
RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
March 8, 2017

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held March 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
Ron Sanchez	District representative-Metro
Charlie Poysti	Poysti & Adams, LLC

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

There were no comments made.

2016 ANNUAL FINANCIAL AUDIT REPORT, POYSTI AND ADAMS, LLC

Charlie Poysti of Poysti and Adams, LLC presented the 2016 Annual Financial Audit Report to the Board. Mr. Poysti started his presentation stating that the 2016 Annual Financial Audit was conducted and found no exceptions. Mr. Poysti went through the draft report page by page detailing the findings of the Audit. The District's net position was positive over that of final year 2015 by \$2.4 million.

Mr. Poysti continued on with the Skyline Vista Report and calculations for 2017. The annual cost went down due to the additional homes added to the District in Midtown.

The Board thanked Mr. Poysti for his time and for his presentation. Mr. Poysti then left the meeting.

MINUTES FOR APPROVAL, FEBRUARY 8, 2017

Director Doak Asked if there were any corrections, deletions, or additions to the Minutes for the February 8, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the February 8, 2017 meeting of the Board were accepted as presented.

METRO REPORT-RON SANCHEZ

Construction on the southern portion of the Robert Hite Treatment Facility is now complete.

Construction on the Northern Treatment Plant is now complete. The City of Thornton has been having its sewer treated at the Northern Treatment Plant since October of 2016. A discussion about sewer connection charges at Metro was held. 2016 SCCs were \$45 million with 2017 SCCs estimated at \$54 million.

DISTRICT MANAGER REPORT

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.

SEWER BACKUP AT 2855 W 64TH AVE.-On Friday, February 10th, Crestview maintenance staff was called out to a sewer backup at 2855 W. 64th Ave. It was determined that a 15 inch sewer main marked as abandoned in the 70's wasn't fully abandoned. It was discovered through the investigation that the service for 2855 W. 64th avenue was tapped onto the "abandoned" main. In 2006, during the installation of a new 8 inch water main in 64th avenue, the "abandoned" main was cut and capped to allow the new water main to continue on to the west. During the investigation, it was determined that the abandoned main was actually in service and allowing the sewer flows from 2855 to flow into the sewer main in 64th avenue. The "abandoned" main then ultimately acted as a sort of septic tank allowing the sewer from 2855 to be stored in it until ultimately it backed up into their sand traps and floor drains. After the discovery that the "abandoned" main was truly abandoned in 2006 and no longer usable, it was decided to hire Brannan Construction to create a new tap and sewer service for 2855 W. 64th avenue to drain the sewer flows into the main in 64th avenue. The work is complete and the old main has been vacuumed out as well as possible. I contacted Crestview's insurance company and started a claim for the bills from the property owner for pumping out their sand traps and also for the construction.

NEW CRESTVIEW OFFICE EMPLOYEE-Crestview has hired Kerry Strong as an office clerk. Kerry started employment with the District on March 6th. Welcome to Crestview, Kerry!

DUMP TRUCK FOR SALE- Crestview is currently displaying the 2001 Freightliner tandem axle dump truck at the 6410 Pecos facility for sale. The truck has also been posted on Craigslist. The truck will be sold by closed bid. The closed bid forms are available in the dump truck. The completed sealed bids will need to be returned to the Crestview administration building by noon on Monday, April 3rd. The bids will be opened at 2:00 PM on April 3rd. The dealer that sold the new dump truck to Crestview offered \$12,000 as a trade-in for the 2001 Freightliner we are selling.

The Board asked questions about the blue book value and how many miles are on the truck.

TANK MIXERS-The tank mixers purchased in 2016 for the District's four treated water storage tanks have been installed. Three of the four are now in service with the final mixer to be started up in the largest tank after some internal painting is complete.

REAPPORTION OF METRO DISTRICT BOARD OF DIRECTORS-Crestview received notice on February 21, 2017 from the Metro Wastewater Reclamation District of the state requirement to reapportion the District's Board of Directors representation every four years. Crestview responded via required letter stating that it provides service to a population of 19,821. Metro uses a 2.8 multiplication factor that is applied to the number of Single Family Residential Equivalents (SFREs). Crestview has 7079 SFREs. See the enclosed letter.

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-The water and sewer plans for Filing 6 are to be presented to Crestview for final review during the week of March 6th.

POMPONIO TERRACE-Nothing new to report.

BAKER APARTMENTS-nothing new to report.

CLEAR LAKE SUBDIVISION-An initial walk through is scheduled for March 7th to verify that all items related to the associated utilities are addressed and can be signed off for initial acceptance.

Denver Water February purchase
30,774,000 gallons
1,099,071 gallons per day
Average since 2006 is 33,636,000

BILLS -

Director Martin made a motion to adopt the following resolution:

RES #6-17 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

The Office Data was accepted as presented.

FINANCIAL REPORT

The Office Data was accepted as presented.

UNFINISHED BUSINESS

1. Public Information

Customer complaint. A customer has stated that Crestview forces its customer's banks to write bank checks and send them through the postal service "snail mail". The customer is also upset that our credit card company charges a convenience fee for processing payments. The customer is requesting the fees to be eliminated. The customer also has stated that our office is not available for Siri to provide the location of Crestview's office. Mr. Terry has had communications with this customer through email detailing the various methods of paying for their water/sewer bills.

NEW BUSINESS

Skyline Vista quarterly sewer rates

Director Dietz made a motion to adopt the following resolution:

RES. # 7-17 WHEREAS the Board of Directors has determined that present revenues are adequate to provide for the financial needs of the District, and,

WHEREAS, an decrease in revenue can only be accomplished by a decrease in annual charges for sanitary sewer service, and;

WHEREAS, the Board has determined that the fair and reasonable annual charge for all customers within the Skyline Vista Subdivision for sanitary sewer service provided by the District to be \$445.28 (four hundred, forty-five dollars, and twenty-eight cents).

NOW, THEREFORE, BE IT RESOLVED THAT Appendix C, Section (B) of the Rules and Regulations be amended to read as follows:

The quarterly charge for all residential customers within the Skyline Vista Subdivision effective April 1, 2017, (regardless of delivery date of the service) shall be \$445.28 (four hundred, forty-five dollars, and twenty-eight cents).

Director Sakowicz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

Customer bill review

Director Dietz provided the Board with a bill that a customer had put in Director Dietz's mail box showing that he paid \$127.43 in cash on January 25, 2017. The customer's February statement shows that the customer paid \$190.88 as of February 1, 2017 and now has a credit of \$63.45. There was no other information provided to Director Dietz or the Board to indicate any other activity on the account. Director Dietz is concerned that the office personnel are not assigning the correct amounts to each account and that there is a possibility that other customers are also having their payments entered incorrectly. Director Dietz also voiced concerns about the drawer not being balanced daily and wanted to know how

the District's finances can balance at the end of the month. Mr. Terry stated that the drawer is balanced to zero twice daily. If there were imbalances in the amounts collected and the amounts posted to accounts, the error would be caught and corrected before close of day, each day. Mr. Terry stated that the payment would be researched the next day to determine what exactly occurred with this customer's payment. Mr. Terry will provide an explanation at the April 12, 2017 meeting.

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,

Danny Sweeney, Secretary