

**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  
**August 24, 2016**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held August 24, 2016 at the office of the District, 7145 Mariposa Street, Adams County, Colorado. The meeting was presided over by President Mike Doak. District Manager Mitch Terry was present to record the minutes.

Members Present:

Mike Doak	President
Henry Dietz	Director
Lori Sakowicz	Director

Also Present:

Mitch Terry	District Manager
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Absent:

Jill Martin	Vice-President
Danny Sweeney	Secretary/Treasurer
Ron Forman	Attorney

The Pledge of Allegiance was recited.

**LUCAS GONZALES 5 YEAR ANNIVERSARY**

Lucas is celebrating his five-year anniversary with the Crestview Water and Sanitation District on August 9, 2016. Lucas is a member of Crestview’s maintenance team and is the District’s primary equipment operator. Congratulations Lucas!

**PUBLIC COMMENTS**

There was no one of the public present.

**DISTRICT MANAGER REPORT**

**2017 EMPLOYEE COMPENSATION INCREASE**

In preparation for the 2017 annual budget, Mr. Terry respectfully asked the Board to consider a 3% Employee Compensation increase for the employees of the Crestview Water & Sanitation District for 2017. Mr. Terry provided a salary survey compiled with other comparable special districts in the metro area as well as the Mountain States Employer Council recommendation for 2017.

The Board would like to hire a survey compensation consultant to conduct a salary survey for Crestview Water and Sanitation District in February 2017.

A discussion was held but it was determined that in order to have all Board members input on this issue, further discussions will be tabled until the August 24, 2016 meeting. A motion was made and seconded to include a three percent increase into the 2017 Budget for payroll.

**METRO WASTEWATER AUDIT REPORT**

Members of the Metro Wastewater Reclamation District staff came to the district office on August 4, 2016 to conduct an audit of Sewer Connection Charges collected by Crestview to be passed through to Metro. Metro staff found one connection charge paid to Crestview on August 6, 2015 that was unreported. The unreported amount was the equivalent of one Single Family Residential Equivalent for \$3,960. An invoice for the uncollected amount was provided to our staff. Once the invoice is paid, another separate invoice will be issued for interest accrued from the October 15, 2015 due date.

#### MIDTOWN AT CLEAR CREEK SUBDIVISION

Midtown completed installation of both the sanitary sewer mains and water mains in filing 8 July 15, 2016 Filing 8 is located at 66<sup>th</sup> & Pecos Street. Sewer taps are now being installed with the water taps soon to follow.

#### 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 are being installed. The water plans have been provided to Denver Water for their review and are being picked up August 19th. Installation of the water mains should begin within the next two weeks.

#### POMPONIO TERRACE

The water and sewer plans for the Pomponio Terrace subdivision were provided to Crestview on March 3<sup>rd</sup> for our review. The plans were also provided to RG and Associates for their concurrent review. Some of the plans are being reviewed again as the builder has requested lot size changes thus causing a redesign of the subdivision. Pomponio Terrace is hopeful to start installing utilities by October 1st.

#### BAKER APARTMENTS

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

#### **UNFINISHED BUSINESS**

Tennyson Park HOA court order for exclusion has been signed and will now need to be provided to Adams County for recording purposes.

#### Public Information

A public notice will be placed on the website regarding the 2017 increase from Metro Wastewater.

#### **NEW BUSINESS**

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 7:48 P.M.

Respectfully submitted,

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Mitch Terry, District Manager