

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

**March 18, 2019**

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 18<sup>th</sup> of March 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

Also in attendance were:

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

Leo Johnson's absence was excused

**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.

Assistant Secretary: With the absence of the District's secretary, Leo Johnson, Bob Hart was appointed Assistant Secretary upon motion of John LaBoon and second by Bill Geddes.

Minutes: The meeting minutes for January 21, 2019 were approved with one correction, upon motion of Bob Hart and second by Bill Geddes.

**ENGINEERING & MAINTENANCE MATTERS:**

Capital Improvements: Justin Meeks ~~finally~~ received the videos for last year's CIPP project. Justin reviewed the videos and notified Nicki that she could release the check that had been held for Pay Application #1. The Board then reviewed Pay Application #2. Justin explained that the retainage being held will be paid once final payment is published in April. Bob Hart then moved to approve Pay Application #2. John LaBoon seconded the motion and it was approved.

2019 Capital Improvements: Justin then reported that the survey and utility locates for this year's removal/replacement project were delayed because of snow. The surveys are now complete, and Justin is working on the bid documents so the project can be bid in April. Justin suggested that the Board appoint a committee to approve the bids before the May meeting. John LaBoon made a motion to appoint Bob Hart and Bill Geddes as the committee to approve the bids for the project. Bill Geddes seconded the motion and it

was approved. A conference call will be scheduled with the committee after bids come in to review and select the successful bidder.

2019 Scheduled Maintenance: Justin Meeks explained that DES has completed the scheduled sanitary sewer cleaning and CCTV for this year. Martin/Martin is using the GIS to review the videos and track this maintenance. Justin mentioned that there are a couple of manholes that DES needs to locate and uncover.

Queen Street Backup: Judy Simonson reported that the District's legal counsel, Julia Robinson, had not heard back from the attorney she knew at Jefferson County. After further inquiry, Julia found out he had retired so she sent a message to the interim county attorney regarding the sanitary sewer backup inquiry but has received no response. Julia suggested that an email be sent to each of the County commissioners and the County Manager with copies of the two letters sent last year. Judy said she sent the emails and has received no response. However, Judy received an email from a woman in the road and bridge department just today about updating the district's contacts. Judy asked her who she should contact about the District's issues with the County. The woman forwarded Judy's email to a Mike Haraldson with the road and bridge department asking him if he would be able to help. The Board agreed to delay attending a county commissioner's meeting until Judy gets a response from the road and bridge department. In the meantime, Judy will call to find out how to get on the agenda for a county commissioner's meeting. Chris Veesaert emphasized the need to make some progress on this before the next Board meeting.

GIS: Martin/Martin continues to integrate the District's data into the new GIS software. Recently, they have been working on getting the 2019 scheduled maintenance data integrated into the database and reviewing this data. Nicki Simonson has been providing feedback on the new system and Martin/Martin has provided feedback to the software developer to help make this a system that can be used more efficiently.

Utility Locates: Justin Meeks reported that Martin/Martin is still working on getting their standard details completed that incorporate the changes in the 811 legislation. He is also working with 811 to get the District to a Tier 1 status. 811 is somewhat confused about what the District is responsible for and directed a homeowner to call us for a locate on his property. The District is only responsible for locating sewer lines within the right of way and can only locate with the best information it has available. Justin worked with C&L to explain to the customer that the District doesn't locate sewer lines on customers' property.

## **FINANCIAL MATTERS:**

Disbursements: John LaBoon moved to ratify the approval of the February 2019 disbursements. Bill Geddes seconded the motion and it was approved. John LaBoon then moved to approve the March 2019 disbursements. Bob Hart seconded the motion and it was approved.

Aged Receivables Report: The Board reviewed the aged receivables report. Nicki Simonson noted that the number of delinquent accounts were about the same as last year.

Financial Statements: Judy Simonson presented the District's draft Bi-Monthly financial statements for the period ending February 28, 2019. Judy noted that the final year-end statements will not be available to approve until after the audit is completed. The Board accepted the draft financials.

**OTHER BUSINESS:**

Adjournment: There being no other business, Chairman Chris Veesaert, adjourned the meeting at 5:36 pm.

Respectfully submitted,

  
Secretary