

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON AUGUST 12, 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
Also Present:	Jan C. Walker	District Manager/Board Secretary
	Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Company
	Russell W. Dykstra	Legal Counsel, Spencer Fane, LLP
Excused Absences:	Neil A. Johnson	Director

ACCEPTANCE OF MINUTES

R-19-044 RESOLVED, upon motion by Treasurer Dwyer seconded by Director Larsson and unanimously carried that the Minutes of the Regular Meeting of July 8, 2019, were approved.

Vice-Chairman Coria arrived at the Board meeting at 7:10 p.m.

CALL TO PUBLIC / PUBLIC PRESENTATIONS – Valkand Jhaveri – 3392 S. Holland Way

T-19-056 Valkand Jhaveri is attending the Board meeting to follow up with concerns about charges on his sanitary sewer bill. Mr. Jhaveri had previously attended the November 19, 2018 Board meeting. Mr. Jhaveri stated that his water usage is very low, under 10,000 gallons per year. Mr. Jhaveri sent a note on his sanitary sewer bill that he is concerned because his sewer bill is much higher than his water bill. Mr. Jhaveri stated that the District is receiving property taxes, a \$6.00 per month surcharge on behalf of Bear Creek Water and Sanitation District on his Denver Water bill and that the sewer charges are \$57.25 per quarter. Mr. Jhaveri stated that he cannot afford to pay the sewer charges. Mr. Jhaveri is also following up in order to receive information from the 2019 Rate Study update and the District's study and discussion on the minimum annual sewer charge.

Chairman Miller explained that the District must have the sewer service available to all the District residents regardless of the amount of winter water they use and that there are constant expenses that are necessary to operate and maintain the sewer system. District Engineer Fix provided a cost of service analysis that gave an explanation and breakdown of the necessary expenses that are included in the cost to provide service to each single family residential equivalent (EQR) property. The cost of service for 3392 S. Holland Way included the cost of sewage treatment to the property based on Mr. Jhaveri's 2018 indoor water usage during non-irrigating months.

Mr. Jhaveri will look over the information and then contact District Manager Walker to sit down and to go over any questions he may have on the provided information. The District Board and staff will continue to evaluate the sewer rates and take the minimum charge amount under consideration during the 2020 Budget process.

PROCEEDINGS

MINUTES, AUGUST 12, 2019

PAGE 2

DISTRICT ENGINEER'S REPORT

2019 Field Operations and Maintenance (O&M)

T-19-057 DISCUSSION. District Engineer Fix reported that the O&M meeting with staff was held on Monday, August 12, 2019 at 4:00 p.m. C&L Water Solutions 2019 Field O&M is 90-100% complete except for the grease trap inspections. The second round of grease trap inspections will be performed later in the year.

Inflow and Infiltration Study

T-19-058 DISCUSSION. District Engineer Fix reported that the sensors will be moved between Westgate, Westgate Meadow and County Village Estates to determine other areas of high infiltration. This will take about four weeks.

Fire Hydrant Design

T-19-059 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. Diaz construction will begin the construction of the fire hydrant in the next couple of weeks.

Morrison Road/Hodgson Park Waterline Project

T-19-060 DISCUSSION. The waterline project has had a delay of three weeks since the City of Lakewood could not find the District's stamped plans and the Contractor could not receive the City of Lakewood permit to begin work. The City and the State need additional information from each other in order to complete their permits and get them to the contractor. The revised start date is August 19, 2019.

Hoyt / Wesley Water Line

T-19-061 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 design will be completed at the end of August and design plans will be submitted to the City of Lakewood prior to submitting to Denver Water.

Bear Creek Terrace Development

T-19-062 DISCUSSION. District Engineer Fix reported that the plans for the twenty-one unit townhome development to be located at 10075 W. Morrison Road have been received by the District Engineers.

Acceptance of the District Engineer's Report

R-19-063 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 July 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-19-046 RESOLVED, upon motion by Treasurer Dwyer, seconded by Vice-Chairman Coria, and unanimously carried, the payment of invoices and payroll presented in the amount of \$187,378.91 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-19-047 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 July 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 a FHLMC agency was called and a US Treasury Note had matured in July. The District purchased a FHLMC agency to replace the called agency and will be looking at options to reinvest the funds in August for the matured Treasury Note.

LEGAL COUNSEL'S REPORT

Public Hearing for the Inclusion of Land at 9885 W. Wesley Avenue - Scott Waneka, Petitioner

Chairman Miller declared the public hearing open for the purpose of discussing the inclusion of property located at 9885 W. Wesley Avenue. Inasmuch as no written or verbal comments concerning the Inclusion were received prior to the hearing and there was no public response during the hearing, Chairman Miller declared the public hearing closed.

R-18-048 RESOLVED, upon motion by Treasurer Dwyer, seconded by Vice-Chairman Coria, and unanimously carried that the District approve the Resolution to include the property at 9885 W. Wesley Avenue and authorize Chairman Miller to sign the Inclusion Resolution. Legal Counsel will send the signed Resolution and documentation to the Jefferson County District Court for consideration and approval.

DISTRICT MANAGER'S REPORT

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

Human Resources Subcommittee

C-19-009 CONCURRENCE. The Board of Directors concurred that the recommendations from the Human Resources subcommittee be accepted and that the Draft Personnel Policy be reviewed by Legal Counsel. Preceding this concurrence, District Manager Walker reported that the Human Resources subcommittee including Directors Coria and Larsson, District Manager Walker and District Accountant Barker met on July 30, 2019 and reviewed the proposed changes to the Personnel Policy including the sick leave policy offered by the District.

PROCEEDINGS

MINUTES, AUGUST 12, 2019

PAGE 4

Rebills for After-Hours Response for Water and Sewer Service Calls by C&L Water Solutions

D-19-001 DIRECTIVE. District Manager Walker asked the Board to consider covering the cost for the after-hours response by C&L Water Solutions to make sure there is not a problem with the District's water or sewer mains. After discussion, the Board agreed to cover the initial cost of the response, providing that District Manager Walker and District Engineer Fix give direction to C&L Water Solutions for after-hours responses in order to avoid paying for the cost of after-hours water shut-offs for inside repairs, service line or irrigation issues after business hours.

Preceding this directive District Manager Walker reported that the District contracts C&L Water Solutions to respond to water and sewer related calls for District customers. This response was performed at no charge during business hours. The District has sent invoices to customers for charges for after-hours calls when it is determined the problem is a service line or irrigation issue. Many of the customer requests are to assist customers in turning water off at the stop box or meter so that they can have a plumber work inside their homes. When the call was received during business hours, the staff has informed the customer that the cost of the initial response will be covered during the District's business hours, Monday through Friday, 8:00 am to 5:00 pm. The District had received some after-hours calls in which the property owners have no idea that they will be rebilled for the cost of the response. In 2019 and 2018 there have been three after hours calls each year averaging about \$250 for each incident.

DIRECTOR'S REPORT - NONE

ADJOURNMENT

C-19-010 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