

**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  
**May 11, 2016**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held May 11, 2016 at the office of the District, 7145 Mariposa Street, Adams County, Colorado. The meeting was presided over by President Mike Doak. Board Secretary Danny Sweeney was present to record the minutes.

Members Present:

Mike Doak	President
Jill Martin	Vice-President
Danny Sweeney	Secretary/Treasurer
Henry Dietz	Director
Lori Sakowicz	Director

Also Present:

Ron Forman	Attorney
Mitch Terry	District Manager

The Pledge of Allegiance was recited.

**OATH OF OFFICE, ELECTED BOARD MEMBERS** –

Mr. Terry swore in the newly elected Board members; Jill Martin and Danny Sweeney.

**ELECTION OF OFFICERS** –

Each May an election is held for the position of officers.

A motion was made to adopt the following resolution.

**RES. #13-16** 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 and Director Jill Martin to the office of Vice President and Director Danny Sweeney to the office of Secretary/Treasurer for the twelve month period of May 2016 to May 2017, and

WHEREAS the Board voted 5 yea votes and 0 nay votes for Director Mike Doak for President, and

WHEREAS the Board voted 5 yea votes and 0 nay votes for Director Jill Martin for Vice President, and

WHEREAS the Board voted 5 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 and Director Jill Martin 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 2016 to May 2017.

The resolution was adopted by unanimous vote.

**MINUTES FOR APPROVAL, April 13, 2016**

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

There being no corrections, deletions, or additions, the Minutes for the April 13, 2016.

Board Meeting were accepted as presented.

**DISTRICT MANAGER REPORT**

**MAY BIRTHDAYS**

Happy May birthday to Board member Lori Sakowicz, Office Manager Tania Arnold, Maintenance Worker Jessen Eckert and newly elected Board Member Danny Sweeney.

**2016 ELECTION**

The Regular Biennial Election to elect Director's for the Board was held on May 3, 2016. For this election, there were two 4 year Director positions up for election. The Ballot order was set as;

Lee A. Tomsick  
Jill K. Martin  
Danny Sweeney

There were no Ballot Issues or Ballot Questions on this Ballot.  
The final vote tally was:

Lee A. Tomsick	39
Jill K. Martin	75
Danny Sweeney	84

The candidates with the two highest votes and also elected to Director are;

Jill K. Martin  
Danny Sweeney

Congratulations to both winning candidates and welcome to the Crestview Water and Sanitation District. Thank you, Lee Tomsick, for serving the District for the past four years.

After commencing the May 11, 2016 Board of Directors meeting, the newly elected Directors will take their Oaths. After the swearing in of the new directors is complete, an internal election to determine Director Officers will be held. Until the election of officers is conducted, current Vice-President Mike Doak will preside over the meeting.

**APPOINTMENT OF A DISTRICT REPRESENTATIVE TO SERVE ON THE METRO WASTEWATER BOARD OF DIRECTORS**

Crestview Water and Sanitation District Board is required to appoint a District representative to be on the Metro Wastewater Reclamation District Board for a period of two years beginning July 1, 2016 and ending June 30, 2018. The Metro Wastewater Reclamation District Board member shall be a qualified elector who is qualified to vote at general elections in this state and who also resides within the district from which he or she is appointed. Jill Martin has been the District representative for the past year and is still eligible to be on the Metro Board.

Director Doak made a motion to adopt the following resolution:

**RES. #14-16 WHEREAS** Crestview Water and Sanitation District (Crestview) is a Member Municipality of the Metro Wastewater Reclamation District (Metro), and

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

**WHEREAS** at the regular meeting of the Crestview Board of Directors, May 11, 2016, the Board elected to appoint Jill Martin as its representative to serve on Metro's Board,

**NOW THEREFORE BE IT RESOLVED** That Jill Martin be appointed to serve as Crestview's representative to the Board of Directors for the Metro Wastewater Reclamation District effective July 1, 2016 and ending June 30, 2018.

Director Sakowicz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

**2016 SDA REGIONAL WORKSHOP "Foundations for an Effective District... All the Basics and More**

On June 9, 2016, the Special Districts Association (SDA) and Collins Cockrel and Cole PC will be hosting this instructive and enlightening half-day workshop to assist Board Members in learning about their statutory responsibilities. The SDA believes that this training is critical for new and existing board members. Workshops like these are pre-cursors to the Special District Association annual conference every September. The annual conference is held to help Board Members and Essential District Personnel learn more about how districts operate.

Directors Sweeney and Doak will attend the workshop to be held in Lafayette on June 21, 2016. Mr. Terry will make the reservations.

**MAINTENANCE POSITION OPENING**

Crestview hired Chris Sherrick on February 29, 2016. On April 20, 2016, Chris resigned his position with the District for family reasons. We are currently accepting applications for this position. A notice has been posted on the District's website, Facebook and twitter.

Crestview has re-hired Michael Hoff for seasonal summer maintenance work beginning May 16, 2016.

#### DISTRIBUTOR BREAKFAST WITH JIM LOCHHEAD

Denver Water will be hosting a distributor breakfast with Jim Lochhead, Manager and CEO of Denver Water, members of the Denver Water Board and Denver Water's Executive Team from 7:30 to 9:00 on Friday, June 10, 2016. This is an excellent opportunity to talk with Jim and his Executive Team about topics that are important to Crestview while also getting an update from Mr. Lochhead about key Denver Water initiatives.

#### MIDTOWN AT CLEAR CREEK SUBDIVISION

Midtown is in final review for filing 8. Filing 8 will be located at 66<sup>th</sup> & Pecos Street. Plans for Filing 6 are to be submitted to the District for review within the next six to eight weeks.

#### CLEAR CREEK VILLAGE TOD

There has been no communication with the District over the past couple months. It is my understanding that the developer is still performing engineering to get be able to serve water to the development and keep the flows adequate for the existing Crestview customers in the area.

#### CLEAR LAKE SUBDIVISION

The water and sewer plans for the Clear Lake Estates subdivision have been provided to Crestview for review. The water plans have been delivered to Denver Water for their review. Representatives of the development are hopeful to start building homes by June 1, 2016.

#### POMPONIO TERRACE

The water and sewer plans for the Pomponio Terrace subdivision were provided to Crestview on March 3, 2016 for review. The plans were also provided to RG and Associates for their concurrent review. Pomponio Terrace is also hopeful to start building homes by mid-summer.

#### BAKER APARTMENTS

The Baker Apartment development is hopeful to break ground by the end of October 2016.

Denver Water April purchase  
33,129,000 gallons  
1,142,379 gallons per day  
Average since 2006 is 41,402,000

#### BILLS -

Director Martin made a motion to adopt the following resolution:

**RES #15-16 BE IT RESOLVED THAT** the Bills be paid.  
Director Sakowicz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

#### OFFICE DATA and FINANCIAL REPORT

The Office Data and Financial Reports were accepted as presented.

Director Sakowicz made a motion to adopt the following resolution:

**RES #16-16 – BE IT RESOLVED THAT** the Board of Directors, Crestview Water and Sanitation District has determined that it is in the best interest of the District to purchase and install a treated water storage tank PAX Water Mixing system consisting of one PAX PWM 100-60 mixer, two PAX PWM 150-100 mixers and one PAX PWM 400 mixer and start-up training not to exceed \$95,000.00, and

**NOW THEREFORE**, the Board authorizes the District Manager, Mitchell T. Terry, to execute a contract with Municipal Treatment in Golden, Colorado for the purchase of the treated water storage tank PAX Water Mixing system not to exceed \$95,000.000.

Director Martin seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

### **UNFINISHED BUSINESS**

#### **Public Information**

No new information to report.

#### **Metro Report**

No news to report.

### **NEW BUSINESS**

Director Sakowicz made a motion and seconded by Director Martin that the Board adjourn into Executive Session §24-6-402(4)(b), C.R.S., to confer with the District's attorney for the purpose of receiving legal advice regarding a customer complaint and report to the Colorado Legislative Council. There was a unanimous vote to enter into executive session at 8:24 P.M. The Regular meeting was resumed at 8:55 P.M.

There being no further new business to come before the Board, a motion was made and seconded to adjourn the meeting. Director Doak adjourned the meeting at 8:56 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary