

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON MAY 11, 2020 AT 7:00 PM. DUE TO THE COVID-19 SITUATION AND STATE OF COLORADO AND CDPHE ORDERS AND RECOMMENDATIONS REGARDING PUBLIC MEETINGS, THE MEETING WAS HELD USING THE ZOOM APPLICATION.

CALL TO ORDER

Presiding: Chairman Miller

ROLL CALL

Present:	Dale L. Miller	President and Chairman
	Neil A. Johnson	Vice-President and Vice-Chairman
	Barbara J. Coria	Treasurer
	Samuel E. Hundley	Director
	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: NONE

Administering of Oaths of Office --Elected Directors

T-20-021 DISCUSSION. Treasurer Coria administered the Oath of Office to Dale Miller and Samuel Hundley, who had been deemed elected to a three-year term, and, respectively, to Neil Johnson and Linda Larsson, who had been deemed elected to a two-year term upon the cancellation of the May 5, 2020 Election. Proof of fidelity bond along with the executed Oath of Office will be filed by Legal Counsel Dykstra with the Jefferson County District Court, at which time the 2020 Election process would be completed. District Manager Walker will file the Oath of Office and Proof of fidelity bond with the Division of Local Affairs (DOLA).

ACCEPTANCE OF MINUTES

R-20-026 RESOLVED, upon motion by Treasurer Coria seconded by Vice-Chairman Johnson and unanimously carried that the Minutes of the Regular Meeting of April 13, 2020 were approved.

CALL TO PUBLIC / PUBLIC PRESENTATIONS – The video meeting was set up to be publicly accessible and the agenda gave information for the public to participate if they chose to do so. No members of the public contacted the District to participate in the meeting.

DISTRICT ENGINEER'S REPORT

2020 Field Operations and Maintenance (O&M)

T-20-022 DISCUSSION. District Engineer Fix reported that the O&M Meeting with Staff scheduled for May 11, 2020 at 4:00 pm was cancelled. The next O&M Meeting with staff is scheduled for June 8, 2020 at 4:00 p.m. Denver Water has finished the installation of the PRV vault at W. Vassar and S. Kipling Street and Denver Water has connected a sump pump from the PRV vault to the District's sanitary sewer main.

Morrison Road/Hodgson Park Waterline Project

T-20-023 DISCUSSION. Diaz Construction has performed the tie-in at Kipling/Morrison Road and the necessary testing of the water line. The project is finished. The contractor will need to maintain the erosion protection and the District's warranty for a year.

Hoyt / Wesley Water Line

T-20-024 DISCUSSION. This project is the extension of the Hodgson Park water line. The water line will go north in South Hoyt Court to West Wesley Drive then east in West Wesley Drive to South Hoyt Street, this project will also replace an 8-inch main in West Wesley Place that will run from the intersection of West Wesley Place and South Hoyt Court West for 200 feet. The design plans have been approved by the City of Lakewood. The District has submitted the plans to Denver Water who has issued comments. District Engineer Fix has responded to Denver Water's request to extend the 12-inch portion of the line to the meter located on Garrison Street.

Bear Creek Terrace Development

T-20-025 DISCUSSION. The sanitary sewer work for the project is being installed. Chairman Miller has signed the necessary water easements for the Bear Creek Terrace Development. As soon as the Jefferson County Clerk and Recorder reopens, District Manager Walker will record the easements. Denver Water has approved the water plans and a pre-construction meeting was held on May 5, 2020.

3523 South Balsam Street Development

T-20-026 DISCUSSION. The developer has submitted plans for the development at 3523 South Balsam Street. The District Engineers have reviewed the plans and returned the plans with comments to the developer.

2020 Cured-in-Place-Pipe (CIPP) Project

T-20-027 DISCUSSION. The District held a pre-construction meeting with C&L Water Solutions. C&L began the project on May 4, 2020 beginning in Area 3 which is in the Bear Creek Open Space, to perform the lining portion of the project. C&L will return in late August to install the LMK tap rehabilitations. District Manager Walker sent out the notices for the residents that will be impacted by the project.

Guildner Pipeline Maintenance, Inc. will provide the manhole rehabilitation in the open space and begin the manhole rehabilitation after C&L installs the CIPP in Westgate. If the manhole rehabilitation is damaged by the installation of the LMKs, Guildner Pipeline Maintenance will repair such damage at no cost to the District.

Acceptance of the District Engineer's Report

R-20-027 RESOLVED, upon motion by Treasurer Coria, 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 April 2020 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-20-028 RESOLVED, upon motion by Director Larsson, seconded by Vice-Chairman Johnson, and unanimously carried, the payment of invoices and payroll presented in the amount of \$135,973.24 was approved. A list is attached hereto and made a part of the record,

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

Approval of Treasurer's Report

R-20-029 RESOLVED, upon motion by Director Hundley, seconded by Vice-Chairman Johnson and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of April 30, 2020 was accepted as presented. A copy is attached hereto and made a part of the record.

Preceding this action, Treasurer Coria reported that the Federal Funds Rate remains at 0-.25%. Four Callable Government Entity Securities were called in April. Two Certificate of Deposit (CD) Accounts were opened in April to replace matured and called investments. District Manager Walker and Treasurer Coria have been looking at various investment options to receive the best rate possible and continuing the laddering of the investments.

LEGAL COUNSEL'S REPORT

Approve Unification Agreement for 10962 W. Hampden Place.

R-20-030 RESOLVED, upon motion by Director Hundley, seconded by Treasurer Coria with a vote of 4-0-1 with Director Larsson abstaining, that the Unification Agreement between the District and Linda M. Larsson be approved and be signed by the Chairman

Preceding this action Legal Counsel Dykstra reported that he has drafted a Unification Agreement to allow Linda M. Larsson, who is the property owner of 10962 W. Hampden Place, to connect sanitary sewer to two buildings located on the property including connection to the main residence and an outbuilding. This Unification Agreement allows an exception to the District's Rules and Regulations that requires that separate taps be installed to serve each building. District Engineer Fix clarified that this Agreement is for sanitary sewer connection only and does not include approval for a water connection to the additional outbuilding.

DISTRICT MANAGER'S REPORT

SDA Board Member Training

T-20-028 DISCUSSION. District Manager Walker reported that the Board Member and Management Training to be held in June will be held virtually. District Manager Walker will send out the Schedule for the Training when it becomes available.

District to Receive Proposal from T. Charles Wilson for Insurance Brokerage Services

C-20-006. The Board concurred that District Manager Walker contact Mark Carlson, President of T. Charles Wilson Insurance Services, to ask Mr. Carlson give the Board a presentation of the services offered by T. Charles Wilson to assist with decisions associated with the Colorado Special Districts (CSD) Property, Liability and Worker's Compensation Insurance coverage.

Preceding this concurrence, Manager Walker reported that before the retirement of Charles Dwyer from the BCWSD Board and the CSD Property and Liability Pool Board, Mr. Dwyer recommended that the Board consider the services of T. Charles Wilson to assist with advice on the Property, Liability and Worker's Compensation Insurance coverage offered by the Colorado Special Districts Property and Liability Pool.

DIRECTOR'S REPORT

New Board Member Orientation

T-20-029 DISCUSSION. Director Larsson asked that District Engineer Fix put together a short presentation for a board member orientation including the identification and summary of key service and geographic points on the District map. District Engineer Fix and District Manager Walker will work together to put together a Power Point Presentation for a future Board meeting.

C-20-007 CONCURRENCE. Nothing further being presented to the Board, Chairman Miller declared that the meeting be adjourned.

Dale L. Miller, President and Chairman

ATTEST:

Jan C. Walker, Secretary, Board of Directors

SEAL