

PROCEEDINGS

Minutes of the Regular Meeting of the Board of Directors of Bear Creek Water and Sanitation District, Convening on October 14, 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

J. Barry Ebert, Director

Linda M. Larsson, Director

Samuel E. Hundley, Treasurer

Present on Zoom: Neil A. Johnson, Vice Chairman

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-24-046 RESOLVED, upon motion by Director Larsson and seconded by Director Ebert, and unanimously carried that the Minutes of the Regular Meeting of September 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-24-078 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.

District Engineer Wheatlake reported that the open to bid for the 2025 Operations and Maintenance Contract is scheduled for October 24, 2024 at 10:00 a.m. at the District office. The O&M contract is sent out to bid every five years.

Garland Court Sanitary Sewer Line Connection

T-24-079 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 South 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. The Board stated their concerns about the timeline of the project and would like to see the project finished in 2024.

Balsam Street Development

T-24-080 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.

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 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. 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 product and the developer indicated that they have plans ready to submit to Denver Water and they are finishing up the plat through Jefferson County.

Bear Creek Filing 9

T-24 081 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 project has been updated from 40 multi-family units to 22 single-family lots which mostly modified an access drive into the new street and fire hydrant placements. Revised construction plans and utility study have been submitted and comments returned to the engineer. The water and sewer main alignments haven't changed much since the plans from the previous plans.

Wildfire Planning Redundancy Study

T-24-082 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.

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

T-24-083 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 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.

Acceptance of the District Engineer's Report

R-24-047 RESOLVED upon motion by Treasurer Hundley and seconded by Director Ebert and unanimously carried, that the District Engineer's Report be accepted.

Preceding this action, the District Engineer's report of activities for September 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-24-048 RESOLVED, upon motion by Director Ebert, seconded by Vice Chairman Johnson and unanimously carried, the payment of invoices and payroll presented in the amount of \$134,305 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 September 30, 2024, he found them to be in order for approval by the Board.

Approval of Treasurer's Report

R-24-049 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 September 30, 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 FHLMC Government Sponsored Entity (GSE) and a CD matured. A Treasury Note and a CD were purchased in September. 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 September 30, 2024 Budget-to-Actual report.

BUDGET COMMITTEE

Schedule the Public Hearing for the Proposed 2025 Annual Budget and Notice of Rate Increase Discussion on November 11, 2024 at 7:00 p.m.

C-24-12 CONCURRENCE. The Board members reached concurrence to schedule the public hearing for the 2025 Proposed Budget and Notice of Rate Increase Discussion to be set for November 11, 2024 at 7:00 p.m. at the District office.

Preceding this action, District Manager Walker presented Draft 1 of the 2025 Proposed Budget to the Board. Ms. Walker explained that the first draft of the 2025 budget was required by statute to be presented to the Board of Directors by October 15, 2024. The Notice for the Budget Hearing for the 2025 Proposed Annual Budget and Proposed Utility Rate Increases has been published. District Manager Walker has also posted the 30-Day Notice for the potential utility rate increase discussion at the November 11th Board meeting on both the District and the Special District Association (SDA) websites.

INSURANCE COMMITTEE

Adopt Sanitation Maintenance Warranty Deductible Program for 2024

R-24-050 RESOLVED, upon motion by Director Ebert, seconded by Director Larsson and unanimously carried, to adopt the Sanitation Maintenance Warranty Deductible Program for 2025 and authorize Chairman Miller to sign the Colorado Special District Property & Liability Pool insurance endorsement form.

Preceding this action, District Manager explained that the District is eligible to receive a 33% Discount on their Liability Insurance premium since the District inspects and cleans the District owned sewer lines every three years.

Legal Counsel's Report

T-24-084 DISCUSSION. Legal Counsel Heinrich reported on some follow-up items from the August Board meeting including a brief update on the sewer back-up at 10668 W. Cornell Place that occurred in 2023. Ms. Heinrich also addressed the issue of supplying banks with personal information for District employees to be signers on CDs on behalf of the District. Ms. Heinrich will perform additional research and provide information at the November Board Meeting.

District Manager's Report

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

Delinquent Accounts that will be Certified to Jefferson County for Collection by October 31, 2024

R-24-051 RESOLVED, upon motion by Vice-Chairman Johnson, seconded by Director Ebert and unanimously carried, to authorize Chairman Miller to sign the Resolution to certify 2024 delinquent sewer utility accounts to the Jefferson County Treasurer for collection along with property taxes in 2025. The utility accounts with balances of \$150 or more that are six months in arrears at the time of certification meet the requirements for this statutory method of collection. Those accounts that are not paid by October 21, 2024, will be certified for collection and liens will be recorded against those properties.

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R-24-052 RESOLVED, upon motion by Vice-Chairman Johnson, seconded by Director Ebert and unanimously carried that the meeting be continued to Monday, October 28, 2024 at 5:30 p.m.

Signed:

Dale L. Miller, President and Chairman

Attest:

Jan C. Walker, Secretary, Board of Directors