

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
OCTOBER 11, 2023

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held October 11, 2023, in-person at the District office. The meeting was presided over by Board President, Mike Doak. Board Secretary Danny Sweeney was present to record the minutes.

Members present:

Mike Doak	President
Tom Ryszkowski	Vice-President
Danny Sweeney	Secretary/Treasurer
Victor Sanchez	Director
Kathy Laurienti	Director

Also present:

Allison Ulmer	Attorney
Mike Barrett	Metro Representative
Mitch Terry	District Manager

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS -

Director Doak opened the Public Comments agenda item with the announcement of the Board Certifications of Delinquent accounts.

No one from the public joined the meeting.

Director Laurienti asked how long does a customer go before they are sent to Adams County for collection and does it go on their property tax?

Mr. Terry said that Adams County requires an account to be in arrears for a minimum of six months and more than \$150 then it is applied to the owner's property tax to be paid in 2024.

Director Doak made a motion to adopt the following resolution:

RES # 26-23 WHEREAS, the Crestview Water and Sanitation District ("District") operates pursuant to the Special District Act, § 32-1-101, C.R.S., et. seq. within a part of Adams County, Colorado; and

WHEREAS, the District has adopted rates, fees, tolls, penalties, assessments and charges for water and/or sewer services furnished, or to be furnished by the District, including but not limited to charges for availability of such service; and

WHEREAS, the District is authorized by Section 32-1-1101(1)(e), C.R.S., and the District's Rules and Regulations to collect such delinquent fees and charges by certification to the County Treasurer; and

WHEREAS, proper notice of the public meeting at which this Resolution is being adopted has been given to the property owner or owners and all affected parties; and

WHEREAS, the adoption of this Resolution will serve a public purpose and promote the health, safety and general welfare of the inhabitants of the District and the people of the State of Colorado.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crestview Water and Sanitation District, Adams County, Colorado that:

The District hereby certifies to the Adams County Treasurer that the delinquent accounts listed on Exhibit A (as attached hereto and incorporated herein by this reference) are fees, rates, tolls, penalties, charges or assessments levied solely for water and/or sewer service, including availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account.

That the District hereby requests that the Adams County Treasurer collect the delinquent accounts at the earliest possible date in the same manner as property taxes pursuant to Section 32-1-1101(1)(e), C.R.S., and add to such amount an additional penalty to be paid by such property owner or affected party to defray the costs of collection.

If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the District Board.

Director Ryszkowski seconded the motion.

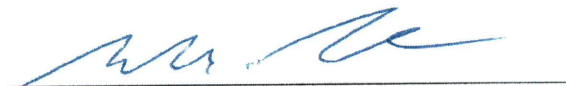
AYES: Directors Doak, Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted this 11th day of October, 2023.

CRESTVIEW WATER AND SANITATION DISTRICT

By



Mike Doak, Chairman

Attest:



Danny Sweeney, Secretary/Treasurer

EXHIBIT A

<u>Address</u>	<u>Amount Delinquent</u>
4160 W. 64 th Avenue, Arvada, CO 80003	\$591.97
6952 Mariposa Street, Denver, CO 80221	\$807.79

METRO REPORT – MIKE BARRETT

Mr. Barrett stated that the finance team discussed the 2024 Cost of Living increases for all employees. Mr. Barrett indicated that Metro passed a 5% across the board cost of living increase.

Director Doak asked if Mr. Barrett voted and if he did, how did he vote.

Mr. Barrett stated that he voted yes.

Mr. Barrett stated that Metro is also hiring for several positions. Minimum pay is \$26/hour or \$56,000 per year.

MINUTES FOR APPROVAL, SEPTEMBER 6, 2023

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the September 6, 2023, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the September 6, 2023, meeting of the Board were accepted as presented.

MINUTES FOR APPROVAL, SEPTEMBER 27, 2023 BUDGET COMMITTEE MEETING

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the September 27, 2023, Budget Committee meeting.

There being no corrections, deletions or additions, the Minutes for the September 27, 2023, budget committee meeting were accepted as presented.

DISTRICT MANAGER'S REPORT – MITCH TERRY

PUBLIC HEARING TO PROVIDE LIENS TO ADAMS COUNTY FOR COLLECTIONS-

Each November 1st, Crestview is to supply a list of water/sewer accounts that are delinquent more than 6 months and owing more than \$150 to Crestview to Adams County for collection to be added to the property tax of each account. Each year during the October meeting of the Board, the Board will set aside time on the Agenda for any customers who are in arrears with Crestview and are on the lien list to dispute the need for a lien to be assessed on their property taxes by Adams County in the next calendar year.

A resolution is included in the Board packet which needs to be provided to Adams County for the collection of these fees.

OCTOBER BIRTHDAYS-

Happy October birthday to Lucas Gonzales in maintenance.

NEW EMPLOYEE, SHAWN SCHMIDT-

Eddie Torgersen left Crestview on September 21st leaving a vacancy in the maintenance department. Shawn Schmidt will join our staff on October 9th. Welcome to Crestview, Shawn!

2024 PROPOSED BUDGET-The Crestview Water & Sanitation District held the 2024 Budget Committee meeting on September 27, 2023. The Committee was read the 2024 Budget Report detailing the first eight months of actual expenditures and revenues for 2023 and the anticipated expenditures and revenues for the remainder of 2023. The anticipated revenues and expenditures for 2024, details of operations and maintenance, proposed water main and sewer main rehabilitations & replacements and capital improvements were then examined. Two budgets were presented during the meeting: a non-Prop HH budget and a voter approved Prop HH budget. The voter approved Prop HH budget includes a 3% water and sewer increase due to the lowered property tax allowance for Crestview in 2024. After examining the two proposed 2024 Budgets, the Committee determined that the two proposed 2024 Budgets were acceptable to be presented for a first reading at the October 11, 2023 regular meeting of the Board of Directors.

Director Doak stated that the Budget Committee chose to provide the Board with the Proposed Proposition HH draft 2024 Budget that includes a 3% rate increase for both water and sewer for 2024.

2024 BUDGET PUBLIC HEARING-The 2024 Budget public hearing is scheduled for October 25th at 5:30 PM at Crestview's office. The hearing notice was published in the Westminster Window in the September 7th & 14th editions.

NOTICE OF REGULAR MEETING SCHEDULE FOR 2024-In your packet you will find the Notice of Regular Meeting schedule for 2024. Our Rules and Regulations state that regular meetings of the Board are to be conducted on the second and fourth Wednesday of January, August, September and October, and from March through July, November and December, the Board shall meet once a month on the second Wednesday of each month unless posted otherwise. In years with District elections, the meeting will be held on the third Wednesday of May. I have moved the June 12th meeting to June 19th to allow for the Board to attend the 2024 American Water Works Association (AWWA) conference the second week of June. The AWWA conference is June 10th-13th. I also moved the first September meeting to the third week to avoid conflicting with the annual SDA Conference. The 2024 SDA Conference will be September 10th-12th. A copy of the resolution has been provided in your packet.

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 27 – 23 BE IT RESOLVED THAT the Board of Directors of the Crestview Water & Sanitation District adopt the following schedule for regular meetings during 2024:

NOTICE OF REGULAR MEETING

Notice is hereby given that the regular meetings of the Crestview Water and Sanitation District Board of Directors for 2024 will be held at 7145 Mariposa Street at 5:30 PM on:

January	10, 2024 24, 2024	July	10, 2024
February	14, 2024	August	14, 2024 28, 2024
March	13, 2024	September	18, 2024 25, 2024
April	10, 2024	October	9, 2024 23, 2024
May	8, 2024	November	13, 2024
June	19, 2024	December	11, 2024

AND BE IT FURTHER RESOLVED THAT notice of meetings be posted at all required locations.

Director Doak seconded the motion.

AYES: Directors Doak, Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted this 11th day of October 2023.

MULTIPLE WATER MAIN BREAKS-

On September 14th, Crestview’s water distribution system experienced an over pressurization due to a pressure reducing valve (PRV) failing in the open position that caused a total of ten water main breaks in a four-day period. Crestview’s maintenance crew and Crestview’s pipeline crew worked different water breaks to return the district to normal operating conditions as swiftly as possible. There was a considerable amount of mud deposited on the streets of Warren Drive, Ruth Way, Larsh Drive and Avrum Drive from 72nd avenue to 68th avenue. Our maintenance team is working to clean the streets of the mud when not in the process of asphalt patching the streets from these breaks. Of the eleven water breaks, there were 6 holes and 4 splits. Crestview had another water break on Kalamath street on Friday, September 29th that was a 6’ split and was caused by water hammer from the fire department operating one of our fire hydrants too fast causing a water hammer.

Before these breaks, Crestview only had 16 total breaks in 2023 with the total now being 27.

On Thursday, October 5th, Fire Chief Patterson of Adams County Fire and Rescue along with Fire Marshal, Whitney Even met with Crestview maintenance superintendent Jessen Eckert and me to review how the fire fighters on scene created the water hammer ultimately causing the water main break on Kalamath Street on October 3rd. After a very productive conversation, Chief Patterson and Marshal Even understood the reason the water hammer occurred and took responsibility for their response team’s adrenaline rush to put out the fire at Spirit World at 7150 Pecos Street. They indicated that they would implement new training to emphasize the proper speed at which fire hydrants need to be safely operated. Fire Chief Patterson stated that their customers are our customers and our customers are their customers and they deserve the best of both services.

AWWA ACE 2024 ANNUAL CONFERENCE-

The 2024 AWWA conference is going to be in Anaheim, California June 10-13. I have requested of our office clerk, who moonlights as a travel agent, to make the arrangements. There was a \$7,396.74 deposit payment made on September 13th with the balance for the remaining \$13,274.76 due by April 20, 2024.

These costs are only for air and hotel. It does not include the AWWA conference registration fees, food or any incidentals.

The conference registrations will be set up and paid for in January of 2024. Travel days are June 9th and June 14th. No rental cars will be required as taxi or Uber will be a less expensive option.

WATER BREAK US 36 & ZUNI STREET-

As we have discussed in several of the last Board meetings, Crestview had a large water main break on a 10" water main in Zuni Street at the south sound wall of US 36 on November 16, 2022

On December 1st, Crestview's maintenance crew replaced a 45" section of 10" pipe to make the repairs. A 14" X 12" hole blew out of the east side of the water main. The 10" pipe has been returned to service.

During the January 25th meeting of the Board, Crestview's Board adopted a resolution to have BTrenchless bore a new 24" casing pipe under US 36 and insert a new 12" pvc water main inside the casing pipe for the bid price of \$420,261.00. Crestview's pipeline crew will perform the tie-ins at each end of the bore and will replace approximately 100 to 200 linear feet of water main to both the south and north of the new bore to eliminate old pipe from valve to valve in Zuni Street.

Crestview has received our contract documents from BTrenchless that includes the bid price and required performance bond, 5% retention and warranty period.

Denver Water was contacted to gain authorization for an emergency repair. Denver Water authorized the emergency replacement of both the 10" and 14" existing water mains under US-36.

Potholing has been performed and a corridor for the bore has been determined.

CDOT permit applications have been provided to CDOT and plans are being reviewed. This process is taking longer than expected.

Since the summer irrigation season is now upon us, we may need to decide to delay the project until October 2nd. The risk is that we will be utilizing the 10" main that we are replacing for a few more months. The bigger risk is running out of water if the 10" is taken offline during irrigation season.

UPDATE: A change order was provided to Crestview that is being reviewed by Crestview's engineer Clarice O'Hanlon to assure that the change order is justified. We anticipate the revised change order to be around \$23,000.

The project has not started as of October 5th. We are anticipating the project will start in October.

ADAMS COUNTY 70TH AVENUE, BROADWAY TO PECOS RECONSTRUCT PROJECT-

Nothing new to report.

Adams County hosted a progress meeting on May 4, 2023 to discuss the project.

Adams County's engineers have provided their 60% plans to Crestview. Crestview staff is planning on designing the replacement of the water main sections within 70th avenue that will need to be replaced prior to the start of the Adams County project.

There are two 8" water mains that will be impacted by this project. One water main runs in 70th avenue from Pecos Street east to Lipan Street and the other segment runs from Huron Street east to Kidder Drive of which both will need to be replaced prior to the commencement of construction of the Adams County project. Clarice O'Hanlon is designing the replacement and our pipeline replacement crew will be performing the replacements.

The Adams County project starting date is now on a temporary hold until financing is determined by Adams County staff.

CRESTVIEW'S 75TH ANNIVERSARY-

Nothing new to report.

Crestview's 75th anniversary is Sunday, June 30, 2024. The celebration will be held on Friday, June 28th from 11:00 to 1:00 at the maintenance facility at 64th & Pecos. We can have the District's maintenance vehicles on display and have one of the garages open for tours.

We have contracted with In-N-Out Burger to have their Cookout Truck provide our food. The cost for the truck is a minimum of \$2,000 with \$500 being a trip charge. The remaining \$1,500 would be for food. In-N-Out does not sell from this truck so the food is only provided by tickets that we would hand out to the attendees of the event. The contract minimum is for 153 meals for a total cost of \$2,106.50.

2023 WATER MAIN REPLACEMENT PROJECT-

The 2023 Water Main Replacement Project will consist of Alan Drive from 68th avenue north to 72nd avenue, Raritan Street from Jordan Drive north to 72nd avenue and Quivas Street from Raritan Street north to 72nd avenue. The water main replacements in Alan Drive, Raritan Street and Quivas Street are 100% complete. The total cost of the project came to \$790,980 for 4,622 linear feet calculating to \$171.13 per linear foot.

The pipeline crew has replaced the water mains in Julian Street from 68th avenue north to Mosko Court and 68th place from Julian street to Knox Court on an emergency basis due to the numerous water main breaks over the years that have caused flooding of some houses downhill of the water breaks. Denver Water has approved the emergency replacement of Knox Court from 68th avenue north to Mosko Court and Mosko Court from Julian Street to Knox Court. The pipeline crew is currently potholing to find the existing underground utilities.

The pipeline crew is also going to be replacing the water main in 70th avenue from Pecos Street east to Lipan Street then north on Lipan Street to 70th Place as part of the Adams County 70th avenue rehabilitation project this year.

3-HOUR TOUR?

I realized recently that some members of the Board haven't gone on the 3-hour tour of the District facilities that I provide as part of becoming a new member of Crestview's Board. Any takers?

Director Laurienti said that she was thinking about the tour one day last week.

Mr. Terry let the Board and Ms. Ulmer know that he can provide many different tours and that any of them can call him and setup a date and time.

DENVER WATER SEPTEMBER PURCHASE-

59,560,000 gallons

10-year average is 63,860,000 gallons makes for a 6.8% drop in water purchase over the last 10-year avg.

WATER SOLD IN SEPTEMBER-

65,836,000 gallons

10-year average is 68,000,000 gallons

LEGAL REPORT – ALLISON ULMER

Ms. Ulmer stated that she had nothing new to report.

BILLS –

Director Sanchez made a motion to adopt the following resolution:

RES # 28 - 23 – BE IT RESOLVED THAT Bills be paid.

Director Laurienti seconded the motion.

AYES: Directors Doak, Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted

NEW BUSINESS -

Director Sweeney asked if a replacement for the position of Office Clerk had been found.

Mr. Terry said yes, an offer was made and accepted by Courtney Salazar. Courtney is currently the Assistant Manager at the North Pecos Water & Sanitation District. As Assistant District Manager at North Pecos, Courtney has been performing most of the District Manager duties, accounts payable and receivable, billing and many other customer related work. She has been reviewing developer plans and coordinating the various developer contractors for North Pecos as well.

Mr. Terry has stated to the Board in the past that he is well known for luring potential employees from nearby cities and districts; this was not the case with Courtney. Courtney met with Mr. Terry and asked if he could create a position that she could perform that would benefit Crestview now and for many years to come and at a salary Crestview could afford.

In looking at the future, Mr. Terry stated that our current Billing Clerk, Office Manager and himself would probably be retiring sometime in the next 5 years and with that he wanted to find someone that can do all of the office duties Crestview has plus other beneficial activities to other Crestview staff such as contractor coordination and plan reviews.

Mr. Terry created an unusual dual position for Courtney to be the Office Clerk and Assistant to the District Engineer. Courtney will be relieving a fair amount of preliminary plan review and contractor coordination time from Clarice, Crestview's engineer, freeing her up to continue working on Crestview's projects.

OFFICE DATA -

The September Office Data was accepted as presented.

FINANCIAL REPORT -

The September Financial Report was accepted as presented.

There being no further business, the meeting was adjourned at 6:11 PM.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer