

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

March 19, 2018

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 19th of March, 2018 at 4:30 p.m., at 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
Chris Veesaert
John LaBoon

Also in attendance were:

Judy Simonson, District Manager
Jerry May, District Engineer
Nicki Simonson
Bill Geddes

Leo Johnson's absence was excused.

ADMINISTRATIVE MATTERS:

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

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

Minutes: The meeting minutes for January 15, 2018 were approved upon motion of Chris Veesaert, seconded by Bob Hart.

ENGINEERING & MAINTENANCE MATTERS:

Engineering Report: Jerry May presented the cost breakout for both the sanitary sewer removal/replacement and the cured-in-place pipe (CIPP) lining project bids. He first reviewed the CIPP project bids provided by Layne Inliner and Insituform. Layne Inliner's bid was the lowest, but Insituform's bid was less than \$4,000 higher. Jerry noted that the District had successfully worked with Layne Inliner in the past. Chris Veesaert made a motion to award the project to Layne Inliner. Bob Hart second the motion and it was approved. Jerry then reviewed the three bids that came in for the sewer main removal/replacement project. He explained that the three bids varied widely with the highest bid being more than double the lowest bid. Conroy Excavating came in with the lowest bid, but Jerry expressed some concern with how low the bid was. Martin/Martin is currently checking references and asking some follow up questions about their bid. The Board discussed awarding the project to Conroy as long their references check out and Martin/Martin feels comfortable that Conroy did not miss anything in their bid. Chris Veesaert moved to award the project to Conroy Excavating, contingent on Martin/Martin

checking references and confirming the bid costs presented. John LaBoon second the motion and it was approved.

Nicki Simonson briefly discussed the outstanding invoice for the job C&L did for the Passionate Life Church tap repair that was being presented to the Board for approval. Jerry explained that Justin talked to C&L several times to make sure there weren't additional cost savings since the project was abandoned because concrete was found surrounding the main once it was exposed. Justin was able to get a small credit from C&L for the material that was not used but the invoice is still relatively high because the excavation was actually more than expected when they tried to find the limits of the concrete. Chris Veesaert moved to approve the invoice and accept the work done even though the job wasn't completed as expected. John LaBoon second the motion and it was approved.

Jerry then explained that Martin/Martin and the District Manager met with C&L and Dales Environmental (DES) to implement the new district operations and maintenance manual prepared by Martin/Martin. There were a few revisions that came out of the meeting that will be incorporated into the manual.

Jerry updated the Board on the follow-up videos done by DES on the 8 tap repairs completed last year. No issues were found to report. He then reported that DES also videoed the tap repair that was recently done without the knowledge of the District. The video didn't show any problems, but the contractor has failed to provide Martin/Martin the construction pictures they said they took during construction. Justin will follow-up with the contractor one more time for the pictures. If they do not provide them Jerry recommended the District move forward with revoking the contractor's license.

The Board then discussed the ongoing issue with missing District easement records. Jerry explained that Justin has exhausted all efforts with Jefferson County to find any easement records with them. Jerry recommended getting a quote from a title company on the cost to have the easements tracked down. Judy thought more research needed to be done through the City and County of Denver because the District was originally in Denver when the area was first developed.

Finally, Jerry updated the Board on the GIS database. He explained that Martin/Martin has entered into an agreement with a software developer, Innovyze. The software is being installed this month and will begin being integrated into the District's existing GIS system. Martin/Martin will soon be coordinating work sessions with the District Manager to show what can be done with the software and to customize the user interface per the District's needs.

FINANCIAL MATTERS:

Disbursements: Chris Veesaert moved to ratify the approval of the February, 2018 disbursements. John LaBoon seconded the motion and it was approved. Chris Veesaert then moved to approve the March, 2018 disbursements. Bob Hart seconded the motion and it was approved.

Financial Statements: Judy reviewed the District's draft bi-monthly financial statements for January and February 2018. She said the 2018 financials will be presented for Board approval at the May meeting once the District's 2017 audited is completed.

ELECTIONS:

2018 Election Resolution #3: Judy Simonson, the District's designated election official, presented Resolution No. 3 for the Board's approval which cancels the District's 2018 election as there were not more candidates for director than offices to fill. The resolution also declared candidates Bob Hart and Bill Geddes elected for four-year terms which will start in May after the May 8th election date. The resolution was approved upon motion of Chris Veesaert and second by John LaBoon.

OTHER BUSINESS:

Adjournment: There being no other business to come before the Board, Chairman, Eddie Powell, adjourned the meeting at 6:08pm. The Board and consultants thanked Eddie for his many years of service on the board and his long tenure as chairman of the District. He will be missed.

Respectfully submitted,


Chris Veesaert, Assistant Secretary