

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON JUNE 08, 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
	Carmen L. Barker	District Accountant
	Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Co.
	Russell W. Dykstra	Legal Counsel, Spencer Fane, LLP
	Laura Puca, Auditor	Crady Puca and Associates
	Todd Johnson	Big Sky Metropolitan District

Excused Absences: NONE

ACCEPTANCE OF MINUTES

R-20-031 RESOLVED, upon motion by Treasurer Coria seconded by Vice-Chairman Johnson and unanimously carried that the Minutes of the Regular Meeting of May 11, 2020 were approved.

Director Larsson joined the meeting.

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.

Big Sky Metropolitan District Request

T-20-029 DISCUSSION. Todd Johnson, a representative of Big Sky Metropolitan District attended the Board meeting to ask the Board to consider their request letter regarding the engineering viability of Bear Creek Water and Sanitation District (BCWSD) providing Big Sky Metro District (BSMD) with a sewer connection that will transport wastewater flows to Metro Wastewater Reclamation District (MWRD) for treatment. The cost for completing this request would be paid by Big Sky Metro District. BSMD is looking to “connect” their system to the MWRD system for treatment. Mr. Johnson stated that BSMD is not looking for inclusion into Bear Creek Water and Sanitation District and prefers to enter into an IGA or connector agreement. BSMD is projecting about 1,500 SFE. BSMD initially is just looking to understand the feasibility, i.e., can they get from point a to b with the BCWSD system capacities. BSMD does not project this to have any burden on Bear Creek Water and Sanitation District financially, i.e. BSMD will pay for review, distribution to the BCWSD system, pay tap fees, etc. District. Chairman Miller advised that the BCWSD Board would discuss the request and would get back to Mr. Johnson after consideration.

**Presentation of December 31, 2019 and 2018 Financial Statements and Auditor's Report-
Laura Puca, Crady Puca and Associates**

R-20-032 RESOLVED, upon motion by Treasurer Coria, seconded by Director Hundley and unanimously carried that the Financial Statements with Independent Auditor's Report for the years ending in 2019 and 2018 be accepted and to authorize the audit to be filed with the State Auditor's office.

Preceding this action, Ms. Laura Puca presented the draft audited financial statements and auditor's opinion for the two years ending in 2019 and 2018. 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, 2019 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.

DISTRICT ENGINEER'S REPORT

2020 Field Operations and Maintenance (O&M)

T-20-030 DISCUSSION. District Engineer Fix reported that the O&M Meeting with Staff scheduled for June 8, 2020 at 4:00 pm was cancelled. The next O&M Meeting with staff is scheduled for July 13, 2020 at 4:00 p.m. C&L Water Solutions has finished most of the valve inspections and Interim Systems Administrator Eatherton will be preparing the reports to give to District Engineer Fix to review.

Morrison Road/Hodgson Park Waterline Project

T-20-031 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. A Change Order is being finalized for the cost of moving the water line to the south side of Morrison Road.

Hoyt / Wesley Water Line

T-20-032 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.

DISTRICT ENGINEER’S REPORT [CONTINUED FROM PAGE 2]

Bear Creek Terrace Development

T-20-033 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. Denver Water has approved the water plans and a pre-construction meeting was held on May 5, 2020. The developer has started the installation of the water line for the project.

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

T-20-034 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 Water Solutions has installed 3,950 linear feet of lining and seven (7) LMKs to date. C&L had a change in schedule and has begun to install the LMK tap rehabilitation. They will install as many LMKs in June as possible and then return in late August to install the remainder of 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 at the end of June and begin the manhole rehabilitation after C&L installs the CIPP in Westgate.

Acceptance of the District Engineer’s Report

R-20-033 RESOLVED, upon motion by Director Larsson, seconded by Treasurer Coria and unanimously carried, that the District Engineer’s Report be accepted.

Preceding this action, the District Engineer’s report of activities for May 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-20-034 RESOLVED, upon motion by Treasurer Coria, seconded by Director Larsson, and unanimously carried, the payment of invoices and payroll presented in the amount of \$619,821.85 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-20-035 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 May 31, 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%. Five Callable Government Entity Securities were called in May. A Certificate of Deposit (CD) Account was opened in May 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

Legal Counsel Dykstra reported that he had been working with District Manager Walker regarding various District correspondence including the Denver Water Integrated Systems Agreement, COVID-19 compliance and extraterritorial service information.

DISTRICT MANAGER'S REPORT

SDA Board Member Training

T-20-035 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

T-20-036 DISCUSSION. District Manager Walker reported that Mark Carlson, President of T. Charles Wilson Insurance Services, will give the Board a presentation of the services that are offered by T. Charles Wilson to assist with decisions associated with the Colorado Special Districts (CSD) Property, Liability and Worker's Compensation Insurance coverage. This presentation is scheduled for the July 13, 2020 Board meeting.

Big Sky Metropolitan District Request

T-20-037 DISCUSSION. Big Sky Metropolitan District (BSMD) sent a request to the Board to allow a conceptual discussion between Bear Creek Water and Sanitation District Manager and Engineer and Big Sky Metropolitan District Engineer regarding the engineering viability for BCWSD to provide Big Sky with a sewer connection that will transport waste water flows to Metro Wastewater Reclamation District for treatment. The Request letter and a map of the Big Sky Metro District was provided to the Board. After a brief discussion about the request, the Board asked that Legal Counsel Dykstra and District Engineer Fix provide the Board with additional information.

DIRECTOR'S REPORT

Approval to Update Colorado Retirement Association (CRA) 401A and 457 Plan Participation Agreements

R-20-036 RESOLVED, upon motion by Director Hundley, seconded by Treasurer Coria and unanimously carried that the Colorado Retirement Association 401A and 457 Plan Participation Agreement be accepted as presented and signed by Chairman Miller.

Preceding this action, District Manager Walker reported that she had a phone meeting with Mike Whalen, Colorado Retirement Plan Services Director in May, to review and update the 401A and 457 Participation Plan documents. This update is necessary to revise the Plan documents due to the name change of the retirement benefits organization from CCOERA to Colorado Retirement Association (CRA) and to update some language in the documents.

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C-20-008 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