

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON JUNE 10, 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
	Barbara J. Coria	Vice-President and Vice-Chairman
	Charles W. "Charlie" Dwyer	Treasurer
	Linda M. Larsson	Director
	Neil A. Johnson	Director

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

Excused Absences: None

CALL TO PUBLIC / PUBLIC PRESENTATIONS

December 31, 2018 and 2017 Financial Statements and Auditor's Report

R-19-031 RESOLVED, upon motion by Treasurer Dwyer, seconded by Director Johnson and unanimously carried that the Financial Statements with Independent Auditor's Report for the years ending in 2018 and 2017 be accepted and to authorize the audit to be filed with the State Auditor's office.

Preceding this action, Ms. Puca presented the draft audited financial statements and auditor's opinion for the two years ending in 2018 and 2017. This document is comprised of the Independent Auditors' Report, Management Discussion and Analysis, Basic Financial Statements and Other Supplemental Information. Ms. Puca reported that in their opinion, the financial statements of the District present fairly, in all material respects, the financial position of the District as of December 31, 2018 and that the financial position and the District's cash flows for the year then ended are in accordance with accounting principles generally accepted in the United States of America. Crady Puca & Associates found no issues or difficulties in reviewing accounting policies or accounting estimates, such as depreciation for reasonableness and disclosures in financial statements. Ms. Puca stated that no difficulties or disagreements with management were encountered. The auditors have provided letters regarding internal controls and process recommendations to the Board of Directors.

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ACCEPTANCE OF MINUTES

R-19-032 RESOLVED, upon motion by Treasurer Dwyer seconded by Director Larsson and unanimously carried that the Minutes of the Regular Meeting of May 13, 2019, were approved.

R-19-033 RESOLVED, upon motion by Treasurer Dwyer seconded by Vice-Chairman Coria and unanimously carried that the Minutes of the Special Meeting of May 28, 2019, were approved.

DISTRICT ENGINEER'S REPORT

2019 Field Operations and Maintenance (O&M)

T-19-040 DISCUSSION. District Engineer Fix reported the O&M meeting with staff was cancelled for June 10, 2019. The next O&M meeting with Board and staff will be held on July 17, 2019 at 11:00 a.m. C&L Water Solutions has inspected 14% of the manholes, 92% of the valves, 98% of the hydrants and flushed 90% of the dead ends.

Inflow and Infiltration Study

T-19-041 DISCUSSION. District Engineer Fix reported that the new battery, antenna and sending unit have been installed and seems to be working properly.

Fire Hydrant Design

T-19-042 DISCUSSION.

Diaz Construction Group will install the fire hydrant to be located near 10701 Morrison Road as part of the Morrison Road/Hodgson Park waterline project.

Morrison Road/Hodgson Park Waterline Project

T-19-043 DISCUSSION. The pre-construction meeting for the Hodgson Park Waterline with Denver Water and City of Lakewood representatives was held on Wednesday, May 22, 2019 at 8:00 a.m. at the District office. Diaz Construction Group will begin construction on June 17, 2019. The City of Lakewood has signed the easement in Hodgson Park. The District will sign the easement and then record it with the Jefferson County Clerk and Recorder.

Hoyt / Wesley Water Line

T-19-044 DISCUSSION. This project is the extension of the Hodgson Park water line. The water line 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 utility surveying and potholing of the existing utilities for this project has been completed on the upper and lower Wesley line. The District Engineers have started the design.

Approve and Accept Waterline Easement in Hodgson Park for the Morrison Road/Hodgson Waterline Project

R-19-034 RESOLVED, upon motion by Treasurer Dwyer seconded by Vice-Chairman Coria and unanimously carried that the easement for the water line to be located within Hodgson Park is approved. The District will record the easement with the Jefferson County Clerk and Recorder.

Acceptance of the District Engineer's Report

R-19-035 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 May 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-19-036 RESOLVED, upon motion by Director Larsson, seconded by Vice-Chairman Coria, and unanimously carried, the payment of invoices and payroll presented in the amount of \$287,142.92 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-19-037 RESOLVED, upon motion by Vice-Chairman Coria, seconded by Director Johnson and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of April 30, 2019 was accepted as presented. A copy is attached hereto and made a part of the record.

Preceding this action, Treasurer Dwyer reported that two Treasury Notes had matured in May. The District purchased two FHLMC agencies. Both of these purchases are callable agencies.

LEGAL COUNSEL'S REPORT

2019 Legislative Update

T-19-045 DISCUSSION Legal Counsel Dykstra gave an update on the legislature as follows:

HB 19-1087 - Local Public Meeting Notices to be Posted on Website-The bill allows a local government to post the notices on the local government's website. The notices are accessible to the public at no charge. and agenda contents. This bill has been signed by Governor Polis and will be effective July 1, 2019.

Cybersecurity Issues

T-19-046 DISCUSSION Legal Counsel Dykstra also discussed Cybersecurity issues and has recommended that that any wire transfer or transfer of funds should be required to be voice verified. Legal Counsel Dykstra stated that Spencer Fane is working to develop a wire transfer policy for all of their clients. Once the recommended wire transfer policy is in place, the District will update the District's Investment Policy.

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DISTRICT MANAGER'S REPORT

2020 Rate Study Update

T-19-047 DISCUSSION. Raftelis Financial Consultants (RFC) will attend the July 8, 2019 Board Meeting to present the 2020-2028 Rate Study Recommendations to the Board of Directors and staff. This will include the discussions of the sewer billing minimum amounts and the ending reserve balances for the water and wastewater funds.

Human Resources Subcommittee

T-19-048 DISCUSSION. District Manager Walker has provided a Draft Personnel Policy to the Board of Directors for review. District Manager Walker has also provided proposed changes to the Personnel Policy for review by the Board of Directors including the sick leave policy offered by the District.

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

DIRECTOR'S REPORT - NONE

ADJOURNMENT

C-19-007 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