

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON JANUARY 14, 2019 AT 7:00 PM. AT THE DISTRICT OFFICE, 2517 SOUTH FLOWER STREET, LAKEWOOD, CO, 80227-2912.

CALL TO ORDER

Presiding: Chairman Miller

ROLL CALL

Present:	Dale L. Miller	President and Chairman
	Charles W. "Charlie" Dwyer	Treasurer
	Barbara J. Coria	Vice-President and Vice-Chairman
	Linda M. Larsson (formerly Buzard)	Director

Also Present:	Jan C. Walker	District Manager/Board Secretary
	Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Company

Excused Absences:	Neil A. Johnson	Director
	Russell W. Dykstra	Legal Counsel

Approve Excused Absence for Director Johnson

R-19-001 RESOLVED, upon motion by Treasurer Dwyer, seconded by Vice-Chairman Coria and unanimously carried that Director Johnson be granted an excused absence for the meeting.

ACCEPTANCE OF MINUTES

R-19-002 RESOLVED, upon motion by Treasurer Dwyer seconded by Director Larsson, and unanimously carried that the Minutes of the Regular Meeting of December 10, 2018, were approved with a minor revision.

CALL TO PUBLIC / PUBLIC PRESENTATIONS – None

DISTRICT ENGINEER'S REPORT

2019 Field Operations and Maintenance (O&M)

T-19-001 DISCUSSION. District Engineer Fix reported the O&M meeting for Board of Directors and staff is scheduled for January 23, 2019 at 11:00 a.m.

Westgate Cured-in-Place-Pipe (CIPP) Lining Project

T-19-002 DISCUSSION. District Engineer Fix reported that Guildner has finished the manhole rehabilitation. The project is now complete and the District Engineers have advertised for final payment.

PROCEEDINGS

MINUTES, JANUARY 14, 2019

PAGE 2

DISTRICT ENGINEER'S REPORT [CONTINUED FROM PAGE 1]

Fire Hydrant Design

T-19-003 DISCUSSION. District Engineer Fix reported that The City of Lakewood and Denver Water have approved the fire hydrant design plans. The District had the preconstruction meeting with the Carr Street Development contractor and Denver Water on December 20, 2018. The Carr Street Development contractor will begin construction in January 2019.

C&L Water Solutions has submitted a proposal for \$49,060 for the fire hydrant to be installed at 10701 Morrison Road. District Engineer Fix will be working with C&L in order to possibly reduce some of the items on the proposal.

Hodgson Park Waterline Design

T-19-004 DISCUSSION. District Engineer Fix reported that the plans for the proposed water line were submitted to both Denver Water and City of Lakewood. This water line will be constructed in Morrison Road from S. Kipling Street, going North through Hodgson Park, to connect and loop the water line located in the Country Village Estates subdivision. The District has approval from Denver Water and Colorado Department of Transportation (CDOT).

The City of Lakewood had sent comments that will cause the water line to be re-aligned in Hodgson Park and additional easements will need to be obtained. The water line has been redesigned to address the City of Lakewood's comments and the plans were resubmitted to the Fire Department, CDOT, and the City of Lakewood. The District received tentative approval on December 13, 2018. The City would like the District to VACATE the portion of the existing easement that the District will not be using in Hodgson Park. It is a triangular area shown on the diagram attached to the Engineer's Report. Once the vacation is approved by the Board and directed for the Attorney to vacate, the City will continue the process of granting the additional easements. District Engineers are also preparing the Bid documents for the Hodgson Park Waterline, so that the District can start the bidding process by the end of January 2019.

Approval to Vacate a Portion of Easement in Hodgson Park

R-19-003 RESOLVED, upon motion by Treasurer Dwyer, seconded by Vice-Chairman Coria, and unanimously carried, to direct legal counsel to prepare the documents to vacate a portion of an easement in Hodgson Park.

Acceptance of the District Engineer's Report

R-19-004 RESOLVED, upon motion by Treasurer Dwyer, seconded by Vice-Chairman Coria and unanimously carried, that the District Engineer's Report be accepted.

Preceding this action, the District Engineer's report of activities for December 2018 was presented. A copy is attached hereto and made a part of the record.

TREASURER'S REPORT

Approval of Payment of Invoices and Payroll

R-19-005 RESOLVED, upon motion by Treasurer Dwyer, seconded by Director Larsson, and unanimously carried, the payment of invoices and payroll presented in the amount of \$298,080.99 was approved. A list is attached hereto and made a part of the record.

Preceding this action, Treasurer Dwyer reported that upon review of the checks, Automated Clearing House (ACH) payments and payroll, he found them to be in order for approval by the Board.

Acceptance of the Treasurer's Report

R-19-006 RESOLVED, upon motion by Vice-Chairman Coria, seconded by Director Larsson and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of December 31, 2018 was accepted as presented. A copy is attached hereto and made a part of the record.

Preceding this action, Treasurer Dwyer reported that the only activity in the investment portfolio for December was 3-year callable step-up FHLMC agency at 3%, which will mature on 12/28/21. Treasurer Dwyer also noted that he and District Manager Walker will be attending the Investment Officers Round Table in January. Treasurer Dwyer and District Manager Walker will be reviewing the Investment Policy in January.

Treasurer Dwyer commented that the 2018 Budget to Actual report shows that the District has a positive net revenue for the first time in the past five years.

LEGAL COUNSEL'S REPORT - NONE

DISTRICT MANAGER'S REPORT

The District Manager's report of activities for December 2018 was presented, a copy of which is attached hereto and made a part of the record.

Designation of District Representative and Alternates to Other Agencies

T-19-005 DISCUSSION. District Manager Walker presented the list of 2018 District Representatives and Alternates to other Agencies for the Board to review. District Manager Walker will reach out to Director Johnson to see if he would be interested in attending The Distributor Forum Liaisons (DFL) or Colorado Employers Benefits Trust (CEBT) meetings to serve as an alternate representative on either of the agencies.

DIRECTOR'S REPORT

Human Resources Subcommittee

T-19-006 DISCUSSION. Director Larsson reported that she and Director Johnson had met in January and prepared a three-step concise process to review documents, holding meetings with staff and then give Board recommendation regarding Human Resources Policy. Directors Larsson and Johnson have tentatively scheduled a meeting on Friday, January 25, 2019 2:00-4:00 p.m. to review the documents including the District's personnel policy, job descriptions and evaluation forms.

ADJOURNMENT

C-19-001 CONCURRENCE. Nothing further being presented to the Board, Chairman Miller declared the meeting adjourned.

Dale L. Miller, President and Chairman

ATTEST:

Jan C. Walker, Secretary, Board of Directors

SEAL