

**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  
**November 8, 2017**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held November 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 – Metro Report	District Representative

**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 has been holding departmental meetings in preparation for their 5 year operational plan. Mr. Sanchez was impressed with the input of the department heads.
- Mr. Sanchez is concerned about Metro’s pension fund and its deficits and has voiced his concerns at recent meetings.

**MINUTES FOR APPROVAL, October 11, 2017**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the October 11, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the October 11, 2017 meeting of the Board were accepted as presented.

**MINUTES FOR APPROVAL, October 25, 2017 Budget Public Hearing**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the October 25, 2017 Budget Public Meeting.

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

## DISTRICT MANAGER'S REPORT

LORI LUCERO, DISTRICT EMPLOYEE-Lori Lucero was hospitalized on September 16, 2017 as she was not feeling well. Lori has been released from the hospital and is undergoing various forms of in-home therapy. Lori indicated in a phone conversation on October 27<sup>th</sup> that she is hopeful to return to work by January 1, 2018. 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 asked Mr. Terry to let Lori know that they are all thinking about her and wish her a full recovery.

CHANGES TO THE EMPLOYEE POLICY MANUAL-Crestview's attorney, Ron Forman has reviewed Crestview's Employee Policy Manual to assure that it meets the current legislations regarding personnel policy. I have read Mr. Forman's recommended changes and agree with requesting that the Board accept the changes. The changes will need to be adopted by resolution by the Board. The changes are outlined in the enclosed resolution as changes to Sections 3.00 Voluntary Benefits: Employee Leaves, Section 4.00 Voluntary Benefits: General Benefits and Section 5.00 Miscellaneous.

PAID HEALTH CARE PROVISION REQUEST-As Crestview continues to prepare for its new pipeline replacement crew, it is becoming difficult to gain interest from potential qualified workers to fill positions on the pipeline crew due to the District not providing paid health care for district employees' spouses and/or families. The Board has asked in the past to have an independent consultant perform a salary and benefits survey comparing Crestview with other governmental entities in the Denver metro area. Crestview along with Denver Water, the cities of Arvada and Westminster, the water and sanitation districts of Parker, Green Mountain, Bancroft-Clover, Platte Canyon, East Cherry Creek Valley, North Table Mountain and Roxborough Park contracted with Human Resources Advisors of Colorado to perform such a survey. The results of many of the items in the report are mixed concerning Crestview as compared to the other participants except for paid healthcare. Of the participants, Crestview is the only district that does not provide some form of paid healthcare for employees' dependents. I have enclosed an Excel spreadsheet and a power point presentation from Human Resources Advisors of Colorado for your review. The spreadsheet compares Crestview in the left column with the other participants and states if the District's policies are Better, Competitive or Less than the other participating entities. The power point presentation details the differences in wages. After reviewing these reports, I am requesting of the Board to reinstate the health and dental coverage for district employee's spouse and/or family. By reinstating the district paid health and dental coverages, existing and future employees' dependents would become eligible for district paid health and dental coverage. This change to the Employee Policy Manual would also come at a cost to the District in monthly premiums. The "worst case" scenario would be if each current employee (4) not currently covered requested for Family coverage, and hiring five new employees that would request family coverage, it would cost the District an additional \$7,545 in monthly premiums or \$90,535 in annual premiums. The \$90,535 is equal to 1% of the budgeted expenditures for 2018. Since the 2018 Budget was adopted during the October 25, 2017 Budget Public Hearing, the Budget cannot be adjusted. Since the addition of the pipeline crew is effectuating this change in policy, I feel comfortable using monies from the Water Main Replacement fund to support the expense in 2018 if needed.

The Board held a discussion regarding changing the current Employee Policy Manual to have the District provide health and dental insurance for all existing and future employees, employee's spouse and employee's children at the District's expense.

The Board chose to table the discussion until the end of the meeting.

NORTHGATE WATER DISTRICT- The Pomponio Terrace subdivision has completed the installation of the 16 inch water main that attaches to Crestview's water distribution system allowing for water supply to the subdivision. A connection to the northern portion of the Northgate Water District was made on November 7, 2017 resulting in the official transfer of service from Northgate Water to Crestview Water. There are three services that were not transferred at the same time as the northern portion.

The three services are in an area that won't be finished for another month due to the complicated nature of removing the existing Northgate water main servicing them and installing the new Crestview main in its place. These three services are for Goodwill, Autozone and the gas station all located south of 70<sup>th</sup> avenue along

Once the new main is installed, the final three services will be transferred, thus completing the total transfer of service from Northgate Water to Crestview Water. A bill of sale will need to be signed by both Boards from Northgate and Crestview and will be presented for signature at the first regularly scheduled meeting of the Board after the transfer of all water services have been made.

CRESTVIEW PIPELINE REPLACEMENT CREW- During the Crestview Board of Directors meeting on August 23, 2017, the Board approved the addition of a pipeline crew to Crestview's staff to self-perform Crestview's water main replacement projects. As part of the preparations for start-up of the crew, some equipment will be purchased in 2017. On October 27<sup>th</sup>, Crestview received delivery of an S740 Bobcat Skid-Steer Loader, 74" bucket, 48" pallet fork assembly, hydraulic breaker with nail point and a 72" sweeper attachment for \$57,202.

MIDTOWN AT CLEAR CREEK SUBDIVISION- the plans for Filing 9, located on the southwest corner of 68<sup>th</sup> & Pecos are still in review. The water portion is good to go but the sewer mains are still being adjusted to avoid having to have private sewer mains within the filing. The elementary school that is planned for the southeast corner of 68<sup>th</sup> & Zuni are being reviewed. Midtown intends to install a temporary 12 inch water main at the west end of their development to replace Crestview's two existing 14 inch water mains. After the new 12 inch main is installed, it will allow for a new 20 inch water main to be installed in the same location as the two 14 inch water mains previously mentioned.

Once the new 20 inch water main is completely installed and put into service, the two 14 inch water mains and the temporary 12 inch water main will be abandoned in place. The 12 inch water main will be installed in 2017.

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. They are tentatively looking to build three, three story buildings. There will be approximately 120 residential units within these proposed buildings. The TOD Group and Denver Water have also been in communications to determine the best schedule to get Crestview's master meter relocated from 52<sup>nd</sup> & Eliot to 60<sup>th</sup> & Federal and to install a new master meter at 60<sup>th</sup> & Lowell. Sixteen water services and five fire hydrants will also need to be transferred from Crestview's water main in Federal to Denver Water's water main in Federal as part of the Berkeley Water takeover by Denver Water. These will also be performed by the TOD Group to allow them to construct their project at 6001 Federal Blvd.

CLEAR LAKE SUBDIVISION-Homes are currently being built on Florado Street and Tejon 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- Nothing new to report. Please see the Northgate Water District section of this report.

BAKER APARTMENTS- Water, sewer and fire line taps for the entire development are reportedly being paid to Crestview before the end of the year.

Director Sakowicz asked if the apartments are going to be low income.

Director Doak stated that he read that only twenty percent will be low income.

Denver Water October purchase  
39,597,000 gallons  
1,237,406 gallons per day  
Average since 2006 is 44,147,636

Enc.

Res. To amend the Employee Policy Manual Sections 3.00, 4.00 and 5.00

Human Resources Advisors of Colorado benefits spreadsheet and salaries Power Point presentation

**BILLS -**

Director Martin made a motion to adopt the following resolution:

**RES # 23 -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 and FINANCIAL REPORT**

The Office Data and Financial Reports were accepted as presented.

**PUBLIC INFORMATION**-Nothing new to report

The Board resumed the District paid health and dental insurance discussion. Different options were discussed regarding the percentage of the premium the District would pay and possible percentages that the employees might pay. It was also discussed whether or not to have the existing employees, hired after January 1, 2016 that do not have District provided health care insurance, and future new employees pay a portion of the premiums instead of the District paying the full 100%.

Crestview’s attorney advised the Board to avoid possibly creating different classes of employees.

Director Martin made a motion to adopt the following resolution:

**RES. # 24 -17** WHEREAS, the Board of Directors, Crestview Water & Sanitation District desires to amend the Employee Policy Manual Section 3.00-Voluntary Benefits: Employee Leaves Sub-section 3.49 Accommodations for Nursing Mothers, and 4.00- Voluntary Benefits: General Benefits, Sub-section 4.10 Health Insurance, and Sub-section 4.15 Dental Insurance, and Section 5.00- Miscellaneous: Sub-section 5.18 Political Activity, and

**WHEREAS**, it is advised by the District’s legal counsel to periodically review the Employee Policy Manual and amend as necessary to maintain consistency with current legislation, and

**WHEREAS**, said review has been conducted by legal counsel and the District Manager, and

**NOW THEREFORE, BE IT RESOLVED THAT** the Crestview Water and Sanitation District Employee Policy Manual Section 3.00-Voluntary Benefits: Employee Leaves Sub-section 3.49 Accommodations for Nursing Mothers, and 4.00- Voluntary Benefits: General Benefits, Sub-section 4.10 Health Insurance, and Sub-section 4.15 Dental Insurance, and Section 5.00- Miscellaneous: Sub-section 5.18 Political Activity be amended as;

**Section 4.10 Health Insurance**

The District provides health insurance coverage for full time regular employees and their spouses and children and/or eligible domestic partner at the District’s expense. Copies of the plan or plans are available for review in the District office. Effective dates of coverage depend on the date of employment and the terms of the plan.

The District will inform all employees as to the terms of the plan(s) and requirements for participation and utilization. Continuation of health insurance coverage and/or terms of continuation are in the sole discretion of the District.

**Section 4.15 Dental Insurance**

The District provides dental insurance coverage for full time regular employees and their spouses and children and/or eligible domestic partner at the District’s expense. Copies of the plan or plans are available for review in the District office. Effective dates of coverage depend on the date of employment and the terms of the plan.

The District will inform all employees as to the terms of the plan(s) and requirements for participation and utilization. Continuation of dental insurance coverage and/or terms of continuation are in the sole discretion of the District.

**Section 5.18 Political Activity**

All District employees have the right to participate fully in the political process. However, no District employee shall campaign for any candidate or cause on District time or using District resources. No District employee shall publicly campaign for any candidate or cause while wearing any District insignia.

**Section 3.49 Accommodations for Nursing Mothers**

As required by Colorado and/or Federal law, the District will make reasonable efforts to accommodate nursing mothers for up to two years after their children’s birth.

**BE IT FURTHER RESOLVED THAT** all current and new regular employees be given a copy of the manual, given an opportunity to ask questions concerning the policies and sign a receipt of understanding, and

**BE IT FURTHER RESOLVED THAT** the District reserves the right to change these policies at any time, as well as the right to determine whether, and to what extent, these policies and procedures should be applied in any given circumstances.

Director Dietz seconded the motion.

AYES: Directors Doak, Martin, Sweeney

NAYS: Dietz and Sakowicz

The resolution was adopted by a three to two vote

**NEW BUSINESS**-The Home Owner’s Association (HOA) for the Crystal Lakes subdivision, located roughly from 64<sup>th</sup> avenue south to 61<sup>st</sup> place and from Tennyson to Newton street have requested to purchase a piece of property from Crestview allowing them to have an HOA maintained access to the Jim Baker Reservoir. The property is located between 4004 and 4014 W. 61<sup>st</sup> place. Crestview has a sewer main within the property that is running from 61<sup>st</sup> place south into the Jim Baker property. Adams County also has a storm sewer main within the property that is running from 61<sup>st</sup> place south into the Jim Baker property.

The HOA has been maintaining the landscaping on the property including five trees and several bushes with rock landscaping and a trail to the reservoir since the development was built. The HOA recently discovered that Crestview owns the property and has asked Crestview to reimburse the HOA for its expenses in maintaining the trees and landscaping. This request was denied.

Mr. Terry suggested that he speak with Crestview’s Board to ask if the property could be sold to the HOA by Quit-Claim deed for \$10.00 then have Crestview purchase an easement through the property for \$10.00. By doing so, the District would eliminate the liability of maintaining the landscaping and would also allow the subdivision to keep their reservoir access.

The Board indicated that it would be in the District’s best interests to sell the property and to have representatives of the HOA come to the December 13, 2017 meeting of the Board to finalize the sale of the property and the purchase of the easement.

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 8:16 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary