

**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  
February 8, 2017**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held February 8, 2017 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 were no comments made.

**MINUTES FOR APPROVAL, JANUARY 25, 2017**

Director Doak Asked if there were any corrections, deletions, or additions to the Minutes for the January 25, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the January 25, 2017 meeting of the Board were accepted as presented.

**DISTRICT MANAGER REPORT**

**EMPLOYEE UPDATE**-Crestview's Office Manager, Tania Arnold resigned on January 24, 2016 to better attend her family.

One of Crestview's office clerks, Savannah Sanchez also has left Crestview. Savannah ended her employment on January 12, 2016. Crestview has hired Robert "Bob" Russell as office clerk. Lori Lucero will be the new Office Manager.

**WELCOME NEW EMPLOYEE**-I would like to officially welcome Crestview's newest employee, Robert Russell. Bob was hired on January 25<sup>th</sup> as an office clerk and is already making a positive impact on the operation of the office. Welcome, Bob!

**REPLACEMENT DUMP TRUCK**- Crestview took delivery of its new dump truck on January 30, 2017. The dump truck is the final vehicle that was purchased from the 2016 Budget. Final price, \$104,365.00

**2016 ANNUAL FINANCIAL AUDIT**-The 2016 annual financial audit for the Crestview Water & Sanitation District was performed by Charlie Poysti and Cherry Lofstrom of Poysti and Adams on January 19 and 20, 2017. Mr. Poysti will present their findings at the March 8, 2017 regular meeting of the Board.

**PAYCHEX PAYROLL SERVICE**-With the recent resignation of Crestview's former Office Manager, Tania Arnold, I felt it was in the best interest of the District to adjust the responsibilities of the Office Manager to eliminate the liability of payroll for the District. I have contracted with Paychex Payroll Services to take care of Crestview's payroll needs. By outsourcing payroll, the responsibility for reporting individual taxes

to both the state and federal government will be removed from District personnel and assumed by Paychex. Paychex guarantees that all payroll associated reporting is 100% backed by them if there is ever any need for adjustments to the IRS reporting. Paychex also provides Human Resources services that includes HR Assessment and Reports, I-9 and file set-up and/or audits, update job descriptions, employee forms, supervisor training, employee training, state unemployment support, pay-as-you-go worker's comp service and much more. One of the items they inquired about was the District's Employee Policy Manual and when it was last legally reviewed. Crestview attorney Ron Forman provides this review and will continue to do so. Paychex indicated that they also provide this service if we are interested. The Paychex HR Compliance & Payroll Service also includes all payroll processing, free W-2s and quarterly reporting. Crestview will have Paychex provide the HR Compliance and Payroll Service for \$1,125 per month. The HR compliance package is \$875 per month. The District can have the HR Compliance dropped off any time after providing a 30 day written notice.

Mr. Terry provided the Board with pay dates for compensation for attending Crestview's Board of Director meetings. In the interest of saving money by limiting the number of payroll processings, each board member will be compensated on the next scheduled district employee payroll payday.

Meeting dates	Pay dates	Meeting dates	Pay dates
February 8, 2017	February 10	August 9, 2017	August 11
March 8	March 10	August 23	August 25
April 12	April 21	September 6	September 8
May 10	May 19	September 27	October 6
June 14	June 16	October 11	October 20
July 12	July 14	October 25	November 3
		November 8	November 17
		December 13	December 15

BREAKFAST WITH DENVER WATER GENERAL MANAGER JIM LOCHHEAD-On Thursday, February 2<sup>nd</sup>, Crestview Board Secretary/Treasurer Danny Sweeney and Mr. Terry attended Denver Water's "Breakfast with Jim". Mr. Lochhead spoke about several projects that are under way at Denver Water such as the expansion of Gross Reservoir to raise the level of the dam approximately 127 feet and the creation of a new water treatment plant to be built in Golden along Highway 93. The new water plant will be called the Northwater Water Treatment Facility and is scheduled to start treating water in 2022. Denver Water has also created a Distributor Portal to allow distributors of Denver's water to submit water main replacement plans for review, have access to Denver Water's Rules and Regulations along with the current engineering standards. Denver Water is also in the early stages of drilling wells into the local aquifers to determine the best locations to begin a recharge program to allow for more water storage in the aquifers for possible future use.

CLEAR CREEK VILLAGE TOD- The engineer for the Clear Creek Village TOD has been in contact with representatives of Denver Water to discuss what changes to Crestview's system need to be done and who is to pay for them in order for their project to get back on track.

MIDTOWN AT CLEAR CREEK SUBDIVISION-Nothing new to report

POMPONIO TERRACE-Nothing new to report.

BAKER APARTMENTS-nothing new to report.

CLEAR LAKE SUBDIVISION-All of the water tapping fees for the project have been paid by the developer to Denver Water. Meaning, the fees needed to be paid to Denver Water for Denver's personnel to come to the site and make the physical hole in the Water main for the tap. With these fees paid, water services and sewer services will soon begin being installed.

Denver Water January purchase  
 34,906,000 gallons  
 1,090,813 gallons per day  
 Average since 2006 is 35,696,000

## **BILLS -**

Director Sweeney made a motion to adopt the following resolution:

**RES #3-17** 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**

The Office Data was accepted as presented.

## **FINANCIAL REPORT**

The Office Data was accepted as presented.

## **UNFINISHED BUSINESS**

### 1. Public Information

Crestview's website has been down for about two weeks. Many customers have been calling to let the district know that the website is down. Birch communications was hosting the website and stopped hosting once Crestview transferred its internet and phone service to Comcast. The new hosting company is scheduled for February 9th to get the website back up and running.

Crestview's Citizen's Link Portal will be plugged into the District website soon. We are hoping for a mid-February start-up.

A 30 day posting is on the front door, on the District's website and also in the Transparency Notice declaring the March 8, 2017 Board of Directors meeting to include a possible rate increase for the sewer only customers located in the Skyline Vista Subdivision.

### 2. Metro Report

Director Martin will no longer be available to represent Crestview at the Metro Wastewater meetings. No one on Crestview's Board is able to attend the Thursday morning meetings and discussed possibly recruiting a former director to sit as Crestview's representative to Metro's Board. The Board chose to pay the new Metro director \$50.00 to present their metro report to Crestview's Board. Crestview's Agenda will be rearranged to allow the Metro attendee to present early in the Crestview meeting of the Board. Former Director Ron Sanchez has been contacted and will represent Crestview on Metro's Board if appointed.

Director Dietz made a motion to adopt the following resolution:

**RES. #4-17** 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** Crestview Director Jill Martin currently serves as Crestview's appointed representative to Metro's Board and is now no longer able to serve in that capacity, and

**WHEREAS** at the regular meeting of the Crestview Board of Directors, February 8, 2017, the Board elected to appoint Ronald Sanchez as its representative to serve on Metro's Board,

**NOW THEREFORE BE IT RESOLVED** That Ronald Sanchez be appointed to serve as Crestview's representative to the Board of Directors for the Metro Wastewater Reclamation District effective February 8, 2017.

Director Martin seconded the motion.

AYES: Directors Doak, Martin, Sweeney, Dietz and Sackowicz

NAYS: None.

The resolution was adopted unanimously.

Metro provides a Certificate of Appointment to be filled out once a representative has been appointed by Crestview's Board. The certificate was completed and signed by Directors Doak and Sweeney and will be provided to Metro on February 9, 2017.

No Metro report was given.

**NEW BUSINESS**

**COLORADO RURAL WATER ASSOCIATION ANNUAL MEETING-** CRWA's annual meeting is being held on February 17, 2017 at the Crowne Plaza DIA Convention Center, 15500 E. 40<sup>th</sup> Avenue at 1:30 PM. The meeting agenda will include: election of members to the Board of Directors, report on the progress of the Association and the transaction of such other business as may properly come before the meeting. Crestview is an "A" member in good standing allowing a single vote for the director representing Region 1. No Crestview board members will be in attendance therefor, a proxy vote is to be provided.

Director Doak signed the proxy. The proxy will be sent to the CRWA on February, 2017.

**VEHICLE REPLACEMENTS FOR 2017**

The District intends to replace three pickup trucks in 2017. Of the trucks being replaced, two of the pickups are 2009's and one is a 2007. Crestview has received seven overall bids for the three pickup trucks.

2017 Chevrolet Silverado WT Crew 4X4	\$40,176
2017 Chevrolet Colorado Quad Cab 4X4	\$38,084
2017 Ford F-150 Super Cab 4X4	\$30,535
2017 Nissan Titan Single Cab 4X4	\$33,094
2017 Nissan Frontier Crew Cab 4X4	\$30,110
2017 Toyota Tundra Double Cab 4X4	\$34,774
2017 Toyota Tacoma 4 Door 4X4	\$33,968

Crestview staff is requesting to purchase three (3) 2017 Ford F-150 Super Cab 4X4 pickups for \$30,535 for a total of \$91,605.

Director Martin made a motion to adopt the following resolution:

**RES. #5-17** Be it resolved that the District Manager be authorized to purchase from Sil-TerHar Motors three 2017 Ford F-150 XLT 4X4 pickup trucks for a total quoted price of \$91,605.00.

Director Doak seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

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 7:26 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary