

## PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON APRIL 12, 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

<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
	Chad A. Weaver	Systems Administrator/ORC

<b>Excused Absence:</b>	Samuel E. Hundley	Director
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### ACCEPTANCE OF MINUTES

**R-21-020 RESOLVED**, upon motion by Treasurer Coria, seconded by Vice-Chairman Johnson and unanimously carried that the Minutes of the Regular Meeting of March 8, 2021, were approved.

### CALL TO PUBLIC / PUBLIC PRESENTATIONS - NONE

### DISTRICT ENGINEER'S REPORT

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

**T-21-013 DISCUSSION** District Engineer Fix reported that the next O&M Meeting with the staff will be held on April 14, 2021 at 11:00 am at the District office.

#### Hodgson Park Water Line Phase 2 Project

**T-21-014 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 was scheduled for April 8, 2021 and has been completed. The City of Lakewood will need to accept the road work before final payment is made.

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

#### QualCorr Engineering to Perform Corrosion Control Testing at the Kallisto at the Bear Apartments

**T-21-016 DISCUSSION.** Per the Boards' direction at the March 8, 2021 Board meeting, the District has contracted with QualCorr to provide the resistivity tests and pipeline current mapping for the ten (10) locations in the Kallisto Apartment development. QualCorr performed the soil resistivity testing on April 7, 2021. Upon completion of the analyses, QualCorr will prepare a summary report outlying the findings of the testing, along with any recommendations for additional studies or corrosion control measures in the Kallisto Apartment development.

C&L Water Solutions will replace one valve in the complex to determine the condition of the bedding and poly-wrap on the pipe in that area. Systems Administrator, Chad Weaver, reported that Denver Water has offered their assistance to the District. A corrosion protection Engineer from Denver Water will come out to the site next week and conduct some pipe-to-soil potential measurements to detect any stray current in the soil, which could contribute to corrosion of the pipe.

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

**R-21-021 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 March 2021 was presented. A copy is attached hereto and made a part of the record.

#### Purchase of Central Square Enterprise Asset Management System Software

**R-21-022 RESOLVED,** upon motion by Director Larsson, seconded by Vice-Chairman Johnson and unanimously carried, that the contract agreement with Central Square Solutions be accepted and signed by Chairman Miller. The Board also authorized an interim ACH payment to be made to Central Square, in the amount of \$17,732.50, for the required deposit on the purchase of the Central Square Enterprise Asset Management software and to accept the receivables per the contract. The remaining \$13,942.50 will be paid upon project completion. The total cost of the Asset Management software for 2021 is \$31,285.00 including four user licenses. After the initial purchase, beginning in 2022, there will be an annual maintenance of \$850.00 per user license, plus 5% inflation annually, which includes software upgrades and support.

Additional costs for the project will include a \$400.00 ESRI Annual ArcGIS Online account fee to host the published map required by the Central Square Asset Management system. Computer hardware upgrades may include a \$400.00 RAM upgrade to the District Server. There is a possibility that the District may need more storage in the ESRI GIS system at a cost of \$100.00 per year. The Central Square Enterprise Asset Management software can integrate many of the O&M tracking processes, including the Operations and Maintenance program, GIS, tap permits and contractor's licenses into one system and can provide a progressive, streamlined approach to managing the data.

**TREASURER'S REPORT**

**Approval of Payment of Invoices and Payroll**

**R-21-023 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 \$73,349.82 was approved. A list is attached hereto and made a part of the record. Preceding this action, Director Larsson 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-21-024 RESOLVED**, upon motion by Vice-Chairman Johnson, seconded by Director Larsson and unanimously carried, that the Treasurer's Report based on unaudited financial reports as of March 31, 2021 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%. A Government Entity Security (GSE) was called and a Certificate of Deposit matured in March. Two callable Government Entity Securities were purchased in March. 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.

District Manager Walker reported that an additional \$200,000 GSE was purchased in April to invest tap fees of \$192,474.00 which were collected in 2020 and 1<sup>st</sup> Quarter 2021. As of March 31, 2021, the total accumulated balance of tap fees collected and invested is \$2,181,020.00 and is reported as part of the District's Investment Portfolio and reserve balance.

**LEGAL COUNSEL'S REPORT**

**T-21-017 DISCUSSION.** Legal Counsel Dykstra reported that he had worked with District Staff and Central Square to revise the Central Square Enterprises contract so that it is acceptable to the District.

From a legislative standpoint, Legal Counsel reported that to date, there have been 505 bills introduced, 80 bills killed. 34 signed and 391 bills are still alive. There may be 20-30 more bills introduced after the legislature finishes work on the Budget. Legal Counsel Dykstra noted that one bill of interest is an amendment to the Open Meetings Law that allows e-mails between Board members be permissible if the e-mails are non-substantive. At the end of the legislation session, Legal Counsel will provide a summary of the 2021 legislative issues.

**DISTRICT MANAGERS REPORT**

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

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**DIRECTORS REPORTS – NONE**

**C-21-007 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***