

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
July 12, 2017**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held July 12, 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
Ron Sanchez	District representative-Metro
Mitch Terry	District Manager

The Pledge of Allegiance was recited.

METRO REPORT - RON SANCHEZ

Mr. Sanchez stated that Metro Wastewater Reclamation District's Sewer Connection Charges are to remain at \$4,220 for 2018. Metro is creating a 50 year plan at 64th & Tower Road to install sewer lift stations to pump sewer to the Northern Treatment Plant. A pilot project will be implemented to study and repair certain piping within the Robert Hite Treatment Plant that transport different toxic treatment chemicals within the plant.

PUBLIC COMMENTS

There were no comments made.

MINUTES FOR APPROVAL, June 14, 2017

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the June 14, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the June 14, 2017 meeting of the Board were accepted as presented.

DISTRICT MANAGER REPORT

JULY BIRTHDAYS-Happy July birthday to the District's attorney Ron Forman and District Superintendent Patrick Stock.

WATER BREAK AT 2325 W. 72nd AVE-on Wednesday, June 21st, Crestview had a water break that destroyed the two eastbound lanes of 72nd avenue between Zuni Street and Warren Drive. With the damage to the street being so extensive, the asphalt patch back was hired out to Enright Companies. The street was patched back on June 26th. The cost for replacement was \$8,812.00.

DESIGNATION OF PERSON/S TO PREPARE THE 2018 DRAFT BUDGET-It is time to designate, by resolution, a person or persons to prepare a draft budget for 2018 for presentation to the Budget Committee at the annual Budget Committee meeting to be held on September 27, 2017. Generally, the Board will designate the District Manager and the District’s auditor to prepare the draft budget. I have provided you a copy of the resolution in your packet.

Director Martin made a motion to adopt the following resolution:

RES. # 12-17 WHEREAS, The Board of Directors of the Crestview Water & Sanitation District shall designate or appoint a person or persons to prepare the 2018 Budget, and

WHEREAS, The Board has requested District Manager Mitchell T. Terry, Poysti and Adams, LLC and a committee of the entire Board to prepare and submit a proposed Budget for 2018, and

WHEREAS, They are to prepare and submit the proposed 2018 Budget to the Board of Directors of the Crestview Water & Sanitation District per state statute on or before October 15, 2017, and

NOW, THEREFORE BE IT RESOLVED THAT Mitchell T. Terry, Poysti and Adams, LLC and the committee of the entire Board be appointed to prepare and submit the 2018 Budget and present the Budget at the October 11, 2017 regular meeting of the Board.

Director Sakowicz seconded the motion.

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

NAYES: None.

The resolution was adopted unanimously.

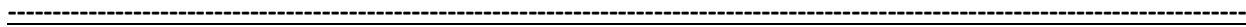
RADIO READ METERS-Crestview’s maintenance team is currently installing the radio read transmitters in the Cycle 2 billing area. Cycle 1 is complete. Cycle 1 is the area at the far north end of the district. The crew has installed to date nearly 1,500 meter transmitters. The issues with the transmitters communicating with our billing software have been solved and are working well.

BERKELEY WATER- As Berkeley Water is nearing the final stages in having Denver Water assume ownership of Berkeley’s water distribution system, Denver Water is desiring Crestview to make changes to its distribution system. Denver Water has indicated that it wants Crestview to transfer sixteen water services and five fire hydrants from Crestview’s 12 inch water main in Federal Blvd. to what is currently Berkeley’s existing water main that Denver Water will be assuming ownership of.

Mr. Forman indicated that the properties whose water services are to be disconnected from Crestview’s water main and transferred to Denver Water’s main could petition Crestview’s Board for exclusion from the District if they so desire. Once the exclusion is granted, Crestview would need to have it recorded at the Adams County Clerk and Records office.

Denver Water is also requesting that Crestview relocate its master meter that is currently located at 52nd avenue & Eliot Street to 60th and Federal Blvd.

Denver Water has also indicated that Crestview could create an additional master meter at approximately 60th & Lowell Boulevard to supplement Crestview’s future growth activities. Denver Water also has chosen to take ownership of the Crestview/Berkeley emergency interconnect located at 5999 Pecos Street. Denver Water will be utilizing the interconnect to provide a source of emergency water to be provided to the Berkeley area during large water usage demand such as firefighting and water breaks. The meter at the interconnect will be read by Crestview and the flows through it would be deducted from Crestview’s monthly water purchases as the interconnect meter is downstream of Crestview’s Pecos Street master meters. Crestview is working with the TOD Group to have them perform the service and hydrant transfers and also the relocation of the 52nd & Eliot master meter and the creation of the new master meter at 60th & Lowell Blvd. Denver Water has not drawn up any paperwork delineating these activities with Crestview nor a time frame to have them performed.



POMPONIO TERRACE-The 16 inch water main is currently being installed. As of June 30th, the new water main has been installed from 68th & Zuni north to 70th & Canosa Street. There have been some sanitary sewer mains installed in the interior of the site also. A section of sewer main that runs under the BNSF Railroad, the B-Line commuter rail line and Little Dry Creek needs to be replaced as part of this project. The engineers for Pomponio Terrace are working to get to a solution.

CLEAR CREEK VILLAGE TOD- As of June 6th, I have heard from a developer and the engineer for the Clear Creek Village TOD located at 6001 Federal Blvd. Representatives of the TOD Group have indicated that with Denver Water taking over Berkeley Water and the opportunities being presented by Denver Water allowing an additional Master Meter into Crestview, that the timing is much better for them to be refocusing their efforts to this project. The TOD Group has indicated that they could perform the previously mentioned changes to Crestview’s system to allow for their development to proceed. The TOD Group will also need to create a new sanitary sewer metering station to allow the sewer flows from their development and the surrounding areas to be delivered into Metro’s collection system. Crestview currently has no means to collect sewer flows in the area of 60th & Federal Blvd.

CLEAR LAKE SUBDIVISION- The Clear Lake subdivision is moving along nicely. To date, the west side of Florado Street has homes being constructed on every lot. More tap fees were paid on June 26th to allow them to start building on the east side of Florado Street.

MIDTOWN AT CLEAR CREEK SUBDIVISION-The water and sewer plans for Filing 6 have been presented to Crestview and Denver Water for final review. Filing 9 is still in review. Filing 11 will be located on the southeast corner of 70th Avenue and Canosa Street going southeast. No plans have been presented for review at this time. Water service will come from the new 16” water main currently being installed by the Pomponio Terrace subdivision construction.

BAKER APARTMENTS-nothing new to report.

Denver Water June purchase
69,250,000 gallons
2,308,333 gallons per day
Average since 2006 is 73,052,000 gallons

BILLS -

Director Martin made a motion to adopt the following resolution:

Director Dietz inquired about a couple bills that were detailed. Albert Frei for the purchase of squeegee (pea gravel for pipe bedding), All-Copy for leasing the office printer, copier, scanner and Sato Surveyors. Sato Surveyors is surveying the streets that the district intends on having the water mains replaced in 2017.

RES #11-17 BE IT RESOLVED THAT the Bills be paid.

Director Sweeney 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 numbers for employee benefits and wages are lower than expected. It is suspected that the change in office staff and their wages and benefits will be considerably lower causing the financial report to indicate lower numbers.

The Financial Report was accepted as presented.

PUBLIC INFORMATION-An ad will be posted twice in the Westminster Window in September detailing Crestview's Budget Public Hearing to be held on October 25th.

OLD BUSINESS-Over the past year and a half, Crestview has had a customer that isn't happy with our service, namely how the credit card processing company that Crestview uses charges a convenience fee. This customer recently has been posting hand written signs on the door of the main office voicing her complaints regarding convenience fees and office hours. A folder of items from this customer were presented to the Board for their review. The Board welcomes any and all customers to attend regular meetings of the Board to address the Board to voice their concerns.

The registrations for the SDA Conference in Keystone on September 13-15 have been made along with the lodging reservations.

NEW BUSINESS-a question of whether or not to have a rates study performed for 2018 was brought up. The Board indicated that they were not inclined to have a study performed since one was provided last year for 2017. A proposal will be provided on July 20th and presented at the August 9th meeting of the Board for a final decision.

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 8:07 P.M.

Respectfully submitted,

Danny Sweeney, Secretary
