

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
October 12, 2016**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held October 12, 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
Matthew Zielinski	Representative for Clear Creek Metropolitan District (Midtown)

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

There were no comments made.

MINUTES FOR APPROVAL, SEPTEMBER 14, 2016

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the September 14, 2016 Board Meeting.

There being no corrections, deletions, or additions, the Minutes for the September 14, 2016 Board Meeting were accepted as presented.

MINUTES FOR APPROVAL, SEPTEMBER 28, 2016 BUDGET COMMITTEE MEETING

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the September 28, 2016 Budget Committee Meeting.

There being no corrections, deletions, or additions, the Minutes for the September 28, 2016 Budget Committee Meeting were accepted as presented.

DISTRICT MANAGER REPORT

OCTOBER BIRTHDAYS

Happy October birthday to District maintenance worker, Lucas Gonzales.

OFFICE ROOF

A claim for hail damage at the District's main office was made for the damage caused on August 30, 2016. The adjuster from Arthur J. Gallagher insurance examined the roof on Friday, October 7, 2016 to assess the damages. Erick Brock of Expert Exteriors was on site to meet with the adjuster. The adjuster assessed

the damage to the roof and determined that a full replacement is warranted. An estimate of cost will be provided by the adjuster by weeks' end. The replacement of the roof will begin shortly afterward.

2017 PROPOSED BUDGET

The Crestview Water & Sanitation District held the 2017 Budget Committee meeting on September 28, 2016. The Committee was read the 2017 Budget Report detailing the first eight months of actual expenditures and income for 2016 and the anticipated expenditures and expenses for the remainder of 2016. The anticipated income and expenditures for 2017, details of operations and maintenance, proposed water main and sewer main rehabilitations & replacements and capital improvements were then examined. After examining the proposed 2017 Budget, the Committee determined that the proposed 2017 Budget was acceptable to be presented for a first reading at the next Board of Directors meeting held October 12, 2016. A resolution stating that the Budget Committee approves the draft 2017 Budget for first reading to be presented at the October 12, 2016 regular meeting of the Board is included in your packet.

DUMP TRUCK BIDS

We have received three bids to replace Crestview's 2000 Freightliner tandem axle dump truck. The three bidders were:

Transwest Truck Trailer RV for a	2017 Freightliner	\$104,365.00
McCandless Truck Center for a	2017 International	\$104,674.58
Transwest Truck Trailer RV for a	2017 Western Star	\$113,208.00

The low bidder is Transwest Truck Trailer RV for a 2017 Freightliner at \$104,365.00.

Director Martin made a motion to adopt the following resolution:

RES #25-16 BE IT RESOLVED THAT the Board of Directors, Crestview Water & Sanitation District accept the proposal to purchase from Transwest Truck Trailer RV a 2017 Freightliner tandem axle dump truck at the proposed price of \$104,365.00, and

BE IT FURTHER RESOLVED THAT the District Manager is authorized and directed to execute the purchase of the aforementioned vehicle and sale of the District's 2000 Freightliner.

Director Doak seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

PARKING LOT REPLACEMENT BIDS

We have received three bids to have the existing asphalt parking lot at our 2495 W. 64th Ave. facility replaced and have an optional north portion paved at the same time. Option #1 is to replace only the existing asphalt parking lot and Option #2 for both areas combined. The three bidders were:

Enright Companies LLC	Option #1 \$22,874.50	Option #2 \$101,502.30
Douglas County Asphalt	Option #1 \$34,286.00	Option #2 \$106,643.00
Martin Marietta	Option #1 \$23,917.86	Option #2 \$137,890.36

The Board accepted option #1 from Enright and stated the District Manager has the authorization to make purchases under \$60,000 therefore no resolution was necessary to proceed.

TRANSPARENCY NOTICE 2017

Mr. Terry supplied the Board with a copy of the proposed 2017 Transparency Notice for your review. The Board accepted the notice as presented.

NOTICE OF REGULAR MEETING SCHEDULE FOR 2017

Crestview Water and Sanitation District Rules and Regulations state that regular meetings of the Board are to be conducted on the second Wednesday of the month. The second Wednesday in September of 2017 is also the same date for the opening evening events at the annual SDA Conference. Mr. Terry suggested adjusting the September meeting in 2017 to be held on the first Wednesday, September 6th, to avoid a scheduling conflict with the SDA Conference. The Board agreed to make the adjustment.

Director Sakowicz made a motion to adopt the following resolution:

RES. #26 -16 BE IT RESOLVED THAT the Board of Directors adopt the following schedule for regular meetings during 2017:

NOTICE OF REGULAR MEETING

Notice is hereby given that the regular meetings of the Crestview Water and Sanitation District Board of Directors for 2017 will be held at 7145 Mariposa Street at 7:00 PM on:

January	11,	2017	July	12,	2017
	25,	2017			
February	8,	2017	August	9,	2017
March	8,	2017	September	6,	2017
			September	27,	2017
April	12,	2017	October	11,	2017
			October	25,	2017
May	10,	2017	November	8,	2017
June	14,	2017	December	13,	2017

AND BE IT FURTHER RESOLVED THAT notice of meetings be posted at all required locations.

Director Sweeney seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

Director Sweeney made a motion to adopt the following resolution:

RES. #27 -16 BE IT RESOLVED THAT the Crestview Water and Sanitation District public meetings notices for 2017 shall be posted at the District office and in the Adams County Clerk and Records office, F.M. Day Elementary School, Hodgkins Elementary School, and Scott Carpenter Middle School, and;

BE IT FURTHER RESOLVED THAT all meetings of the Board of Directors shall be held at the District office, 7145 Mariposa Street, and;

BE IT FURTHER RESOLVED THAT Agendas for all public meetings shall be posted at the District’s office 24 hours in advance of all scheduled meetings.

Director Sakowicz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

MIDTOWN AT CLEAR CREEK SUBDIVISION

The Filing 6 utility plans have been reviewed by Crestview staff and also by RG and Associates staff. All comments have been addressed satisfactorily. The water portion of the plans has been submitted to Denver Water for their review. Construction of Filing 6 is tentatively set for March of 2017.

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 for our review. The plans were also provided to RG and Associates for their concurrent review. The utility plans have been reviewed by Crestview staff and also by RG and Associates staff. All comments have been addressed satisfactorily. The water portion of the plans has been submitted to Denver Water for their review. Pomponio Terrace is hopeful to start installing utilities before the end of the year.

BAKER APARTMENTS

The water and sewer plans for the Baker Apartments were provided to Crestview for our review. The Baker Apartment development is hopeful to break ground by March 2017.

Denver Water September purchase

58,748,000 gallons

1,958,267 gallons per day

Average since 2006 is 62,301,000

BILLS -

Director Sweeney made a motion to adopt the following resolution:

RES #28-16 BE IT RESOLVED THAT the Bills be paid.

Director Doak 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

We advertised in the Westminster Window for the bid opening for the 2016 Sewer Rehabilitation Project.

Metro Report

No report.

NEW BUSINESS

2016 Sewer Rehabilitation Project

The Bid opening for the 2016 Sewer Rehabilitation Project was held October 11, 2016 in the District office. Crestview only received one bid from Levi Contractor's Inc.

Director Martin made a motion to adopt the following resolution:

RES #29-16 WHEREAS The Crestview Water and Sanitation District advertised a Notice of Request for Proposal for the 2016 Sanitary Sewer Rehabilitation Project (Work) to potential bidders and held the Bid opening on October 11, 2016, and

WHEREAS only one bidder submitted a bid, Levi Contractors, Inc., and

WHEREAS Levi Contractors, Inc. submitted their bid of \$251,285.00 which was less than 10 percent more than the engineer's estimate, and

WHEREAS Crestview's engineer, Clarice O'Hanlon reviewed the bid and qualifications of the bidder and determined that Levi Contractors, Inc. was qualified to do the work and therefore recommended to be awarded the contract, and

WHEREAS The Board reviewed the bid and recommendation and due to time constraints to complete the Work before year's end, the Board of Directors chose to not re-advertise the Work and determined that it is in the best interest of the District to accept the Bid from and award the contract to Levi Contractors, Inc. (Contractor) for a bid price of \$251,285.00, and

NOW THEREFORE BE IT RESOLVED That Levi Contractors, Inc. be awarded the contract for the 2016 Sanitary Sewer Rehabilitation Project for the bid amount of \$251,285.00.

AND BE IT FURTHER RESOLVED That the District Manager be authorized and directed to execute the contract with the Contractor for the Work, and issue the Notice of Award and Notice to Proceed upon submittal of all necessary bonds and insurance certificates by the Contractor.

Director Doak seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

Customer Portal

The office staff met with American Data Group regarding an installation of a customer portal to the billing system. This program would allow customers to view account billing history, 2-year consumption history, change account information, and will give them the opportunity to make a payment directly into the customer's account. This program would be a benefit to both the customer and the District. The customer portal is expected to be active by the beginning of 2017. The office staff will be providing information regarding this new program thru the website, social media and on the billing statements.

There being no further new business to come before the Board, Director Martin made a motion with Director Sakowicz seconding to adjourn the meeting. Director Doak adjourned the meeting at 7:57 P.M.

Respectfully submitted,

Danny Sweeney, Secretary