

**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  
January 27, 2016**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held January 27, 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
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The Pledge of Allegiance was recited.

**MINUTES FOR APPROVAL, JANUARY 13, 2016**

Director Tomsick asked if there were any corrections, deletions, or additions to the Minutes for the January 13, 2016 Board Meeting.

There being no corrections, deletions, or additions, the Minutes for the January 13, 2015 Board Meeting were accepted as presented.

**DISTRICT MANAGER'S REPORT**

**2015 ANNUAL FINANCIAL AUDIT**

The 2015 annual financial audit for the Crestview Water & Sanitation District will be performed by Charlie Poysti and Wendy Saathoff of Poysti and Adams, LLC on February 4-5, 2016. Mr. Poysti will present their findings at the March 9, 2016 regular meeting of the Board.

**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.

**NORTHWEST COMMUTER RAIL PROJECT**

As part of the Northwest Commuter Rail system project, Crestview has six different sites in the project that have either water mains, sewer mains or both relocated to make room for the rail project. Denver Transit Partners is the contractor performing the relocations for RTD. Crestview's 20 inch transmission main that runs along the BNSF railroad tracks from Pecos Street to 64<sup>th</sup> Avenue has been relocated to Pecos Street running north to 64<sup>th</sup> Avenue then west to Little Dry Creek. The construction of the 20 inch transmission main is complete and is now in service. The relocation of both water and sewer mains in 64<sup>th</sup> Avenue at the BNSF railroad tracks is complete. Crestview's two 14 inch water mains that cross Little Dry Creek at 65<sup>th</sup> Place have been replaced with a single 20 inch main.

Crestview's 15 inch sanitary sewer main running parallel to the BNSF tracks from 66<sup>th</sup> Place northwest to Federal Blvd. is complete. The final utility relocation is the 6 inch water main paralleling Federal Blvd. at 69<sup>th</sup> Avenue which was abandoned last week as part of the Federal View IGA with Westminster. Denver Transit Partners has completed the construction of a PRV (pressure reducing valve) assembly at 71<sup>st</sup> and Grove to allow Westminster to supply water to the Federal View subdivision. With the PRV construction complete, water service is now being supplied to the Federal View subdivision through the PRV as of October 29, 2015. The City of Westminster, via the previously mentioned IGA will assume total control of the water and sewer services for the Federal View subdivision effective January 1, 2017.

#### **VEHICLE REPLACEMENTS FOR 2016**

The District intends to replace three pickup trucks and one tandem axle dump truck in 2016. The three pickups were delivered on January 14, 2016 and are being prepared for service. Crestview will be selling three pickup trucks once they are prepared. The three pickups will be parked in front of the maintenance offices at 6410 Pecos Street. The trucks will be sold by means of a closed bid process. Each truck will have forms and envelopes on the seats for potential buyers to fill out and provide to our office at 7145 Mariposa. The bids will be opened at the March 9, 2016 Board of Directors meeting. The highest bidder for each truck will be notified on March 10<sup>th</sup>.

Patrick Stock has started the process of getting quotes for the dump truck. More information will be provided as it is available.

#### **UNFINISHED BUSINESS**

Guaranty Bank representatives contacted Mr. Terry on January 15<sup>th</sup> and with the information they provided regarding moving monies into money market funds, CD's etc., it was determined that the amount of money needing transferred at this time would not make any substantial difference in earnings. The Board decided that it is not in the best interest of the District, at this time, to move monies into different accounts such as money markets, CD's etc. and there will not be any changes to Crestview's existing accounts.

There is not any new information regarding the Tennyson HOA exclusion.

Mr. Terry requested a resolution be passed allowing him to purchase a Sensus radio read system for the District's 4600 existing water meters. The estimated amount would be \$700,000.00. The radio read system would allow the District's water meters to be read remotely by simply driving past each meter and in turn, retrieving the readings of each meter without stopping. Currently, the District's meters need to be read by means of making physical contact with each meter through an electronic device mounted on the top of the meter pit. Crestview has four reading cycles with each cycle taking most of a week per cycle to be read. With the radio read drive by system, each cycle can be read in approximately two to four hours. The radio read system will help limit the meter reader from being exposed to extremes in weather and potential injuries by slips, trips, falls and the ever worrisome potential for dog bites.

The Dana Kepner Company would be the provider of the parts as Dana Kepner currently is the only company who provides the Sensus equipment in Colorado.

Director Tomsick asked if there was any other company or state that Crestview could retain the meter parts from.

Director Doak and Director Sakowicz expressed concern that if the Meter Reader is driving around rather than walking the District, Crestview will lose that personal touch.

Mr. Terry assured them there are other duties required that would allow the Meter Reader to continue providing the face to face service the customers are accustomed to.

Director Sakowicz asked what the pay back would be.

Mr. Terry explained that there would not be a profit, but a benefit of being able to read a billing cycle in a day and free the Meter Reader for other maintenance needs throughout the District.

Director Doak feels that if Mr. Terry believes this is a benefit to the District he would be in favor of the radio read meters.

Directors Tomsick and Sakowicz wanted to know if the District could phase the process in over a couple of years.

Mr. Terry stated that it is possible, but there are other capital projects planned for 2017 and beyond and that the money is in the 2016 Budget for the radio read project. Also the District would be risking that the prices for the radio read components could increase in the future.

Director Tomsick again stated that he wasn't clear why the District would have to use Dana Kepner exclusively and not bid this out to other companies.

Mr. Terry explained that manufacturers generally will only use specific companies for distribution of their products.

Director Dietz and Martin would like to proceed as this is the time to make the change.

Director Doak and Director Sakowicz were undecided on the matter.

Director Tomsick wasn't for or against the radio reads but did want to know how many districts and cities use this system in Colorado.

The Board would like some time to think about this and decided to table the conversation until the February 10, 2016 meeting.

#### Public Information

The office staff has been updating the website with 2016 information.

#### Metro Report

No new information to report.

#### **NEW BUSINESS**

Director Doak asked if there was any information regarding the TOD and Del West developments. There is nothing new to report.

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 8:00 P.M.

Respectfully submitted,

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Jill Martin, Secretary