

# RECORD OF PROCEEDINGS

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE CRESTVIEW WATER AND SANITATION DISTRICT  
ADAMS COUNTY, COLORADO  
SEPTEMBER 6, 2023

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held September 6, 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:

Bart Miller – Para-legal	CCFWA Attorneys
Mike Barrett	Metro Representative
Mitch Terry	District Manager

**THE PLEDGE OF ALLEGIANCE WAS RECITED**

**PUBLIC COMMENTS -**

No one from the public joined the meeting.

**METRO REPORT – MIKE BARRETT**

Mr. Barrett stated that he has nothing to report as the District is finalizing its 2024 Budget.

**MINUTES FOR APPROVAL, AUGUST 23, 2023**

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the August 23, 2023, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the August 23, 2023, meeting of the Board were accepted as presented.

**DISTRICT MANAGER’S REPORT – MITCH TERRY**

**EMPLOYEE RESIGNATION-**

Eddie Torgersen, Crestview’s Construction Observer, provided me with his letter of resignation effective September 21, 2023, to seek employment elsewhere. Jessen Eckert, Crestview’s Maintenance Superintendent and I have conferred about the soon to be vacant Construction Observer position and how and when to fill it. Without making the decision to fill the position immediately, Crestview will still have another vacancy in the maintenance department to fill. I’ll keep you updated as more information is available.

Another issue with Eddie leaving Crestview to work in another state is that his wife, Heather, works in our office as our Clerk. She will be leaving at the end of October after closing on the sale of their current home.

Filling these two positions will be next on our personnel to do list.

*Director Doak asked what the requirements are for someone to be hired to the clerk position.*

*Mr. Terry stated that there isn’t much of a requirement for the clerk position as that person would require job specific training from both Lori and Bob. Some office experience would be helpful but not required.*

*Replacing Eddie for the Construction Observer position will be a tougher task.*

*Crestview also welcomed Rubin Thomas to the maintenance crew on August 28<sup>th</sup>. He is a ball of enthusiasm and is thrilled to be here.*

2023 SDA CONFERENCE-

The 2023 Special District Association of Colorado's annual conference is next week starting at 7:00 AM on Tuesday, September 12<sup>th</sup> running through Thursday, June 14<sup>th</sup>. I have registered Tom Ryszkowski, Danny Sweeney and myself to attend the conference and also made room arrangements for each.

AWWA ACE 2024 ANNUAL CONFERENCE-

The 2024 AWWA conference is going to be in Anaheim, California June 10-13. I have requested that our office clerk who moonlights as a travel agent get pricing for flights, rooms and two rental cars needed to allow all five Board members and myself to fly there and back and have separate rooms for the stay. Travel days are June 9<sup>th</sup> and June 14<sup>th</sup>.

There are three options below:

1. Fly in to John Wayne Orange County and stay at the Anaheim Marriott with two cars and no breakfast \$18,530.
2. Fly in to John Wayne Orange County and stay at the Hyatt House at Anaheim Resort Convention Center with two cars and breakfast \$36,009.
3. Fly in to John Wayne Orange County and stay at the Residence Inn by Marriott at Anaheim Resort Convention Center with two cars and hot breakfast \$32,800.

These costs are only for air, hotel and cars. It does not include the AWWA conference registration fees, food or any incidentals. Rental cars won't be utilized. Taxi, Uber or Lyft would be better options.

I have not made the arrangements yet so that I can get a definitive answer from Director Doak on if he will be attending or not.

*Director Doak asked the directors what they thought about going and attending the conference in 2024.*

*Directors Ryszkowski thought it would be good to go once to see if it is worth attending at least once.*

*Directors Doak, Ryszkowski, Sweeney, Sanchez and Laurienti verified that they would attend. Mr. Terry will also attend with the Board.*

WATER BREAK US 36 & ZUNI STREET-

Nothing new to report.

*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 1<sup>st</sup>, 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 25<sup>th</sup> 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 2<sup>nd</sup>. 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.

ADAMS COUNTY 70<sup>TH</sup> AVENUE, BROADWAY TO PECOS RECONSTRUCTION PROJECT-

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 70<sup>th</sup> 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 70<sup>th</sup> 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 75<sup>TH</sup> ANNIVERSARY-

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

The staff at the office came up with a suggestion to contract 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 In-N-Out Cookout Truck is reserved on a first come, first served basis up to a year in advance.

The Cookout Truck has been ordered. 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 68<sup>th</sup> avenue north to 72<sup>nd</sup> avenue, Raritan Street from Jordan Drive north to 72<sup>nd</sup> avenue and Quivas Street from Raritan Street north to 72<sup>nd</sup> 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.

After completion of this project, the pipeline crew will be replacing the water main in Julian Street from 68<sup>th</sup> avenue north to Mosko 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.

The water main in Julian street has been installed with pressure testing to be performed on August 23<sup>rd</sup>.

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

DENVER WATER AUGUST PURCHASE-

71,483,000 gallons

10-year average is 75,723,000 gallons makes for a 5.6% drop in water purchase over the last 10-year avg.

WATER SOLD IN AUGUST-

66,778,000 gallons

10-year average is 64,338,000 gallons

**LEGAL REPORT – BART MILLER**

Mr. Miller stated that she had nothing new to report.

**BILLS –**

Director Doak made a motion to adopt the following resolution:

**RES # 24 - 23 – BE IT RESOLVED THAT** Bills be paid.

Director Sanchez seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

**OFFICE DATA -**

The August Office Data was accepted as presented.

**FINANCIAL REPORT -**

The August Financial Report was accepted as presented.

**COST OF LIVING INCREASE FOR 2024-**

In advance of the creation of the 2024 Budget, I am requesting the Board approve a 4% cost of living increase for all employees beginning January 1, 2024. The current Colorado CPI is forecast to be 4.7% by the Office of State Planning and Budgeting and 4.6% by the Legislative Council.

I have also created a new Wage Chart for the Board to consider. The current wage chart consists of 10 years of step raises. The proposed wage chart consists of two new positions for hiring inexperienced employees in the office and in the maintenance department and only 5 years of step raises. Within the chart, there is also a change from the old chart in that a position 0 employee will get a 6% bump in wage on their one-year anniversary. This is only for position 0 employees. Currently, when a first box employee reaches their one-year anniversary, they receive a 3.5% increase in hourly wage. Crestview's Board established a mandatory retirement program that requires every employee to contribute 6% of their base pay into a retirement account. When this required 6% is deducted from the employee's pay to be deposited into their new retirement account, they ultimately take home less money than the year before.

*Director Doak stated that he was in favor of the condensed wage chart.*

*Director Doak asked the members of the Board what their thoughts were on a 4% cost of living increase for 2024 is.*

*A discussion was held that brought in the extra expenses to the District based on a cost-of-living increase. As wages increase due to cost-of-living increases, so do the District's contributions to each employee's retirement account.*

*Director Doak asked Mr. Terry how he created the 5-year wage chart that included all 20 employees without making any negative wage for the existing employees.*

*Mr. Terry explained that he went backwards from the 10-year chart and found that the majority of the current employees were either at the 10-year mark or very near to it. A new position in the pipeline crew was created as one of the pipelayers doesn't have a CDL so a new category of Pipelayer No CDL was created. Once the employee obtains his CDL, he will move to the Pipelayer with CDL 1 box in the chart. By creating this position, the employee's wage was not diminished but cannot get a higher wage until he obtains his CDL.*

Director Sanchez made a motion to adopt the following resolution:

**RES. 25 – 23 WHEREAS**, it is the desire of the Board of Directors to have the Employee Policy Manual provide employee compensation and benefits comparable to area municipalities and,

**WHEREAS**, The Board of Directors has determined that certain additional employee compensation is in the best interest of the District,

**NOW, THEREFORE, BE IT RESOLVED THAT** all District employees be given a 4.0 percent increase in compensation, effective January 1, 2024 and that Appendix A, Section 3, of the Employee Policy Manual be amended effective January 1, 2024 to reflect an increase in employee compensation as follows:

Pay Schedule	POSITION LEVEL					
Position	0	1	2	3	4	5
<b>PART TIME</b>	Start at \$15.00 then determine wage based on job and experience					
<b>OFFICE</b>						
office no experience	Introductory minimum one year				23.00	
CLERK	24.38	28.25	29.28	30.28	31.30	32.65
BILLING	31.61	33.62	34.93	36.26	37.56	39.41
OFFICE MANAGER	38.79	41.30	42.94	44.65	46.43	48.62
<b>MAINTENANCE</b>						
maint no cdl/no experience	Introductory minimum one year				24.00	
MAINT NO CDL w/experience	Get CDL, move to Maint CDL 0				26.00	27.41
MAINT WITH CDL	31.61	33.62	34.93	36.26	37.56	39.41
LOCATOR	32.80	34.92	36.31	37.73	39.22	41.13
EQUIPMENT OPERATOR	33.85	36.04	37.46	38.94	40.48	42.50
CONSTRUCTION OBSERVER	36.54	38.88	40.41	42.02	43.68	45.83
FOREMAN	38.79	41.30	42.94	44.65	46.43	48.62
SUPERINTENDENT	42.62	45.36	47.15	49.02	50.95	53.24
ENGINEER				56.68	59.61	62.54
<b>DISTRICT MANAGER</b>						
To be determined annually by the Board of Directors						
<b>PIPELINE</b>						
PIPELAYER NO CDL	Get CDL, move to pipelayer W/CDL 1			27.41	28.77	29.81
PIPELAYER W/CDL	31.61	33.62	34.93	36.26	37.56	39.41
DRIVER	31.61	33.62	34.93	36.26	37.56	39.41
LOADER	33.85	36.04	37.46	38.94	40.48	42.50
FOREMAN	38.79	41.30	42.94	44.65	46.43	48.62
SUPERINTENDENT	42.62	45.36	47.15	49.02	50.95	53.24

Director Ryszkowski seconded the motion.

AYES: Directors Ryszkowski, Sweeney and Sanchez

NAYS: Director Laurienti

Abstain: Director Doak

The resolution was adopted 3 Ayes, 1 Nay & 1 abstention

**NEW BUSINESS -**

Metro will be coming to the Crestview office on Tuesday of next week for their annual tap sales audit.

**OLD BUSINESS -**

Mr. Terry reminded the Board of the September 27<sup>th</sup> Budget Committee meeting being held at the Hyland Hills Golf Course in the Cottonwood Lodge with dinner at 5:30 and the meeting at 7:00.

Notice of Public hearing for the 2024 Budget will be published in the Westminster Window September 14<sup>th</sup> & 21<sup>st</sup>.

There being no further business, the meeting was adjourned at 6:20 PM.

Respectfully submitted,

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Danny Sweeney, Secretary/Treasurer