

## PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON FEBRUARY 8, 2021 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
	Linda M. Larsson	Director
	Samuel E. Hundley	Director
<b>Also Present:</b>	Jan C. Walker	District Manager/Board Secretary
	Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Company
	Russell W. Dykstra	Legal Counsel, Spencer Fane

### ACCEPTANCE OF MINUTES

**R-21-007 RESOLVED**, upon motion by Director Hundley, seconded by Treasurer Coria and unanimously carried that the Minutes of the Regular Meeting of January 11, 2021, were approved.

### CALL TO PUBLIC / PUBLIC PRESENTATIONS - NONE

### DISTRICT ENGINEER'S REPORT

#### **2021 Field Operations and Maintenance (O&M)**

**T-21-007 DISCUSSION** District Engineer Fix reported that the next O&M Meeting with the Board and staff will be held on February 10, 2021 at 11:00 am at the District office for the kick-off of the 2021 Operations and Maintenance contract with C&L Water Solutions, Inc. District Manager Walker will set up a Zoom meeting so that the Board members can attend remotely.

#### **Hodgson Park Water Line Phase 2 Project**

**T-21-008 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 then West for 200 feet.

Ricor Services completed construction of the water line in December 2020. All tests on the water line have been performed and have passed. The asphalt mill and overlay work will need to be performed in the spring of 2021, when the weather is warmer. Change Order #2, in the amount of \$25,138.00, includes the cost of the necessary asphalt patching until the final asphalt mill and overlay work is completed. District Manager Walker has signed Change Order #2 since the negotiations have been completed by District Engineer Fix.

## PROCEEDINGS

MINUTES, FEBRUARY 8, 2021

PAGE 2

### **DISTRICT ENGINEER'S REPORT [CONTINUED FROM PAGE1]**

#### **Bear Creek Terrace Development**

**T-21-009 DISCUSSION.** The construction is complete. The contractor is performing the punch list items and the District is awaiting the as-builts from the developer.

#### **2995 S. Estes Sewer Connection**

**T-21-010 DISCUSSION.** District Manager Walker submitted the request to Metro Wastewater Reclamation District (MWRD) for the sewer service connection for 2995 S. Estes Street. MWRD approved the direct connection to their outfall line, between manholes BC88A and BC89. Since the connection is considered a District connection, the property owners signed a Service Line and Easement Agreement that states that the service line and the connection will be the responsibility of the property owners and not the District. This Agreement also gives the District the right to enter the property to perform inspections as needed. The property has been connected to the MWRD outfall line and a double cleanout was installed to mark the location of the service line, 10' from the MWRD outfall line.

#### **Water Main Breaks at the Kallisto at the Bear Apartments**

**C-21-002 CONCURRENCE.** The Board of Directors concurred and directed District Engineer Fix to prepare a plan, including pricing from C&L Water Solutions, to pothole the water mains in strategic locations within the Kallisto at the Bear Apartments development. The purpose of this plan is to determine the condition of the pipe and to try to avoid future water main breaks in the area.

Preceding this direction, District Engineer Fix reported that there has been another water main break at the Kallisto at the Bear Apartments development, which is on the southwest corner of the S. Kipling Parkway and Morrison Road intersection. There have been three water main breaks in this development in the past 1.5 years. There was also an additional break on the 4-inch fire/service line. The breaks appear to be caused by electrolysis and are occurring on the ductile iron pipe that was installed in 1986. District Engineer Fix also mentioned that there is also a 12" ductile iron water main that was installed in 1984 that he would also like to include in the plan.

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

**R-21-008 RESOLVED,** upon motion by Vice-Chairman Johnson, 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 January 2021 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-21-009 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 \$188,435.55 was approved. A list is attached hereto and made a part of the record. Preceding this action, Treasurer Coria reported that upon her 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-21-010 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 December 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 to 0.25%. One callable Government Entity Security was called, and a Treasury Note matured in January. The District has reinvested the funds. District Manager Walker and Treasurer Coria have continued to consider various investment options to maintain the safety of the investments and to receive the best rate possible and continue the laddering of the investments.

**LEGAL COUNSEL'S REPORT**

**License Agreement with City of Lakewood Urban Parks for Use of Fire Hydrants**

**R-21-011 RESOLVED**, upon motion by Treasurer Coria, seconded by Vice-Chairman Johnson, and unanimously carried, authorizing the Chairman to sign the License Agreement with City of Lakewood Urban Parks to establish a permanent fire hydrant permit and imprest deposit to cover maintenance and repair of two fire hydrants that will be used by the City of Lakewood Parks Department. The City of Lakewood has been using two hydrants in their parks to fill water trucks. The constant use of the hydrant has contributed to excessive wear and tear of the hydrants. The District would like to issue a permanent Fire Hydrant Permit to the City of Lakewood Urban Parks and collect an imprest deposit to cover any additional maintenance and repair of the fire hydrants.

**DISTRICT MANAGERS REPORT**

**Petition for Unification Agreement- 9885 W. Wesley Avenue- Scott Waneka**

**C-21-003 CONCURRENCE.** The Board concurred and gave direction that Legal Counsel Dykstra draft the Unification Agreement for 9885 W. Wesley Avenue so that the property owner may connect an additional building for a workshop to the water service connection.

Preceding this concurrence, Scott Waneka sent the District a request to connect his workshop to the water service connection at 9885 W. Wesley Avenue. According to the District's Rules and Regulations, Mr. Waneka would need to sign a Unification Agreement in order for the District to approve such a connection.

**Designate 2021 Representatives and Alternates to Other Agencies**

**R-21-012 RESOLVED**, upon motion by Director Hundley, seconded by Vice-Chairman Johnson, and unanimously carried to accept that the representatives and alternates to other agencies will be updated as shown on the chart, “2021 Designation of Representatives and Alternates to Other Agencies,” which is attached hereto and made a part of the record. This action also designates Chad Weaver as the Operator in Responsible Charge for the District. District Engineer Fix will become the Second Operator in Responsible Charge and back up Mr. Weaver if needed.

**Merit Increase for Systems Administrator Weaver**

**R-21-013 RESOLVED**, upon motion by Treasurer Coria, seconded by Director Hundley, and unanimously carried that Systems Administrator Weaver receive a salary increase and merit bonus for completing the necessary Class 3 Water and Wastewater certification to become the Operator in Responsible Charge (ORC) for the District. The ORC duties will add and elevate additional responsibility to Mr. Weaver’s job description and scope of work. The monthly salary rate increase is based on and in alignment with external fees for this type of work. District Manager Walker will work with Treasurer Coria to revise the System Administrator Job Description and Job Title to add the additional duties of the ORC. The Class 3 Water and Wastewater certification will require additional training units/continuing education to keep the certifications up to date.

Preceding this action, District Manager Walker reported that Mr. Weaver has successfully completed the certification and training on his own and felt that the completion of the certification will greatly assist Mr. Weaver in his duties as Systems Administrator and the added responsibility as ORC. The Board of Directors supports and promotes continuing education and training for District employees and was appreciative that Mr. Weaver took the time and initiative to complete the certification.

District Manager Walker presented the January 2021 Report of District Activities, a copy of which is attached hereto and made a part of the record.

**DIRECTOR’S REPORT – NONE**

**C-21-004 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**