

## PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON AUGUST 10, 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

<b>Present:</b>	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

<b>Also Present:</b>	Jan C. Walker	District Manager/Board Secretary
	Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Co.
	Russell W. Dykstra	Legal Counsel, Spencer Fane, LLP
	Carmen L. Barker	District Accountant
	Christina Griggs	Gemsbok Consulting, Inc.

**Excused Absences:** NONE

**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.

### ACCEPTANCE OF MINUTES

**R-20-045 RESOLVED**, upon motion by Treasurer Coria seconded by Vice-Chairman Johnson and unanimously carried that the Minutes of the Regular Meeting of July 13, 2020 were approved.

### **Presentation of Financial Model by Christina Griggs, Gemsbok Consulting, Inc.**

**T-20-046 DISCUSSION.** Ms. Christina Griggs with Gemsbok Consulting, Inc. gave a brief presentation to the Board, outlining the financial modeling tool that she developed for the District. This tool will assist the Bear Creek Water and Sanitation District Board and staff with long-term planning, budgeting and to determine an appropriate minimum reserve amount to be held towards the future capital needs of the District.

### DISTRICT ENGINEER'S REPORT

#### **2020 Field Operations and Maintenance (O&M)**

**T-20-047 DISCUSSION.** District Engineer Fix reported that the next O&M Meeting with staff is scheduled for August 19, 2020 at 11:00 a.m. C&L Water Solutions has finished most of the valve and hydrant inspections.

**DISTRICT ENGINEER'S REPORT [CONTINUED FROM PAGE 1]**

**Authorize Final Payment to Be Made to Diaz Construction Group to Pay the Retainage on the Morrison Road Hodgson Park Water Line**

**R-20-046 RESOLVED**, upon motion by Director Hundley, seconded by Treasurer Coria and unanimously carried that the final payment of \$19,144.38 be authorized.

Preceding this action, District Engineer Fix reported that he had advertised that final the payment will be paid after August 21, 2020 for retainage on the Morrison/Hodgson Park Waterline Project considering that no comments or requests from sub-contractors are received and all punch list items must be completed.

**Award Bid to Ricor Services, LLC for Hodgson Park Waterline Phase 2**

**R-20-047 RESOLVED**, upon motion by Director Hundley, seconded by Director Larsson and unanimously carried that Ricor Services, LLC be awarded the bid for the Hodgson Park Waterline Phase 2 Project subject to verification of the bid amount of \$299,975.50 and not to exceed the 2<sup>nd</sup> highest bidder for the project.

Preceding this action, District Engineer Fix reported that four companies had submitted a bid for the project and that Ricor Services, LLC provided the lowest bid for the project. 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 then West for 200 feet.

**Bear Creek Terrace Development**

**T-20-048 DISCUSSION.** The contractor is working on the on-site water and sanitary sewer lines. The contractor is waiting on approval of the CDOT permit for connection of the last manhole in Morrison Road.

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

**T-20-049 DISCUSSION.** 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 all of the CIPP lining and over half of the LMKs. C&L will return in late August or September to install the remainder of the LMK tap rehabilitations.

Guildner Pipeline Maintenance, Inc. has completed the manhole rehabilitation in the open space area. Guildner has started the rehabilitation on the manholes in Westgate and work should be completed by the end of September.

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

**R-20-048 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 July 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-20-049 RESOLVED**, upon motion by, Vice-Chairman Johnson, seconded by Director Hundley, and unanimously carried, the payment of invoices and payroll presented in the amount of \$256,091.97 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-20-050 RESOLVED**, upon motion by Vice-Chairman Johnson, seconded by Director Hundley and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of July 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 0-0.25%. Three Callable Government Entity Securities were called in July. A Redstone Bank Certificate of Deposit also matured in July. The District renewed the matured Redstone Bank Certificate of Deposit and in addition, opened another Certificate of Deposit with Kirkpatrick Bank. District Manager Walker reported that the District had reinvested all of the called and matured investments in July. District Manager Walker and Treasurer Coria have continued to consider various investment options to maintain the safety of the investments, to receive the best rate possible and continue the laddering of the investments.

**LEGAL COUNSEL'S REPORT**

**Extension of Governor's Executive Order Suspending Public Utility Disconnections Due to the Impacts of Covid-19**

**T-20-050 DISCUSSION.** Legal Counsel Dykstra reported that the Governor's Executive Order suspending public utility disconnections due to the impact of Covid-19 is extended until at least September 8, 2020.

District Manager Walker will provide a report to the Board at the September 14, 2020 Board meeting that identifies the delinquent sewer accounts that will meet the qualifications to be certified to Jefferson County for collection in 2020.

**DISTRICT MANAGER'S REPORT**

**Authorize the Chairman to Sign a Letter Authorizing T Charles Wilson to Act as Exclusive Broker for Bear Creek Water and Sanitation in Regards to the Colorado Special Districts Property, Liability and Workers Compensation Policies**

**R-20-051 RESOLVED**, upon motion by Director Larsson, seconded by Vice-Chairman Johnson and unanimously carried that Chairman Miller sign the letter authorizing T Charles Wilson to Act as an Exclusive Broker for the District in regards to the Colorado Special Districts Property, Liability and Workers Compensation Policies.

**DISTRICT MANAGER’S REPORT [CONTINUED FROM PAGE 3]**

**2020 Virtual SDA Conference – September 23-25, 2020**

**T-20-051 DISCUSSION** District Manager Walker reported that the registration for the 2020 SDA virtual conference is open. The SDA conference registration includes the regular conference sessions to be held Wednesday, September 23, 2020 until noon on Friday, September 25, 2020. All Conference attendees will have access to all the session material for three months. All five Board members and District Manager Walker indicated that they will attend the 2020 SDA Virtual Conference.

**DIRECTOR’S REPORT - NONE**

**C-20-010 CONCURRENCE.** Nothing further being presented to the Board, Chairman Miller declared that the meeting be adjourned.

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Dale L. Miller, President and Chairman

***ATTEST:***

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Jan C. Walker, Secretary, Board of Directors

***SEAL***