

PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BEAR CREEK WATER AND SANITATION DISTRICT, CONVENING ON FEBRUARY 14, 2022 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
Linda M. Larsson	Director
Samuel E. Hundley	Director

Also Present:

Jan C. Walker	District Manager/Board Secretary
Chad A. Weaver	Systems Administrator
Barney J. Fix, PE, PMP, VP	District Engineer, Merrick & Company
Russell W. Dykstra	Legal Counsel, Spencer Fane

Excused Absence: NONE

ACCEPTANCE OF MINUTES

R-22-005 RESOLVED, upon motion by Vice-Chairman Johnson, seconded by Treasurer Coria and unanimously carried that the Minutes of the Regular Meeting of January 10, 2022 were approved.

CALL TO PUBLIC / PUBLIC PRESENTATIONS-NONE – 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.

DISTRICT ENGINEER'S REPORT

2021 Field Operations and Maintenance (O&M)

T-22-006 DISCUSSION District Engineer Fix reported that the next O&M meeting is scheduled for March 16, 2022 at 11:00 a.m.

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DISTRICT ENGINEER'S REPORT [CONTINUED FROM PAGE 1]

Hodgson Park Phase 3

T-22-007 DISCUSSION This project is Phase 3 of the Morrison/Hodgson Park project which runs a 12-inch water line from S. Garland Court to the Garrison Street meter. It will require crossing two lots on S. Garland Court along the common lot line and then crossing S. Garrison Street to the meter. The District Engineer has completed the design drawings and they will be submitted to the City of Lakewood and Denver Water. The existing line in Garland Ct. will need to be replaced using a pipe bursting method. It is most likely that the water line will be removed and replaced in the same trench across S. Garrison Street.

Garland Court Sanitary Sewer Line Connection

T-22-008 DISCUSSION The Garland Court sanitary sewer connection project is a project the District has been trying to do for the past 18-20 years. This connection would connect at S. Garland Court and West Cornell Place, then run north into the City of Lakewood Park open space and connect to the Metro Water Recovery sewer line. This connection would alleviate high flows of sewage from South Cornell Place to S. Kipling Street, near the Victoria Village townhomes subdivision. District Engineer Fix has a conceptual plan of the location of the proposed sewer line.

Merrick and Company has completed a survey of this alignment to the Metro Water Recovery (Metro) sewer line. The survey showed that the Metro sewer manhole does not lie within Metro's easement and it is not adjacent to the City of Lakewood parcel. The District Engineer has contacted the City of Lakewood to determine how to begin the application and approval process with the City of Lakewood and the Jefferson County joint Open Space Committee to gain an easement for the sanitary sewer line.

Balsam Street Development

T-22-009 DISCUSSION District Engineer Fix reported that he had received the third submittal of water plans and the first submittal of the sanitary sewer plans for the development at 3522 S. Balsam St. and he has returned them to the developer with comments. Once the comments are returned and accepted on the water submittal, the developer can submit their plans to Denver Water.

Acceptance of the District Engineer's Report

R-22-006 RESOLVED, upon motion by Treasurer Coria, seconded by a 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 2022 was presented. A copy is attached hereto and made a part of the record.

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Presentation of the Central Square Enterprise Asset Management System- Chad Weaver, Systems Administrator

T-22-010 Chad Weaver gave a presentation and demonstration of the Central Square Asset management system. He stated that the goals of the software were to integrate all O&M functions into a “one stop shop” software platform, increase asset information and record retention, improve asset management and search capability, improve inspections experience, and allow office staff to quickly access all O&M data in an electronic environment. Chad presented a software demonstration of licensing and permitting, GIS mapping, data queries, work order function, asset inventories, document management, and tablet field inspections.

TREASURER’S REPORT

Approval of Payment of Invoices and Payroll

R-22-007 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 \$84,511.83 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-22-008 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 January 31, 2022 was accepted as presented. A copy is attached hereto and made a part of the record.

Preceding this action, District Treasurer Coria reported that the Federal Funds Rate is unchanged and remains at 0 to 0.25%. One Treasury Note with a four-year maturity was purchased in January. 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 investment portfolio.

LEGAL COUNSEL’S REPORT

T-22-011 DISCUSSION Legal Counsel Dykstra is following legislative issues as they apply to the District and will have more to report at a later date.

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DISTRICT MANAGER'S REPORT

District Manager Walker presented the January 2022 Report of District Activities, a copy of which is attached hereto and made a part of the record.

2022 Board of Directors Election

T-22-012 DISCUSSION District Manager Walker has received the self-nomination forms from Directors Larsson, Johnson and Coria for the May 3, 2022 Board of Directors election. However, Barbara Coria has announced that she will retire from the Board by July 2022. Once Barbara Coria retires and resigns from the Board, the District will need to appoint another Board member to fill the Treasurer position.

DIRECTORS REPORTS - NONE

C-22-002 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