

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
MAY 17, 2023

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held May 17, 2023, in-person and on Zoom. The meeting was presided over by Director Kathy Laurienti. Board Secretary Danny Sweeney was present to record the minutes.

Members present:

Danny Sweeney	Secretary/Treasurer
Tom Ryszkowski	Director
Victor Sanchez	Director
Kathy Laurienti	Director

Also present:

Allison Ulmer	Attorney
Mitch Terry	District Manager
Michael Barrett	Metro Representative

Members absent:

Mike Doak (pre-notified)	President
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THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS -

No one from the public joined the meeting.

ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS-

Through a phone call on the morning of May 17, between Board President, Mike Doak and District Manager, Mitch Terry, Director Doak expressed his desire to continue to hold the position of Board President.

Mr. Terry informed the Board of Director Doak's desire to retain his position as Board President.

Mr. Terry instructed the Board that the vote for officers can be verbal or in writing.

Director Laurienti asked for nominations for all three positions.

Only Director Doak volunteered for the position of President

Only Director Ryszkowski volunteered for the position of Vice-President

Only Director Sweeney volunteered for the position of Secretary/Treasurer

Director Sanchez made a motion to adopt the following resolution and Director Sweeney seconded the motion.

RES. # 11 -23 WHEREAS the Rules and Regulations of the Crestview Water & Sanitation District require elections of officers of the Board on an annual basis each May, and

WHEREAS a motion has been made to elect Director Mike Doak to the office of President, Director Tom Ryszkowski to the office of Vice President and Director Danny Sweeney to the office of Secretary/Treasurer for the twelve-month period of May 2023 to May 2024, and

WHEREAS the Board voted 4 yea votes and 0 nay votes for Director Mike Doak for President, and

WHEREAS the Board voted 4 yea votes and 0 nay votes for Director Tom Ryszkowski for Vice President, and

WHEREAS the Board voted 4 yea votes and 0 nay votes for Director Danny Sweeney for Secretary/Treasurer, and

NOW, THEREFORE BE IT RESOLVED That Director Mike Doak is now duly elected as President of the Board of Directors, Director Tom Ryszkowski is now duly elected as Vice President of the Board of Directors and Director Danny Sweeney is now duly elected as Secretary/Treasurer of the Board of Directors for the twelve-month period of May 2023 to May 2024.

METRO WATER RECOVERY REPORT- Mike Barrett

Director Ryszkowski asked Mr. Barrett if he had attended any meetings at Metro yet.

Mr. Barrett stated that he had attended three meetings already.

Mr. Barrett reported that the Metro Board will hold a vote regarding a potential 7% increase for 2024 Annual Charges to fund upcoming capital projects totaling more than \$120 million. A 7% increase could equal approximately \$9.00 per customer in 2024. This will vary based on the projected flows and loadings per district.

Metro's costs are based on many factors such as;

- 46 Billion gallons of water treated each year
- 10 billion tons of biosolids are removed from the wastewater
- 4 million kilowatts of heat and power used
- 3 million pounds of nitrogen is removed from the wastewater
- 2 million pounds of phosphorus is removed from the wastewater
- The 50,000-acre Metro farm in eastern Colorado receives the biosolids as fertilizer to grow feed for livestock

Metro intends to replace or upgrade several operations in 2024.

- The Peracetic Acid disinfection system
- The Trickling Filter rehabilitation project to take place in 2023 at approximately \$79 million

Director Laurienti asked Mr. Terry if these costs are directly passed on to our customers.

Mr. Terry stated that even though the overall increase from Metro could be 7%, the increase is applied to the four flows and loading components that pertain to each connector's annual fee. If Crestview's flows and loadings are lower in 2024 than those of 2023 and 2022, then the annual charge will be lower and vice versa. With that in mind, Metro's annual charges to Crestview will vary year by year and are built into Crestview's annual budgets. The answer is yes but it isn't as simple as just charging our customers an additional 7% more than their 2023 rates.

The Board thanked Mr. Barrett for his report.

MINUTES FOR APPROVAL, APRIL 12, 2023

Director Laurienti asked if there were any corrections, deletions or additions to the Minutes for the April 12, 2023, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the April 12, 2023, meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT –

Mitch Terry

MAY BIRTHDAYS-

Happy May birthday goes out to Board Secretary, Danny Sweeney and Maintenance Superintendent, Jessen Eckert.

ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS –

Each May, the Board of Directors is to hold an election of officers by majority vote. The following shall be the offices of the Board of Directors.

- 1) President, who shall preside at all meetings of the Board of Directors.

2) Vice President, who shall serve in a backup role in the absence of the President.

3) Secretary/Treasurer who shall keep the seal of the District and signify his approval of all contracts and documents by signing same and affixing the official seal, who shall maintain accurate minutes of the Board meetings, and shall preside at Board meetings in the absences of the President and Vice-President.

METRO WATER RECOVERY-

I sent an email to Metro CEO, Mickey Conway on January 26th requesting Metro reclassify our meter station from a B Category to an A Category to help smooth the averaging of Crestview's flow and loadings over a year from 5-7 samples per year to 11-13 samples per year. The request is due to the close proximity of Valicor Environmental (within 1,000 feet of Crestview's meter station) due to the strengths of the flows they release periodically which may cause our sample numbers to be skewed.

I received an email within minutes of my email from Mr. Conway saying that they would review Crestview's request.

On April 17, 2023, Tom Comparo, Sampling Supervisor, for Metro Water Recovery called me to verify the request and stated that they would discuss the request internally and let me know of their findings.

On May 1st, I received an email from Molly Kostelecky stating *"Metro Water Recovery staff have reviewed your request to change Crestview's Pecos Meter Station from a B Category to an A Category. Based on the history of fluctuations in the loadings parameters, Metro Staff agrees with your recommendation to change this connection to an A Category. Metro Staff will request the Metro Board of Directors certify this change at the August 2023 meeting."*

Assuming the change is certified in August 2023, the change in category will take place beginning January 1, 2024. The CECU for this meter station will increase to 1.0 from .77, which will be indicated on the Annual Charges calculations for 2024 and the sampling frequency increases to between 11-13 periods per year."

I contacted Molly Kostelecky to see what the cost difference for the change would be regarding our annual service charge. Molly responded saying that based on 2023, our service charge would change by approximately \$5,200.

It will be interesting to see over the next few years if this change will help in evening out Crestview's annual charges.

ON ANOTHER TOPIC REGARDING METRO, I have been looking for a resolution declaring that Crestview will pay a District resident to represent Crestview on Metro's Board of Directors and haven't found one. Crestview has been paying its representative \$50 to report to Crestview's Board after attending Metro's meetings. Since I was unsuccessful in finding a resolution, I created one that should be adopted during tonight's meeting.

Director Sanchez made a motion to adopt the following resolution:

RES # 12 - 23 – WHEREAS Crestview Water and Sanitation District (Crestview) is a Member Municipality of Metro Water Recovery (Metro), and

WHEREAS Metro requires Crestview to bi-annually appoint a representative to serve on Metro's Board of Directors, and

WHEREAS Crestview's Board acknowledges that serving on Metro's Board of Directors is voluntary and that serving on the Metro Board of Directors is a value to Crestview, and

WHEREAS the Crestview Board of Directors desires that any person serving on the Metro Board of Directors representing Crestview should be compensated for such, and

NOW THEREFORE BE IT RESOLVED that effective May 17, 2023, any person representing Crestview Water and Sanitation District while serving on the Metro Water Recovery, Board of Directors shall be compensated with \$50.00 after reporting to Crestview's Board of Directors during Crestview's first regularly scheduled Meeting of the Board each month.

Director Ryszkowski seconded the motion.

AYES: Directors Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted

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.

SDA REGIONAL WORKSHOPS-

It's that time of year again to sign up for the SDA Regional Workshops. The workshops are scattered around Colorado so there are several options to attend. The workshops start at 8:00 AM and end at 12:30. These are the dates and locations:

June 9	Evergreen	June 12	Salida
June 13	Montrose	June 14	Vail
June 15	Granby	June 16	Eaton
June 20	Fountain	June 21	Denver North in Northglenn
June 22	Denver	June 23	Durango

Director Sanchez stated during the April 12th meeting of the Board that he would like to attend the June 16th meeting in Eaton. If any other directors would like to attend, please let me know. I will drive us there and back. Lunch will be provided after the workshop.

Directors Ryszkowski, Sweeney and Sanchez will attend the June 16th workshop in Eaton, Colorado and Director Laurienti will attend the June 21st workshop.

Mr. Terry indicated that he would accompany the Directors to each workshop.

AMENDMENT TO THE EMPLOYEE POLICY MANUAL?

During our April District Managers meeting, we discussed tuition reimbursement and incentive awards for water and wastewater certifications and payment for testing for these and other District, State or Federal required certifications.

Crestview provides incentive awards for water distribution and wastewater collection certifications, on a one-time only basis per acquisition of certification. Currently, the incentives are; \$200 for an employee who tests for and obtains a Class I water distribution certification and \$200 for an employee who tests for and obtains a Class I wastewater collection certification; \$600 for an employee who tests for and obtains a Class II water distribution certification and \$600 for an employee who tests for and obtains a Class II wastewater collection certification.

Crestview is currently classified as a Class II water distribution system and a Class II wastewater collection system. With the anticipated growth in the next two years, Crestview will exceed the population point for a Class II district and will need to have at least one Class III certified employee designated as the District's Operator in Responsible Charge (ORC). Jessen Eckert, Crestview's Maintenance Superintendent, is the District's ORC with a Class II certification.

Should we add a one-time \$1,000 incentive for an employee who tests for and obtains a Class III water distribution and a one-time \$1,000 incentive for testing and obtaining a Class III wastewater collection certification?

It was also mentioned in our managers meeting that, in order to obtain a CDL, the applicant must attend a DOT certified driving school before they can apply for and obtain a CDL at the DMV. The other districts have been paying for the employees to attend the school with the agreement that they must work for the District a minimum of one year after obtaining the CDL. The prices for CDL school can vary from \$3,200 to \$6,500. Should the District follow a similar policy? I'm not comfortable with the one-year requirement.

Director Laurienti advised that we add a stipulation that an employee would have to be employed by Crestview for at least 6 months to get the CDL class paid by the District.

Director Sanchez agreed that 6 months is an appropriate time also.

Director Ryszkowski asked what the cost is to get a water and/or wastewater certification.

Mr. Terry stated that the test is \$160 per test.

Director Sanchez stated that a \$1,000 incentive for an employee to get a Class III is reasonable.

While we are talking about some of the voluntary benefits, should section 4.8 Tuition Reimbursement be restated to Tuition and Educational Instruction? Section 4.8 currently is ambiguous and needs to be updated.

Director Sweeney made a motion to adopt the following resolution:

RES 13 - 23 WHEREAS, the Board of Directors has determined that certain adjustments to the employee benefits are in the best interest of the District, and

WHEREAS, it is the desire of the Board to have the Employee Policy Manual provide for benefits for District employees more consistent with neighboring municipalities; and

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors, Crestview Water & Sanitation District, amend the Employee Policy Manual for all District employees regarding section 4.00, Voluntary Benefits: General Benefits; specifically, 4.8 Tuition and Educational Instruction, 4.8.1 Certification Testing Fees and 4.9 Incentive Awards effective May 17, 2023, to read;

4.8 Tuition and Educational Instruction

Tuition for job-related courses which are required by Crestview, the State of Colorado or the Federal Government will be paid by Crestview.

Exception: regarding the Federal Department of Transportation (FDOT) mandatory Commercial Driver License (CDL) certified training courses, if the employee takes the class prior to being employed by Crestview for a minimum of six (6) months, the employee will be required to pay for the class out-of-pocket. The employee will be reimbursed the full amount of the class on their 6-month anniversary.

4.8.1 Certification Testing Fees

Crestview will pay for the first attempt for certification testing for:
Water Distribution System Operator, Class 1, 2 and 3
Wastewater Collection System Operator, Class 1, 2 and 3
Commercial Driver License, CDL Class B and Liquid Tank

If the employee fails to pass the certification testing after two attempts, any subsequent fees for retesting will be paid by the employee. Upon the employee passing the certification testing, the District will reimburse the employee for the fee paid for the passing retest.

4.9 Incentive Awards

Incentive awards shall be presented to District employees successfully obtaining State of Colorado Water Distribution System Operator certification and/or Wastewater Collection System Operator certification. As of January 1, 2023, Crestview's Water Distribution System and Wastewater Collection system are rated as Class II facilities. By 2025, Crestview will have a population that exceeds the Class II limit causing Crestview's systems to be rated as Class III systems, requiring certain Crestview personnel to be Class III certified for Water Distribution and Wastewater Collection. Not all employees are required to obtain these certifications.

Incentive awards for obtaining water and wastewater system operator certifications shall be as follows:

Water Distribution System:
Class 1 Certification - \$200.00
Class 2 Certification - \$600.00
Class 3 Certification - \$1,000.00

Wastewater Collection System:
Class 1 Certification - \$200.00
Class 2 Certification - \$600.00
Class 3 Certification - \$1,000.00

AND BE IT FURTHER RESOLVED THAT all current and new employees be given a copy of the manual, given an opportunity to ask questions concerning the policies and sign a receipt of understanding.

Director Sanchez questioned why not all employees are required to obtain certification.

Mr. Terry noted that in order to obtain certification, the employee would need to work in the field for at least 1 year to get a Class I, 2 years to get a Class II and 3 years to get a Class III. The office staff isn't eligible for certification since they have no field experience.

Director Ryszkowski seconded the motion.

AYES: Directors Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted

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 replacement in Alan Drive from 68th avenue north to 72nd avenue is complete with the exception of final asphalt overlay. The next street set for replacement is Quivas Street with Raritan Street being replaced afterward.

Once this project is completed, the pipeline crew is aiming at 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 Reconstruction Project.

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

Adams County hosted a progress meeting on November 30, 2022 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 will be designing the replacement and our pipeline replacement crew will be performing the replacements.

The Adams County project is to start construction in June of 2024.

Crestview's engineer, Clarice O'Hanlon, Larry Hopper and I have determined that we would like the Pipeline crew to replace this water main directly after the completion of the current water main replacement project.

CLEAR CREEK VILLAGE-

The developer, Crestview staff and representatives of Denver Water met on January 27, 2022 to discuss the horizontal location of a proposed twelve-inch water main and new 10-inch master meter to be constructed in Lowell Blvd. from 58th avenue north to 62nd avenue to create a third source of water into Crestview from Denver Water.

The engineers for the project have provided a Union Pacific Crossing Agreement naming Crestview as the Licensee. Naming Crestview as the Licensee is common as the crossing will ultimately belong to Crestview. By naming Crestview as the Licensee, there are fees and insurances needed to be paid for the project to proceed. Crestview's attorney, Allison Ulmer, is reviewing the agreement and will be supplying Crestview with a Hold Harmless Agreement to have between the developer and Crestview. This Hold Harmless Agreement should keep Crestview from having to pay any of the fees required by Union Pacific.

DENVER WATER APRIL PURCHASE-

34,337,000 gallons

Average since 2006 is 36,900,000 gallons

Mr. Terry stated that with all the rain that the state has had over the last week, Denver Water was able to capture enough water to supply 52,000 homes for an entire year.

Mr. Barrett stated that Metro has had so much inflow from sump pumps and infiltration that their inflows were higher by 300 million gallons.

Mr. Barrett also stated that Suncor had some flooding that traveled onto and into Metro's property. There is a lot of benzene in the water from Suncor and Metro is upset about the contamination coming into Metro's treatment system.

ATTORNEY'S REPORT –

Ms. Ulmer stated that there is nothing new to report.

BILLS –

Director Sanchez made a motion to adopt the following resolution:

RES # 14 - 23 – BE IT RESOLVED THAT Bills be paid.

Director Sweeney seconded the motion.

AYES: Directors Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA -

The April Office Data was accepted as presented.

FINANCIAL REPORT -

The April Financial Report was accepted as presented.

NEW BUSINESS -

Mr. Terry informed the Board that Crestview will be celebrating its 75th anniversary on June 30th, 2024 and asked the Board what they would like to do for the celebration. Do we want to have a celebration?

Mr. Terry asked if the Board would like the celebration to be for professional entities such as the SDA, Denver Water, Metro Water Recovery and other Districts?

Director Sweeney thought it should be for both the professional and the customers since they pay for the District every month.

Mr. Terry suggested hiring a band?

Director Laurienti agreed with the professional group.

Mr. Terry asked for the Board to provide suggestions over the next few months so we can start planning on location, date, food, invitations...

There being no further business, the meeting was adjourned at 6:36 PM.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer