

## PROCEEDINGS

**Minutes of the Regular Meeting of the Board of Directors of Bear Creek Water and Sanitation District, Convening on January 13, 2025, at 7:00 pm. The meeting was held at the District Office at 2517 South Flower Street, Lakewood, CO 80227**

### Call to Order

**Presiding:** Chairman Miller

### Roll Call

**Present:**

Dale L. Miller, President and Chairman  
Neal A. Johnson, Vice President and Vice Chairman  
J. Barry Ebert, Director  
Linda M. Larsson, Director  
Samuel E. Hundley, Treasurer

**Excused Absence:** None

**Also Present:**

Jan C. Walker, District Manager/Board Secretary  
Andrew George, Assistant District Manager  
Wade B. Wheatlake, P.E., District Engineer, Merrick & Company  
Laura Heinrich, Legal Counsel, Spencer Fane

### Acceptance of Minutes

**R-25-001 RESOLVED**, upon motion by Vice Chairman Johnson and seconded by Director Ebert and unanimously carried that the Minutes of the Regular Meeting of December 9, 2024, were approved.

**Call to Public/Public Presentations:** No members of the public attended the meeting or requested the Zoom meeting link.

### District Engineer's Report

#### **2024 Field Operations and Maintenance (O&M)**

**T-25-001 DISCUSSION.** C&L Water Solutions has completed 100% of the 2024 valves, manhole and fire hydrant inspections to date and has completed 49% of the Grease Trap inspections. C&L has also been working on the Cured-In Place Pipe and lining of the 2022-2023 priority items which are follow up items from the sanitary sewer inspection videos.

#### **Balsam Street Development**

**T-25-002 DISCUSSION.** District Engineers have signed off on the initial acceptance for the water so that Denver Water will be able to begin their plan review. Denver Water will have final approval on the location of the water main installation. The sewer plans are acceptable. District Engineers have requested the four (4) final hard copy sets of the sewer plans.

In 2022, District Engineer Fix verified with the owner that these five (5) buildings are not for sale units. If the units were to be for sale, the District would require separate sanitary sewer services for each unit. At the April 11, 2022, Board Meeting, Legal Counsel Dykstra recommended that the District record a notice against the property that if the apartments were ever sold to individual owners, each unit would be required to install separate water and sewer services. District Engineer Fix had a phone conversation with the developer referencing previous discussions and agreements with CDOT in 2019, regarding the location to install a water main in the CDOT rights-of-way.

As of October 14, 2024, the developer has submitted the sewer easement and the legal description for review. District Engineer Wheatlake asked for a status update and schedule for the project and the developer indicated that they have plans ready to submit to Denver Water and they are finishing up the plat through Jefferson County. District Engineers have received the signed sanitary sewer easement from the developer. The sanitary sewer easement will be sent to Legal Counsel for review and acceptance at the January 13, 2025 Board meeting.

The District received the sanitary sewer easement agreement and legal description for the project. After both engineering and legal review, the District Engineer finds the easement to be acceptable and recommends the board approve and record.

### **Wildfire Planning Redundancy Study**

**T-25-003 DISCUSSION.** District Engineers have prepared a write up of the redundancy of the District's interplay between zones when the primary water feeds have been disabled. Merrick has updated their water model to include the new water line that was installed along Morrison Road and Hodgson Park. The Engineers have gathered information from neighboring districts (Green Mountain, Lakehurst and Bancroft-Clover) to determine how BCWSD could be assisted (or give assistance) when an emergency occurs. District Engineers have also run hydrant flow tests for the newest water line in Morrison Road which was verified with the District's water model and will help the District know how connections can help in servicing other zones in the District. The model was verified for the District Engineers to look into the zones and connections.

The District will be setting up a meeting with Denver Water regarding emergency connections from Green Mountain Water and Sanitation District to determine what Interconnect Agreements between other districts need to be in place. District Engineer Wheatlake handed out the draft report for Board review at the January 8, 2024 Board meeting.

The Board had an in-depth review and discussion of the draft report for the Wildfire Planning Redundancy Study at the April 8, 2024 Board meeting. District Engineer Wheatlake will look at the placement of fire hydrants in the high-risk areas to see if the District should plan on a future capital improvement project to add additional fire hydrants to assist in fire protection. The District and Merrick had a productive meeting with West Metro Fire Department discussing the District's efforts towards providing enough water during a fire event and water source outage. We discussed some of their operations and procedures for fighting an overland or neighborhood fire.

District Engineers have reviewed the model and report to refine the site locations for the interconnect pump system needed to boost pressures in the two pressure zones. After the discussions with the fire department, the District will need to avoid crossing roadways with hoses or pipes to maintain evacuation routes. District Engineers are investigating using existing or installing new hydrants as a potential option with routing the temporary interconnects.

The Board has asked the District Engineer to expedite this process and to also possibly investigate setting up a real-life scenario type of exercise coordinated with West Metro Fire and Rescue in order to ensure adequate preparation in the event of a wildfire within the boundaries of the District. District Engineer Wheatlake will continue researching into possible hydrant additions to help facilitate usage for West Metro Fire upon their recommendation due to existing pressure zones.

