

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON FEBRUARY 11, 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	Director
	Neil A. Johnson	Director

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

Excused Absences: None

ACCEPTANCE OF MINUTES

R-19-007 RESOLVED, upon motion by Treasurer Dwyer seconded by Vice-Chairman Coria, and unanimously carried that the Minutes of the Regular Meeting of January 14, 2019, were approved,

CALL TO PUBLIC / PUBLIC PRESENTATIONS – None

DISTRICT ENGINEER'S REPORT

2019 Field Operations and Maintenance (O&M)

T-19-007 DISCUSSION. District Engineer Fix reported the O&M meeting with staff is scheduled for March 11, 2019 at 4:00 p.m.

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

The Westgate CIPP project is now complete. The District has sent the final payment to Guildner Pipeline Maintenance, Inc.

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DISTRICT ENGINEER'S REPORT [CONTINUED FROM PAGE 1]

Fire Hydrant Design

T-19-008 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 has installed two of the four hydrants needed for the Carr Street development. The Carr Street Development contractor has two more hydrants in the Hampden Frontage Road to complete.

Hodgson Park Waterline Design

T-19-009 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 vacated portion is approved by the Board and the Chairman signs the document, the City will continue the process of granting the additional easements. District Engineer has prepared the bid documents for the Hodgson Park Waterline and the Bid Opening is scheduled for February 27, 2019 at 10:00 a.m. at the District office.

Approval to Vacate a Portion of Easement in Hodgson Park

R-19-008 RESOLVED, upon motion by Treasurer Dwyer, seconded by Vice-Chairman Coria, and unanimously carried, for Chairman Miller to sign the documents to vacate a portion of an easement in Hodgson Park.

Acceptance of the District Engineer's Report

R-19-009 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 January 2019 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-19-010 RESOLVED, upon motion by Director Larsson, seconded by Director Johnson, and unanimously carried, the payment of invoices and payroll presented in the amount of \$109,563.09 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-19-011 RESOLVED, upon motion by Director Johnson, seconded by Vice-Chairman Coria and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of January 31, 2019 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 January is that District Manager Walker moved District funds from the ColoTrust Prime to the CSAFE Core Fund to even out and diversify the balances that are held in each account.

LEGAL COUNSEL'S REPORT

Approve Resolution Adopting the Colorado Special District Records Retention Schedule, Appointing an Official Custodian, and Adopting Policies and Fee Schedule for the Handling of Record Requests Under the Colorado Open Records Act ("CORA")

R-19-012 RESOLVED, upon motion by Treasurer Dwyer, seconded by Director Larsson and unanimously carried, that Chairman Miller sign the Resolution which Adopts the Colorado Special District Records Retention Schedule, Appoints an Official Custodian and Adopts Policies and the Fee Schedule for Handling of Records Requests Under the Colorado Open Records Act (CORA).

DISTRICT MANAGER'S REPORT

Approve Raftelis Financial Consultants (RFC) Proposal and Agreement for the 2020 Financial Plan Update

R-19-013 RESOLVED, upon motion by Treasurer Dwyer, seconded by Director Larsson and unanimously carried, that the District accept the proposal to update the 2020 Financial Plan in 2019 and authorizes Chairman Miller to sign the Agreement with Raftelis Financial Consultants, Inc. to perform the services. Further, the Board would like to have a future discussion regarding the minimum amount that the District would need at any given time for reserves.

DISTRICT MANAGER'S REPORT [CONTINUED FROM PAGE 3]

District Manager Walker to Attend Government Investment Officers Association (GIOA) Conference March 20-22, 2019

D-19-001 DIRECTIVE. Upon recommendation by Treasurer Dwyer, the Board of Directors agreed that District Manager should attend the Government Investment Officers Association (GIOA) Conference March 20-22, 2019 to be held in Las Vegas, Nevada.

The District Manager's report of activities for January 2019 was presented, a copy of which is attached hereto and made a part of the record.

DIRECTOR'S REPORT

Human Resources Subcommittee

T-19-010 DISCUSSION. Director Larsson reported that she and District Manager Walker had met in January and reviewed the District's Human Resources documents including the District's personnel policy from 2005, job descriptions and evaluation forms. District Manager Walker reported that the job descriptions and District Systems Memo have been updated and reviewed by District management and staff as of January 31, 2019. District Manager Walker has received Performance Appraisal forms and the Personnel Policies from other Special Districts for review and comparison. District Manager Walker will provide a Draft Personnel Policy to the Board of Directors for review as part of the March 11, 2019 Board packet.

ADJOURNMENT

C-19-002 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