

RECORD OF PROCEEDINGS

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

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held July 13, 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:

Mitch Terry	District Manager
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Not present:

Ron Forman	Attorney
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The Pledge of Allegiance was recited.

PUBLIC COMMENTS

There was no one of the public present.

MINUTES FOR APPROVAL, June 8, 2016

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the June 8, 2016 Board Meeting.

There being no corrections, deletions, or additions, the Minutes for the June 8, 2016 Board Meeting were accepted as presented.

JULY BIRTHDAYS

Happy July birthday to the District's Attorney Ron Forman and District Superintendent Patrick Stock.

TANK MIXERS

The tank mixers for Crestview's four treated water storage tanks have been ordered. They have been delivered. Crestview crews will be cleaning the three small water storage tanks in late July. Once all the mixers and parts have been received, we will hire an electrician to wire the tanks for the mixer control centers. After the tanks are cleaned, Municipal Treatment Equipment will be coming to provide training and show us the proper way to install the mixers in the tanks. The largest tank will be drained and cleaned in October or November.

FEDERAL VIEW SERVICE CHANGEOVER

Crestview and the City of Westminster are nearing the final stages of the Federal View IGA. The Federal View IGA states that all Crestview water services will be transferred to Westminster by January 1, 2017. Water services are currently being transferred to Westminster. Crestview and Westminster staff will be working to get the legal description created to show the exclusion of the Federal View area. Westminster will be working with the CDPHE (Colorado Department of Public Health and Environment) to make the necessary changes of service and boundaries.

2017 RATES STUDY

Crestview has received two proposals from local area financial consultants to perform a water and sewer rates study for the 2017 water and sewer rates. Included in the rates study, the proposals will detail financial and reserve policy recommendations, cost of service analysis for both water and sewer, creation of a 10-year financial plan and 2017 rate design for both water and sewer.

Raftelis Financial Consultants, Inc.	\$25,980
Hawksley Consulting	\$29,850

After both proposals were reviewed, Raftelis Financial Consultants, Inc. was chosen to perform the 2017 Rates Study.

DESIGNATION OF PERSON/S TO PREPARE THE 2017 DRAFT BUDGET

It is time to designate, by resolution, a person or persons to prepare a draft budget for 2017 for presentation to the Budget Committee at the annual Budget Committee meeting to be held on September 28, 2016. Generally, the Board will designate the District Manager and the District’s auditor to prepare the draft budget. I have provided you a copy of the resolution in your packet.

Director Dietz made a motion to adopt the following resolution:

RES. #19 -16 WHEREAS, The Board of Directors of the Crestview Water & Sanitation District shall designate or appoint a person or persons to prepare the 2017 Budget, and

WHEREAS, The Board has requested District Manager Mitchell T. Terry, Poysti and Adams, LLC and a committee of the entire Board to prepare and submit a proposed Budget for 2017, and

WHEREAS, They are to prepare and submit the proposed 2017 Budget to the Board of Directors of the Crestview Water & Sanitation District per state statute on or before October 15, 2017, and

NOW, THEREFORE BE IT RESOLVED THAT Mitchell T. Terry, Poysti and Adams, LLC and the committee of the entire Board be appointed to prepare and submit the 2017 Budget and present the Budget at the October 12, 2016 regular meeting of the Board.

Director Martin seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

MIDTOWN AT CLEAR CREEK SUBDIVISION

Midtown completed installation of the sanitary sewer mains in filing 8 on July 8, 2016. Filing 8 is located at 66th & Pecos Street.

There are several sections of sewer mains and some water service lines that are private within the Midtown development. Crestview staff and representatives from Brookfield Residential have been working on an Intergovernmental Agreement (IGA) for ownership, operation, maintenance and repair of Midtown sanitary sewer collection and treated water distribution facilities within the development. The IGA delineates ownership of Crestview utilities and Midtown utilities and how each is to be maintained/replaced as needed.

Director Dietz made a motion to adopt the following resolution:

RES. #20-16 WHEREAS, Crestview Water and Sanitation District (Crestview) currently provides water and sewer service to customers living in the Midtown at Clear Creek subdivision, which is the area generally bounded by Pecos Street, Zuni Street, 66th Avenue and 68th Avenue, and

WHEREAS, the Midtown at Clear Creek subdivision has had its treated water distribution piping and its sanitary sewer collection piping constructed under the authority of the Clear Creek Station Metropolitan District No. 1 (Clear Creek), and

WHEREAS, Crestview owns and maintains certain water and sewer mains within the subdivision and Clear Creek also owns and maintains certain private sewer mains and water service lines, and

WHEREAS, Crestview and Clear Creek wish to set forth a delineation of responsibilities pertaining to the ownership, operation and maintenance of such facilities, and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors, Crestview Water & Sanitation District accept and execute the Intergovernmental Agreement between Crestview Water & Sanitation District and the Clear Creek Metropolitan District No. 1 as detailed specifically in the IGA documents for the purposes of maintaining the treated water distribution piping and the sanitary sewer piping within the previously described portion of the Midtown at Clear Creek Subdivision as of July 13, 2016.

President Doak seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

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 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 sanitary sewer mains will start being installed within the next few weeks. The water plans have been delivered to Denver Water for their review. During the design review process, Crestview and Denver Water required three easements to be created for our utilities. The three easement agreements and their respective exhibits will be provided for the Board to approve and sign at the July 13, 2016 regular meeting.

POMPONIO TERRACE

The water and sewer plans for the Pomponio Terrace subdivision were provided to Crestview on March 3rd for our review. The plans were also provided to RG and Associates for their concurrent review. Some of the plans will need to be reviewed again as the builder has requested lot size changes thus causing a redesign of the subdivision. Pomponio Terrace is also hopeful to start building homes by October 1, 2016.

BAKER APARTMENTS

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

Denver Water June purchase
69,797,000 gallons
1,729,267 gallons per day
Average since 2006 is 73,378,000

BILLS -

Director Martin made a motion to adopt the following resolution:

RES #21-16 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.

UNFINISHED BUSINESS

Public Information

No new information to report.

Metro Report

No news to report.

NEW BUSINESS

Easements for Clear Lake Estates were signed by President Doak and Secretary Sweeney.

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 7:40 P.M.

Respectfully submitted,

Danny Sweeney, Secretary