

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
September 14, 2016**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held September 14, 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.

PUBLIC COMMENTS

There was no one of the public present.

MINUTES FOR APPROVAL, August 10, 2016

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the August 10, 2016 Board Meeting.

There being no corrections, deletions, or additions, the Minutes for the August 10, 2016 Board Meeting were accepted as presented.

MINUTES FOR APPROVAL, August 24, 2016

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the August 24, 2016 Board Meeting.

There being no corrections, deletions, or additions, the Minutes for the August 24, 2016 Board Meeting were accepted as presented.

DISTRICT MANAGER REPORT

2017 EMPLOYEE COMPENSATION INCREASE

In preparation for the 2017 annual budget, Mr. Terry respectfully asked the Board to consider a 3% cost of living 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 regarding changing the pay scale which includes a lump sum 3 percent cost of living increase.

Director Sakowicz made a motion to adopt the following resolution:

RES. #23 -16 WHEREAS, it is the desire of the Board of Directors to have the Employee Policy Manual provide employee compensation and benefits comparable to area municipalities and,

WHEREAS, the Board of Directors has determined that certain revisions to the Employee Policy Manual be made to retire the Grade and Longevity chart as created and utilized since 1963 and replace it with compensation bands related to each job position and,

WHEREAS, the Board of Directors has also determined that the newly created compensation bands be limited to only twelve positions with specific minimum and maximum wages possible per job position and that individual employee hourly compensation be evaluated and contained within each job position specific band and,

WHEREAS, the Board of Directors has also determined that on January 1st of each year, if approved by the Board of Directors, a Band increase adjustment based on Denver area “cost of living” will be applied to each band to allow the District to maintain compensation comparable to area municipalities and,

WHEREAS, employee evaluations will be conducted twice per year and,

WHEREAS, the District Manager in consultation with respective department heads will determine hourly wages as assigned within each job position and compensation band and,

NOW, THEREFORE, BE IT RESOLVED THAT beginning January 1, 2017, Crestview will retire the Grade and Longevity chart as created and utilized since 1963 and replace it with Compensation Bands per job position and that Appendix A, Section 3, of the Employee Policy Manual be amended effective January 1, 2017 to reflect the new Compensation Band format for employee compensation as follows:

The following is a non-binding guide detailing available compensation for District Employees based on classification and experience. The District Manager in consultation with respective department heads will determine hourly wages assigned. Employee evaluations will be conducted twice per year. Compensation for District Manager shall be determined by the Board of Directors.

2017 Proposed Hourly Pay Schedule		Grade	Minimum	Maximum	
Part time	1		13.72	16.32	
CLERK	2		15.84	26.55	
MAINTENANCE WITHOUT CDL	3		18.86	27.26	
BILLING	4		19.63	28.60	
MAINTENANCE WITH CDL	5		21.82	32.05	
EQUIPMENT OPER/SR. MAINT. WORKER	6		23.30	34.56	
LOCATOR/INSPECTOR	7		25.19	37.27	
LEADMAN	8		26.30	38.70	
SUPERINTENDENT	9		29.44	43.29	
OFFICE MANAGER	10		30.58	44.87	
ENGINEER	11			41.14	50.85
DISTRICT MANAGER	12			52.18	62.80

Director Dietz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

Director Dietz made a motion at 7:44 PM and Director Martin seconded the motion to enter into executive session pursuant to §24-6-402(4)(F) for discussion of a personnel matter involving the evaluation of the District Manager, who is in attendance.

The regular meeting was resumed at 7:55 PM.

A motion was made by Director Martin and Seconded by Director Doak and unanimously accepted to increase the District Manager's pay to \$53.00 per hour for the year of 2017.

SEVERE WEATHER ON AUGUST 30, 2016

On the night of August 30, 2016, parts of the Crestview service area were hit by a severe thunder storm dropping approximately 1" to 1 ½" of rain and hail in a matter of minutes. Crestview's properties were not damaged but the nearby Clear Lake development was hit hard. The development was in the process of installing new sanitary sewers for the subdivision when the storm came through. As a result, the plug in the end of the new main was dislodged, subsequently allowing a large amount of muddy water to drain from the site into Crestview's sanitary sewer system. Crestview staff was on site to try to minimize the flows to keep the water on site. Several homeowners reported that they had water coming up from their floor drains flooding their homes. The homeowners were advised to contact their insurance companies to report the flooding of their homes. The contractor for the subdivision was contacted and arrived on scene around 10:15 PM.

TENNYSON PARK EXCLUSION

The Tennyson Park subdivision petitioned Crestview's Board to be excluded from Crestview during the October 14, 2015 meeting of the Board. The Tennyson Park Subdivision is located in the southwest corner of 64th avenue and Tennyson Street. Tennyson Park is in Crestview's water and sewer service area and Crestview collects mill levies from each property. Tennyson Park is served both water and sewer by the City of Arvada. Crestview does not provide services to the subdivision. After a short presentation by MaryAnn McGeady, attorney for the Tennyson Park HOA, the board chose to allow the Tennyson Park subdivision to exclude out of the district. After several months of detailed work, the exclusion is now complete. On August 23, 2016, the Adams County District Court granted the motion for the Order of Exclusion. The Tennyson Park subdivision is now excluded from the Crestview service area and in turn, will no longer be assessed a mill levy by Crestview Water and Sanitation District after January 1, 2017.

MIDTOWN AT CLEAR CREEK SUBDIVISION

Midtown completed installation of both the sanitary sewer mains and water mains in filing 8 July 15th. Filing 8 is located at 66th & 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 approved by both Crestview and Denver Water. Installation of the water mains should begin soon.

POMPONIO TERRACE

The water and sewer plans for the Pomponio Terrace subdivision were provided to Crestview on March 3, 2016 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 March 2017.

SDA CONFERENCE REMINDER

The annual SDA conference is next week, September 21-23, 2016. All registrations and accommodations have been made for the Board, Office Manager Tania Arnold and Mr. Terry to attend. The opening breakfast is Wednesday at 7:15 am.

BUDGET COMMITTEE MEETING REMINDER

The 2017 Budget committee meeting will be held on September 28, 2016 at 7:30 PM at the Kachina Southwest Grill located in the Westin hotel in Westminster at 10600 Westminster Blvd., Westminster.

Denver Water August purchase
79,158,000 gallons
2,553,484 gallons per day
Average since 2006 is 71,815,000

BILLS -

Director Dietz made a motion to adopt the following resolution:

RES #24-16 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

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

Metro Report

Metro had a water break on a ten inch cast iron main that caused minor property damage. Metro is looking into the cost to replace the aging main.

NEW BUSINESS

There were four easements presented for signatures. All documents were signed by Board President and Secretary Sweeney.

There being no further new business to come before the Board, Director Sweeney made a motion with Director Martin seconding to adjourn the meeting. Director Doak adjourned the meeting at 8:14 P.M.

Respectfully submitted,

Danny Sweeney, Secretary