

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
January 13, 2016**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held January 13, 2016 at the office of the District, 7145 Mariposa Street, Adams County, Colorado. The meeting was presided over by President Lee Tomsick. Board Secretary Jill Martin was present to record the minutes.

Members Present:

Lee Tomsick	President
Mike Doak	Vice-President
Jill Martin	Secretary/Treasurer
Henry Dietz	Director
Lori Sakowicz	Director

Also Present:

Mitch Terry	District Manager
Ron Forman	Attorney
Kim Buck	Guaranty Bank
Jon Halverson	Guaranty Bank
Clarice O’Hanlon	District Engineer

The Pledge of Allegiance was recited.

GUARANTY BANK AND TRUST, JON HALVERSON, KIM BUCK

Mr. Halverson and Ms. Buck presented current information regarding Guaranty Bank and Trust Company and the banking history with Crestview Water and Sanitation District. Mr. Halverson explained how business banking works and how it applies to Crestview.

There was a discussion about money markets, CDs and cash sweep accounts. Mr. Halverson and Ms. Buck will compile interest rates for the various investment options to be provided to the Board to assist in deciding which method, if any, should be utilized.

The Board thanked both Mr. Halverson and Ms. Buck for their time. Mr. Halverson and Ms. Buck also thanked the Board for their continued business relationship, then left the meeting.

DISTRICT ENGINEER

Crestview is moving in a new direction regarding the engineering of its capital improvement projects and assorted other engineering activities as needed. Crestview hired Clarice O’Hanlon on December 31, 2015, as a Crestview employee, to be the District’s engineer. Clarice is a registered Professional Engineer, P.E. in the state of Colorado. Clarice brings to the District fifteen years of experience in civil engineering.

Ms. O’Hanlon spoke with the Board regarding her background and experience. She is excited for the new opportunities with Crestview. The Board welcomed Ms. O’Hanlon and then she left the meeting.

MINUTES FOR APPROVAL, NOVEMBER 11, 2015

Director Tomsick asked if there were any corrections, deletions, or additions to the Minutes for the November 11, 2015 Board Meeting.

There being no corrections, deletions, or additions, the Minutes for the November 11, 2015 Board Meeting were accepted as presented.

MINUTES FOR APPROVAL, DECEMBER 9, 2015

Director Tomsick asked if there were any corrections, deletions, or additions to the Minutes for the December 9, 2015 Board Meeting.

Director Tomsick would like the handwritten note regarding the excerpt he provided removed. The excerpt was obtained from the SDA News publication.

There being no corrections, deletions, or additions, the Minutes for the December 9, 2015 Board Meeting were accepted as presented.

DISTRICT MANAGER'S REPORT

JANUARY BIRTHDAYS

Happy January birthdays to Office Clerk, Lori Lucero and Inspector/Locator Larry Hopper and Mitch Terry, District Manager.

DISTRICT ENGINEER

This was previously discussed.

2016 ELECTION

The date for the Colorado Special District biennial election is May 3, 2016. Crestview will have two directors whose terms will expire this year. The two Directors up for re-election are Lee Tomsick and Jill Martin. These two positions will be four year terms. Crestview voters have voted to eliminate term limits for directors so both directors are eligible for re-election. The Board must adopt a resolution to have an election on May 3, 2016. A resolution will be required to set the date and time for the election, establish the whole District as one precinct with the office as the polling place, name Mitchell T. Terry as the Designated Election Official for this election cycle, establish mail-in ballot application submittal dates, detail nomination procedures for candidates, provide for cancellation of the election, establish severability of the resolution, repeal any acts, orders or resolutions in conflict with the resolution and set the effective date.

One of the first responsibilities of the D.E.O. is to publish notice of election and call for nominations. Although this information has been provided to all of our customers in the transparency notice, it also must be published between January 24, 2016, and February 18, 2016 in the local newspaper. Enclosed is a copy of the "Call for Nominations" notice that will be published in the Westminster Window in the February 4th and 11th editions. Nomination forms are now available at the District office. Self-nomination applications must be returned no later than 4:00 PM, February 26, 2016. Mail-in ballot applications will be accepted at any time through April 29, 2016 or cancellation of the election. A mail-in ballot will be provided to any applicant that is an eligible elector who cannot or chooses not to vote at the polling place on Election Day.

Director Doak made a motion to adopt the following resolution:

RES. # 1-16 WHEREAS the terms of office of Directors Lee Tomsick and Jill Martin, shall expire after their successors are elected at the Regular Special District election ("Election") to be held on May 3, 2016, and take office, and;

WHEREAS, in accordance with the provision of the Special District Act ("Act") and the Local Government Election Code ("Code"), the Election must be conducted to elect 2 Director(s) to serve for a term of four years.

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

1. The regular election of the eligible electors of District shall be held on May 3, 2016, between the hours of 7:00A.M. and 7:00P.M. pursuant to and in accordance with the Act, Code, TABOR and other applicable laws. At that time, 2 directors will be elected to serve a four year term.

2. The district shall consist of one election precinct for the convenience of the eligible electors of the District, the boundaries of which are identical to the boundaries of the District, and there shall be one polling place at the following location:

Situated in Adams County, State of Colorado, the polling place located at 7145 Mariposa Street shall also be the polling place for disabled electors and for eligible electors not residing within the District.

3. Applications for absentee ballots may be filed with the Designated Election Official at 7145 Mariposa Street, Denver, CO 80221, no later than the close of business on the Friday immediately preceding the election day (April 29, 2016).

4. The Board of Directors hereby designates Mitchell T. Terry as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of the Resolution and the Act, Code, or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

5. Applications for mail-in voter's ballots may be filed with the Designated Election Official at: 7145 Mariposa Street, Denver CO 80221 not earlier than February 1, 2014, nor later than 4:00P.M. on April 29, 2014.

6. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a self-nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2016 nor later than 4:00P.M. on Friday, February 26, 2016. Interested candidates, who miss the February 26, 2016 deadline, may still apply to run for director by filing an affidavit of intent to be a write-in candidate no later than 4:00P.M. on Monday, February 29, 2016.

7. If the only matter before the electors is the election of Directors of District and if, at 4:00P.M. on March 1, 2016, there are not more candidates than offices to be filled at the Election, including candidates timely filing of affidavits of intent to be a write-in no later than February 29, 2016, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.

8. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

9. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

Effective Date. The provisions of this Resolution shall take effect immediately.

Director Martin seconded the motion.

AYES: Directors Tomsick, Doak, Martin, Dietz and Sakowicz.

NAYS: None.

The resolution was adopted unanimously.

2015 WATER MAIN AND SANITARY SEWER MAIN REPLACEMENT PROJECT

The project is now complete with just some minor punch list items needing addressed. A retainage amount of \$58,649.25 is being withheld until the punch list items are satisfactorily completed. The Original contract amount was \$1,128,746.68 and after some change orders, the final revised contract amount totaled \$1,172,984.92. The project was over the original contract amount due to an unexpected amount of trench wall cave-ins during the sewer main replacement portion of the project. The final amount was \$44,238.24 over the original contracted amount. With the final revised contract amount being more than the original contract amount, the difference was 3.8% over the original contract amount.

VEHICLE REPLACEMENTS FOR 2016

The District intends to replace three pickup trucks and one tandem axle dump truck in 2016. Of the trucks being replaced, two of the pickups are 2006's and one is a 2007. The dealer called me on January 8, 2016 and informed me that the trucks are in and ready for delivery. The total amount for the 3 pickups is \$92,369.00. Superintendent Patrick Stock has started the process of getting quotes for the dump truck scheduled to be purchased.

Director Doak made a motion to adopt the following resolution:

RES. #2 -16 Be it resolved that the District Manager be authorized to purchase from Sil-TerHar Motors three 2016 Ford F-150 XLT 4X4 pickup trucks for a total quoted price of \$92,369.00.

Director Sakowicz seconded the motion.

AYES: Directors Tomsick, Doak, Martin, Dietz and Sakowicz.

NAYS: None.

The resolution was adopted unanimously.

2015 SANITARY SURVEY

On December 16, 2015, Mr. Chris Etcheson of the Colorado Department of Public Health and Environment (CDPHE) met with District Superintendent, Patrick Stock and Mr. Terry to perform a Sanitary Survey of Crestview's water distribution system. Every public water system in Colorado is required to have a sanitary survey performed once every three years. Mr. Etcheson inspected our maintenance records and methods, Emergency Response Plan, District monitoring plan. Mr. Etcheson also took a water sample and checked the level of chlorine to assure that the levels are within required parameters and also inspected our water storage tanks. In his report dated December 31, 2015, Mr. Etcheson stated that Crestview had no Significant Deficiencies, no Other Violations and only one Observation/Recommendation. The one Observation/Recommendation involved internal inspection of the District's treated water storage tanks. Mr. Etcheson recommends that each of the District's four storage tanks be inspected within the next year as the last recorded 3rd party inspection was in 2006 when the tanks were painted. A copy of Mr. Etcheson's report was provided to the Board. At the end of the sanitary survey meeting, Mr. Etcheson congratulated the staff with a quote "good job, keep up the good work".

DENVER WATER DECEMBER PURCHASE

32,373,000 gallons were purchased in December

The average since 2006 is 36,855,778 gallons for December

BILLS -

Director Doak made a motion to adopt the following resolution:

Director Tomsick asked how much longer Crestview is contracted with RG and Associates. Mr. Terry explained that Crestview will still have a couple of years to clear up contracts from previous year's capital improvement projects. The cost will be minimal.

RES #3-16 BE IT RESOLVED THAT the Bills be paid.

Director Martin seconded the motion.

AYES: Directors Tomsick, Doak, Martin, Dietz and Sakowicz.

NAYS: None.

The resolution was adopted unanimously.

OFFICE DATA REPORT

Director Tomsick would like the Bank Analysis fee to be presented differently to reflect the bank fees and the credit earnings separately.

Director Tomsick asked about an automated phone service for the District courtesy calls.

The Office Data was accepted as presented.

UNFINISHED BUSINESS

Public Information

The call for nominations for the 2016 Election will be published in the Westminster Window on February 4 and 11, 2016.

There is a new requirement to have each Board of Director's email address provided in the District's transparency notice. Each Board member was provided with crestviewwater.com email addresses.

LeeTomsick@crestviewwater.com

MikeDoak@crestviewwater.com

JillMartin@crestviewwater.com

HenryDietz@crestviewwater.com

LoriSakowicz@crestviewwater.com

Metro Report

No report

NEW BUSINESS

The 2016 Financial audit will be performed February 4-5, 2016 by Poysti and Adams, LLC.

Mr. Terry informed the Board that Crestview has become a tier 1 member with Colorado 811 for utility location requests due to upcoming new legislation and the amount of locates that Crestview is not receiving as a tier 2 district. There is a fee for each locate. The monthly amount will change depending on the amount of locates requested.

Director Doak suggested raising the permit fee for contractors to recoup some of the cost of becoming tier 1. The Board had a short discussion on the benefits of becoming a tier 1 member. It was in agreement that becoming a tier 1 member is in the best interest of the District.

The Clear Lake Estates project is in the plan review process with plans of constructing 55 new homes. Groundbreaking will begin sometime in February.

There was a discussion regarding remodeling the Maintenance building to combine and relocate the District administration office. The District Engineer will research what would be involved in proceeding.

There being no further new business to come before the Board, a motion was made and seconded to adjourn the meeting. Director Tomsick adjourned the meeting at 9:00 P.M.

Respectfully submitted,

Jill Martin, Secretary