**Analysis of the Condition of 16"/18" Water Transmission Mains**

**T-25-004 DISCUSSION.** District Engineers completed the exploratory analysis starting with the “potholing” and observation of the 16"/18" transmission water main that runs along the Hampden Frontage Road, Estes Street and Dartmouth Avenue. District Engineers have asked C&L Water Solutions for pricing to perform 5-7 “pothole” locations along the water transmission corridor. District Engineer Wheatlake is developing and identifying priority areas and segments within the entire water and sewer system as an extension to this task.

The draft report was presented to the Board at the March 11, 2024 Board meeting by District Engineer Wheatlake. The investigation was good, and the District Engineers found no evidence of visible deterioration. The soils investigation found non-corrosive soil and no groundwater at the bury elevation of the transmission main. Visible evaluation found no signs of pitting because of corrosive soil or any other signs of damage or wear. District Engineer Wheatlake recommends that future investigations be performed about every five years in different locations on the pipe to assess the condition of the pipe, as long as two or more breaks don't occur on any of the segments of the pipe. If two or more water breaks occur on any segment of the pipe, a plan to replace the alignment on that segment of the pipe would be put in place. District Engineers will also develop a priority list to determine what sections of pipes need to be identified for future replacement with construction cost estimates for a multi-year replacement program. District Engineers are also looking at alternating areas of the District for construction to avoid being in one area for multiple years. The rankings consider information on the system including the diameter of pipe, age, and material, as well as incorporating priorities identified in the Master Plan update. District Engineer Wheatlake distributed maps showing the location of the water and sewer priorities at the Board meeting. He will furnish the associated memos at the January 13, 2025 Board meeting.

District Engineer Wheatlake will begin design for both water and sewer future replacements according to their recently created priority list. District Engineer has composed a list of potential replacements based on longevity, break history, etc. This will include scheduling both survey and Subsurface Utility Investigations (S.U.E).

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

**R-25-002 RESOLVED** upon motion by Treasurer Hundley and 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 December 2024 was presented. A copy is attached hereto and made a part of the record.

**R-25-003-RESOLVED**-upon motion by Director Ebert and seconded by Vice Chairman Johnson and unanimously carried to authorize Board Chairman to sign the sanitary sewer easement and legal description for the 3523 Balsam St. project.

## Treasurer's Report

### Approval of Payment of Invoices and Payroll

**R-25-004 RESOLVED**, upon motion by Director Larsson seconded by Director Ebert and unanimously carried, the payment of invoices and payroll presented in the amount of **\$174,859** was approved. A list is attached hereto and made a part of the record.

Preceding this action, District Manager Walker reported that upon Treasurer Hundley's review of the checks, Automated Clearing House (ACH) payments and payroll on December 31, 2024, he found them to be in order for approval by the Board.

### Approval of Treasurer's Report

**R-25-005 RESOLVED**, upon motion by Vice Chairman Johnson, seconded by Director Larsson and unanimously carried, that the Treasurer's Report based on unaudited financial reports and including the Budget-to-Actual report, as of December 31, 2024, was accepted as presented. A copy is attached hereto and made a part of the record.

Preceding this action, Treasurer Hundley reported that a FHLB Government Sponsored Entity (GSE) was called, and another FHLB Government Sponsored Entity (GSE) matured. Treasurer Hundley also reported that two Treasury notes were purchased during the month. District Manager Walker and Treasurer Hundley will continue 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. Treasurer Hundley also gave a detailed review of the December 31, 2024, Budget-to-Actual report.

### Legal Counsel's Report -NONE

### District Manager's Report

District Manager Walker presented the December 2024 Report of District Activities, a copy of which is attached hereto and made a part of the record.

### 2024 Total Water and Sanitary Sewer Taps Issued

**T-25-005 DISCUSSION** As indicated on the end of year Tap Sales Report for 2024 that is included in the Board packet, one (1) new water permit and no (0) new sewer permits were issued in the 4<sup>th</sup> quarter.

In 2024, three (3) physical water tap permits were issued for 2 single family residential homes and one commercial tap (City of Lakewood restroom) which are equivalent to **5 SFREs** ( 1 SFRE credit given for .75" commercial tap when City of Lakewood upgraded to 1.5" Tap, for MWR a commercial .75" tap is equal to 2 SFRE.

### **NOTE: SFRE= Single Family Residential Equivalent**

As of December 31, 2024, the number of SFRE water taps in the District is **4,168** and sanitary sewer SFRE is **8,617**.

**Directors Reports**

**District Manager Performance Review**

**T-25-006 DISCUSSION.** Board discussion and review of District Manager Walker's 2024 performance and compensation for 2025.

**Adjournment**

**C-25-001 CONCURRENCE.** Nothing further being presented to the Board, Chairman Miller declared that the meeting be adjourned.

***Signed:***

**Dale L. Miller, President and Chairman**

***Attest:***

**Jan C. Walker, Secretary, Board of Directors**