approval of Brannan Construction Company Change Orders and Pay Applications: Leo Johnson moved to ratify the approval of Brannan's Change Order #1. It was approved upon second by Bill Fiedler. Leo Johnson then moved to ratify the approval of Brannan's Pay Application #1; it was approved upon second by John LaBoon. Finally Leo Johnson moved to approve the final payment to Brannan which had been advertised in accordance with law. The motion was approved upon second by Bill Fiedler.

25-Year Capital Improvements Plan: The Board had no comments on the draft CIP that was handed out at the last meeting. Judy had a few comments on the CIP that she will discuss with Justin after the meeting. She explained that based on the 25-year financial plan presented to the Board at the last meeting for which there was a consensus of raising rates yearly between 3 and 4% in order to fund the total 25 year CIP costs, Justin will need to modify the CIP so the costs are spread out to match the yearly capital improvement costs shown in the financial plan.

Sump Pump Inspections: Nicki explained that calls for inspections have pretty much stopped again. She sent an email to the Red Oak HOA management company to push them to send a second notice to their townhome owners. Nicki also pointed out that the District will now have a new billing customer type for those who have refused to ever have an inspection and thus will always be billed the sump pump violation fee.

2016 CIPP Lining Project: Justin updated the Board on the progress of the lining project, explaining that Layne Inliner has submitted a revised change order that deletes the five sewer mains that had been previously lined and adds 4 other sewer mains, honoring the unit prices from their original bid. Justin expects this project to be completed by the end of the month. He explained that one of the mains added to the project is located in the District's easement behind the Morningstar Assisted Living Home. Based on the location of manholes in the field and subsequent review of as-built information, it appears that the location of this main shown on the CAD files of the previous District Engineer is not correct. The main is actually located beneath a portion of Morningstar's retaining wall, parking lot, and stormwater detention pond. One manhole is actually buried in the center of the detention pond and there is concern for heavy infiltration at this manhole during storm events. Justin proposed raising the manhole so that it would be above the high water level for the pond. The Board asked Justin to get a proposal from C&L before giving direction on how to proceed. Once the as-built location of the main and manholes were confirmed in the field, Justin said there was an additional 40 ft. section of the main identified that needed to be lined. He presented the Board with Layne Inliner's Change Order #2 for \$1,935 to line the additional 40 ft. section of main. The change order was approved upon motion from Chris Veesaert and second by John LaBoon.

Jefferson County Street Paving: Justin explained that Jefferson County had recently done some paving in the District; C&L went out to make sure that no manholes had been paved over. Unfortunately, 9 manhole lids had to be replaced because they were damaged during the paving.

Metro Wastewater Sampling: Justin presented the Board with a cost proposal they received for the District to do its own wastewater sampling. Chris Veesaert asked Judy what kind of recourse the District would have with Metro, assuming a different outcome is found from its own sampling. Judy said she was unsure and suggested the District contact Metro to inquire about their sampling methods and standards that the District would need to follow if it wanted to do its own sampling and be able to have comparable results. The Board decided to table the sampling proposal until further information can be obtained from Metro about their sampling methods.

GIS System: Justin presented the Board with a demo of the GIS system and the WinCan software showing how inspection videos and reports are easily accessed from the software and various inquiries can be made to the system to develop annual cleaning plans, capital project plans, etc. Justin explained that they are still working with their IT department to get the final version working.

#### **FINANCIAL MATTERS:**

Disbursements: Leo Johnson moved to ratify the approval of the August, 2016 disbursements, Chris Veesaert seconded the motion and it was approved. Leo Johnson then moved to approve the September, 2016 disbursements. Chris Veesaert seconded the motion and it was approved.


Financial Statements: The District's bi-monthly financial statements for July and August 2016 were approved upon motion of Leo Johnson and second by John LaBoon.

#### **OTHER BUSINESS:**

Adjournment: Judy presented the Board with a letter received from Julia Robinson proposing her new rates effective October 2016. Her new rates were approved upon motion by Leo Johnson, and seconded by Chris Veesaert.

There being no other business, Chairman, Eddie Powell, adjourned the meeting at 6:31 pm.

Respectfully submitted,

  
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Leo Johnson, Secretary