

**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  
**October 11, 2017**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held October 11, 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
Lori Sakowicz	Director

Also Present:

Ron Forman	Attorney
Mitch Terry	District Manager
Ron Sanchez – Metro Report	District Representative

Members Absent:

Henry Dietz	Director
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The Pledge of Allegiance was recited.

**PUBLIC COMMENTS**

No one from the public was in attendance. There were no comments made.

**METRO REPORT, RON SANCHEZ**

- Metro is rehabilitating four interceptors in their system totaling 27,000 linear feet with CIPP (Cured in Place Pipe) at an estimated \$7 million
- A 5 year capital improvement plan is being created
- A \$3 million pension investment plan has been approved. Ron is concerned of high risk investments that are being made and with no disclosure.

**MINUTES FOR APPROVAL, September 6, 2017**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the September 6, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the September 6, 2017 meeting of the Board were accepted as presented.

**MINUTES FOR APPROVAL, September 27, 2017 Budget committee Meeting**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the September 27, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the September 27, 2017 meeting of the Board were accepted as presented.

**DISTRICT MANAGER’S REPORT**

BIRTHDAYS- Happy October birthday to maintenance worker Lucas Gonzales.

LORI LUCERO, DISTRICT EMPLOYEE-Lori Lucero was hospitalized on September 16, 2017 as she was not feeling well. Lori is still in the hospital but in extensive physical rehabilitation. Lori indicated in a phone conversation on Friday, October 6<sup>th</sup> that she is hopeful to return to work by December 1, 2017. We are all wishing Lori a full recovery and look forward to her returning. District employee Rick Flynt has been helping in the office in Lori’s absence.

The Board all wished Lori well and for a speedy recovery.

TRANSPARENCY NOTICE 2018- I have supplied the Board with a copy of the proposed 2018 Transparency Notice for your review.

The Board gave their approval to have the Transparency Notices printed for distribution to the District’s customers.

NOTICE OF REGULAR MEETING SCHEDULE FOR 2018-In your packet you will find the Notice of Regular Meeting schedule for 2018. Our Rules and Regulations state that regular meetings of the Board are to be conducted on the second Wednesday of the month. With the Independence Day holiday being in the week prior to the second Wednesday of July, it is difficult for the staff to compile all of the reports for the Board due to vacations. I have scheduled the July meeting of the Board to be held on July 18<sup>th</sup> for 2018. The second Wednesday in September of 2018 is also the same date for the opening evening events at the annual SDA Conference. I have adjusted the September meeting in 2018 to be held on the third Wednesday, September 19<sup>th</sup>, to avoid a scheduling conflict with the SDA Conference. A copy of the resolution has been provided in your packet.

Director Martin made a motion to adopt the following resolution:

**RES. # 17 -17 BE IT RESOLVED THAT** the Board of Directors adopt the following schedule for regular meetings during 2018:

**NOTICE OF REGULAR MEETING**

Notice is hereby given that the regular meetings of the Crestview Water and Sanitation District Board of Directors for 2018 will be held at 7145 Mariposa Street at 7:00 PM on:

January	10, 2017 24, 2017	July	18, 2017
February	14, 2017	August	8, 2017 22, 2017
March	14, 2017	September	19, 2017 * SDA 9-12 26, 2017
April	11, 2017	October	10, 2017 24, 2017
May	9, 2017	November	14, 2017
June	13, 2017	December	12, 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 and Sakowicz.  
NAYS: None.  
The resolution was adopted unanimously.

Director Martin made a motion to adopt the following resolution:

**RES. # 18 -17 BE IT RESOLVED THAT** the Crestview Water and Sanitation District public meetings notices for 2018 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 48 hours in advance of all scheduled meetings.

Director Sakowicz seconded the motion.  
AYES: Directors Doak, Martin, Sweeney and Sakowicz.  
NAYS: None.  
The resolution was adopted unanimously.

SANITARY SEWER MANHOLE LINING PROJECT-Crestview has received a proposal from Concrete Conservation Inc. (CCI) to apply Spectrashield, a polymer spray on liner, to line the interior walls of twenty-nine four foot diameter sewer manholes. CCI invoices based on vertical feet within each manhole. This project has approximately 251 vertical feet at \$210 per vertical foot for a total cost to the District of \$52,710. There is only one contractor licensed to install Spectrashield in Colorado. With that, a second proposal will not be possible. Crestview is advertising for the 2017 Sewer Rehabilitation Project in trade publications and the Westminster Window with printing dates of October 19<sup>th</sup> & 26<sup>th</sup>. It is intended that Crestview will have 3,884 lineal feet of 8" main, 750 Lineal feet of 12" main and 1,892 lineal feet of 15" sewer main to be lined.

2018 PROPOSED BUDGET-The Crestview Water & Sanitation District held the 2018 Budget Committee meeting on September 27, 2017. The Committee was read the 2018 Budget Report detailing the first eight months of actual expenditures and income for 2017 and the anticipated expenditures and expenses for the remainder of 2017. The anticipated income and expenditures for 2018, details of operations and maintenance, proposed water main and sewer main rehabilitations & replacements and capital improvements were then examined. After examining the proposed 2018 Budget, the Committee determined that the proposed 2018 Budget was acceptable to be presented for a first reading at the next Board of Directors meeting held October 11, 2017. A resolution stating that the Budget Committee approves the draft 2018 Budget for first reading to be presented at the October 11, 2017 regular meeting of the Board is included in your packet.

TIME VALUE INVESTMENTS-The bonds were purchased on October 5, 2017. The funds were wired to US Bank totaling \$3,987,550.80.

Crestview purchased four bonds:

1. Bond 1 is a 3 year 3 month non-callable bond through RFCSP (Resolution Funding Corporation) and was purchased for \$999,953.71 and has a yield to maturity percentage of 1.70% and is expected to make \$57,046 over its lifetime.
2. Bond 2 is a 2 year 11 month callable bond through FHLMC (Federal Home Loan Mortgage Corp.) and was purchased for \$999,419 and has a yield to maturity percentage of 1.72% and is expected to make \$51,297 over its lifetime.
3. Bond 3 is a 2 year 9 month callable bond through FFCB (Federal Farm Credit Bureau) and was purchased for \$988,490 and has a yield to maturity percentage of 1.61% and is expected to make \$44,338 over its lifetime.

4. Bond 4 is a 1 year 9 month callable bond through FHLMC (Federal Home Loan Mortgage Corp.) and was purchased for \$994,038 and has a yield to maturity percentage of 1.46% and is expected to make \$26,306 over its lifetime.

The anticipated total amount earned after all the bonds reach maturity should be \$178,987.

NORTHGATE WATER DISTRICT- Work is still ongoing within the Pomponio Terrace subdivision. Nothing new regarding the transfer of service from the Northgate Water District to Crestview.

MIDTOWN AT CLEAR CREEK SUBDIVISION- over-excavating activities have begun in Filing 9 located at the southwest corner of 68<sup>th</sup> & Pecos. Nothing new to report in Filing 6.

CLEAR CREEK VILLAGE TOD- The developer and the engineer for the TOD Group have been in contact with me several times over the last few weeks. I am scheduled to meet with John Renne and Doug Elenowicz, the developer representatives, on Thursday, October 12<sup>th</sup> to go over their plans for relocating Crestview's master meter and installing a new master meter at 60<sup>th</sup> & Lowell Blvd. I'll update the Board at the November 8<sup>th</sup> meeting on the progress of their project.

CLEAR LAKE SUBDIVISION-Homes are currently being built on Florado Street. No taps have been purchased for Tejon Street or Shoshone Street to date. Clear Lake intends to purchase twenty additional taps in 2017.

POMPONIO TERRACE- Water and Sewer mains are currently being installed within the subdivision.

BAKER APARTMENTS-no new news to report.

Denver Water September purchase  
62,193,000 gallons  
2,144,586 gallons per day  
Average since 2006 is 61,978,000

Enc.  
2018 Draft Budget  
2018 Transparency Notice  
Notice of Regular Meeting Schedule 2018  
RES. Notice of Regular Meeting Schedule 2018  
RES. Posting places for public meetings notices 2018

**BILLS** -

Director Martin made a motion to adopt the following resolution:

**RES # 19 -17 BE IT RESOLVED THAT** the Bills be paid.  
Director Sakowicz seconded the motion.

AYES: Directors Doak, Martin, Sweeney and Sakowicz.  
NAYS: None.  
The resolution was adopted unanimously.

**OFFICE DATA and FINANCIAL REPORT**

The Office Data and Financial Reports were accepted as presented.

**PUBLIC INFORMATION**-An advertisement was posted twice in the Westminster Window in September detailing Crestview's Budget Public Hearing to be held on October 27th.

As previously mentioned in the District Manager's report, a resolution has been provided to present the draft 2018 Budget to the Board of Directors at the October 11, 2017 meeting.

Director Martin made a motion to adopt the following resolution:

**RES. # 20 -17 WHEREAS THE** Budget Committee of the Crestview Water & Sanitation District Board of Directors held a meeting on September 27, 2017, for the purpose of discussing the proposed Budget for 2018, and;

**WHEREAS** it was agreed to present the draft Budget to the Board of Directors at their regularly scheduled meeting on October 11, 2017, for initial acceptance.

**NOW, THEREFORE, BE IT RESOLVED THAT** the draft Budget for the ensuing year of 2018 be accepted on the first reading and published according to statutes, and that an open Public Hearing be set for 7:00 P.M., October 25, 2017, and that a copy of the draft Budget be available for review and comment at the office of the District, 7145 Mariposa Street.

Director Doak seconded the motion.

AYES: Directors Doak, Martin, Sweeney and Sakowicz.

NAYS: None.

The resolution was adopted unanimously.

**NEW BUSINESS**-No news to report

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 7:33 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary