

PROCEEDINGS

Minutes of the Regular Meeting of the Board of Directors of Bear Creek Water and Sanitation District, Convening on August 12, 2024, 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
Neil 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
Laura Heinrich, Legal Counsel, Spencer Fane
Wade B. Wheatlake, P.E., District Engineer, Merrick & Company

Present on Zoom: Robert Casaceli, Peaks Investment Management

Acceptance of Minutes

R-24-037 RESOLVED, upon motion by Vice Chairman Johnson and seconded by Director Ebert and unanimously carried that the Minutes of the Regular Meeting of July 8, 2024, were approved.

Call to Public / Public Presentations: Robert Casaceli with Peaks Investment Management was present on a zoom call to discuss the District's investment strategy.

District Engineer's Report

2024 Field Operations and Maintenance (O&M)

T-24-062 DISCUSSION. C&L Water Solutions has started working on the 2024 O&M contract inspections. C&L Water Solutions has completed 100% of the valves and manhole inspections. C&L has completed 100% of the 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. There is an O&M meeting scheduled for the Board and Staff on Wednesday, July 31, 2024 at 11:00 at the District office.

Garland Court Sanitary Sewer Line Connection

T-24-063 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. The District has received approval from Metro Water Recovery that they will allow the connection to their manhole. The District has received a sewer line easement from the City of Lakewood and it has been recorded with the Jefferson County Clerk and Recorder, Reception No. 2023015137. The sanitary sewer plans for the project have been accepted by the City of Lakewood.

At the April 10, 2023 Board meeting, the Board awarded the contract for the project to Diaz Construction in the amount not to exceed \$211,292 and authorized the District Manager to approve up to 10% in change orders. The pre-construction meeting with Diaz Construction was held on May 16, 2023 at 10:00 a.m. at the District office. All work has been completed including the two sewer services that have been installed, along with an additional manhole on the new alignment. Installation is complete and testing of the sewer pipe and manholes still needs to be completed as of June 30, 2024. A final walkthrough was conducted with Diaz and punch list items issued, including testing, providing redline drawings, and acceptance by City of Lakewood for the asphalt. C&L Water Solutions has tested the tracer wire test stations. The survey points have been provided. District Engineers will finalize the as-built drawings for the project and update GIS and master maps. District Engineers are still waiting for the manhole vacuum test for SSMH1.2 to be grouted and retested.

Balsam Street Development

T-24-064 DISCUSSION. District Engineers have signed off on the Denver Water initial acceptance for the water so that Denver Water will 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.

Previously, District Engineer Fix had reported that he had received the 4th submittal for water and a 2nd submittal for the sanitary sewer and that they are being reviewed for the development at 3522 S. Balsam St. There are some comments on the sewer plans regarding Jefferson County’s requirement for landscaping around the buildings. District Engineer Fix had also asked for verification from 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. 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. District Manager Walker reached out to the Developer in late 2023 for status on the project. Nate Peterson replied that the plans were currently going through Denver Water’s review. District Engineer Wheatlake also introduced himself and will be working with the developer’s engineers regarding future comments on the plans. District Engineer Wheatlake reached out for a status update and information on what they have been submitting through Denver Water. Mr. Wheatlake will be reaching out to the developer for a status update monthly.

Bear Creek Filing 9

T-24 065 DISCUSSION. The Bear Creek Filing 9 development is located north of Morrison Road and West of S. Kipling Parkway, near the Bear Creek golf course in Jefferson County. The Bear Creek Filing 9 development engineer contacted District Engineer Wheatlake with a status update on the project. They will modify the plans from a multi-family to a single-family development that will likely impact the alignment of the overall site and proposed utilities. That will require resubmittal of the plans, which given the duration of the last contact from August 2023 would have been required.

Wildfire Planning Redundancy Study

T-24-066 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 good 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.

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

T-24-067 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 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 soils and no groundwater at the bury elevation of the transmission main. Visible evaluation found no signs of pitting as a result 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. 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.

Acceptance of the District Engineer’s Report

R-24-038 RESOLVED, upon motion by Vice President Johnson and seconded by Treasurer Hundley and unanimously carried, that the District Engineer’s Report be accepted.

Preceding this action, the District Engineer’s report of activities for July 2024 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-24-039 RESOLVED, upon motion by Vice Chairman Johnson, seconded by Director Larsson and unanimously carried, the payment of invoices and payroll presented in the amount of \$179,348 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 July 31, 2024, he found them to be in order for approval by the Board.

Approval of Treasurer’s Report

R-24-040 RESOLVED, upon motion by Director Ebert, seconded by Vice Chairman Johnson, and unanimously carried, that the Treasurer's Report based on unaudited financial reports and including the Budget-to-Actual report, as of July 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 Treasury Note matured and a Treasury Note and a FHLB GSE was purchased. The District also renewed a Certificate of Deposit in July. 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 July 31, 2024 Budget-to-Actual report.

Legal Counsel’s Report

Sewer Backup at 10668 W. Cornell Place

R-24-041 RESOLVED, upon motion by Treasurer Hundley, seconded by Vice Chairman Johnson, and unanimously carried, to authorize Legal Counsel Heinrich to draft a letter to Green Mountain Water and Sanitation District and American West Construction about the sewer backup at 10668 W. Cornell Place on July 23, 2023.

District Manager’s Report

District Review of Cybersecurity Upgrades for Colorado Special Districts Property and Liability Pool Insurance Coverage

T-24-068 DISCUSSION District Manager Walker presented a summary report of what the District has done to respond to Cyber Security recommendations from the Netdiligence Cyber Assessment performed in 2022, including the next steps that will need to be taken in the next 12 months regarding cyber security. The discussion also included the District’s current exposure to Personally Identifiable Information (PII). District Manager Walker also included the Bear Creek Water and Sanitation District’s Disaster Recovery and Business Continuity Plan and the District’s Cybersecurity Incident Response Plan for Board review and discussion.

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

Directors Report

Denver Distributors Forum Liaison (DFL) Meeting

T-24-069 DISCUSSION. Director Larsson reported that she and District Staff attended the virtual Denver Water Distributors Forum on July 16, 2024. Ms. Larsson brought up several points of discussion from the forum to discuss, including changing standards of chlorination and water loss recording mechanisms being adopted by Denver Water and the legislative change for backflow testing to be performed by a licensed plumber. This legislation has been put on hold until May 2025 since there are a limited number of licensed plumbers available to perform backflow testing.

Adjournment

C-24-010 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