

## PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON MARCH 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

<b>Present:</b>	Dale L. Miller	President and Chairman
	Charles W. "Charlie" Dwyer	Treasurer
	Barbara J. Coria (by telephone)	Vice-President and Vice-Chairman
	Linda M. Larsson	Director

<b>Also Present:</b>	Jan C. Walker	District Manager/Board Secretary
	Chad A. Weaver	Systems Administrator
	Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Company
	Russell W. Dykstra	Legal Counsel

<b>Excused Absences:</b>	Neil A. Johnson	Director
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**R-19-014 RESOLVED**, upon motion by Treasurer Dwyer seconded by Director Larsson and unanimously carried that Director Johnson receive an excused absence.

### ACCEPTANCE OF MINUTES

**R-19-015 RESOLVED**, upon motion by Treasurer Dwyer seconded by Director Larsson and unanimously carried that the Minutes of the Regular Meeting of February 11, 2019, were approved.

### CALL TO PUBLIC / PUBLIC PRESENTATIONS – None

### Geographic Information System (GIS) Presentation to the Board

**T-19-011 DISCUSSION.** Systems Administrator Weaver gave a presentation about the District's GIS database to the Board including the following goals:

- Provide accurate information, including location, for each recorded District asset
- Quickly generate maps/tables which include inspection cycles and installation dates
- Record asset repairs including Cured-In-Place Pipe (CIPP) rehabilitation, manhole rehabilitation and valve replacement
- Provide the O&M contractor a powerful tool for quickly locating assets
- Create exhibits for engineers and contractors
- Develop strategies for infrastructure maintenance and replacement

The District's long-term goal for GIS includes the integration of the current GIS database with an online Asset Management software program.

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## DISTRICT ENGINEER'S REPORT

### 2019 Field Operations and Maintenance (O&M)

**T-19-012 DISCUSSION.** District Engineer Fix reported the O&M meeting with staff was cancelled for March 11, 2019. The next O&M meeting with staff is scheduled for April 8, 2019 at 4:00 p.m.

### Inflow and Infiltration Study

**T-19-013 DISCUSSION.** District Engineer Fix reported that one of the SmartCover sensors has not been working properly. The District Engineers have been in contact with SmartCover technicians and have scheduled a meeting with SmartCover to discuss the issue. Once the issue is resolved, the sensors will continue to be moved to other locations to measure inflow during the spring and to determine infiltration.

### Fire Hydrant Design

**T-19-014 DISCUSSION.** 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.

The District Engineer will be asking for additional pricing for the installation of the fire hydrant to be located on Morrison Road.

### Morrison Road/Hodgson Park Waterline Design

**T-19-015 DISCUSSION.** The Bid Opening for the Hodgson Park Waterline was held on February 27, 2019 at 10:00 a.m. at the District office. The District received one bid for the project from Diaz Construction.

### Award Contract for Morrison Road/Hodgson Road Waterline Project

**R-19-016 RESOLVED,** upon motion by Director Larsson, seconded by Vice-Chairman Coria and unanimously carried that the District accepts the District Engineer's recommendation to award the contract to Diaz Construction in an amount not to exceed \$287,419.50 and to sign the notice to proceed to install the water line on Morrison Road/Hodgson Park.

**FURTHER RESOLVED,** to authorize the District Manager to approve up to 10% in change orders.

### Schnell Property Development (Richmond)- 3113 S. Wadsworth

**T-19-016 DISCUSSION.** The District has received the water and sanitary sewer plans for the development to be located at 3113 S. Wadsworth. The District Engineers have reviewed and returned the plans with comments to Innovative Land Consultants, who is Richmond's Engineer.

**DISTRICT ENGINEER'S REPORT [CONTINUED FROM PAGE 2]**

**Hoyt / Wesley Water Line**

**T-19-017 DISCUSSION.** This project is the extension of the Hodgson Park water line. It will go north in Hoyt Court to West Wesley Drive then east in Wesley Drive to South Hoyt Street. The District will be upsizing the existing lines in these streets from 8-inch to 12-inch lines. The District Engineers have started the utility surveying and potholing of the existing utilities for this project.

**Acceptance of the District Engineer's Report**

**R-19-017 RESOLVED,** upon motion by Treasurer Dwyer, seconded by Director Larsson and unanimously carried, that the District Engineer's Report be accepted.

Preceding this action, the District Engineer's report of activities for February 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-19-018 RESOLVED,** upon motion by Director Larsson, seconded by Treasurer Dwyer, and unanimously carried, the payment of invoices and payroll presented in the amount of \$302,314.40 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-19-019 RESOLVED,** upon motion by Director Larsson, seconded by Vice-Chairman Coria and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of February 28, 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 CSAFE CORE account rate of return is 2.65% which is higher than the current 5-year US Treasury rate returns of 2.44%.

**LEGAL COUNSEL'S REPORT**

Legal Counsel Dykstra reported that he had been working with District Manager Walker and District Engineer Fix on reviewing the easement required for the Hodgson Park Easement with the City of Lakewood. The legislature committees and bills affecting Special District remain fairly quiet.

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## DISTRICT MANAGER'S REPORT

### Human Resources Subcommittee

**T-19-018 DISCUSSION.** District Manager Walker reported that she and Director Larsson had met in February and reviewed the District's Human Resources documents including the District's revised performance evaluation forms. District Manager Walker will provide a Draft Personnel Policy to the Board of Directors for review before the April 8, 2019 Board meeting.

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

## DIRECTOR'S REPORT

### Enterprise Risk Management (ERM) Training provided by the Colorado Special Districts Insurance Pool

**T-19-19 DISCUSSION.** Director Larsson reported that she and District Manager Walker had attended a two-day Enterprise Risk Management training in February. Director Larsson will be sharing some of the training materials with the other Board members. Director Larsson felt that the training was informative and that the information will be a valuable tool in the critical decision making for the District.

## ADJOURNMENT

**C-19-003 CONCURRENCE.** Nothing further being presented to the Board, Chairman Miller declared the meeting adjourned.

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Dale L. Miller, President and Chairman

**ATTEST:**

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Jan C. Walker, Secretary, Board of Directors

**SEAL**