

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
December 13, 2017

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held December 13, 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

Absent:

Ron Sanchez – Metro Report	District Representative
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The Pledge of Allegiance was recited

PUBLIC COMMENTS

Crystal Lakes HOA representatives Greg Veasman, President, Kim Poland, Secretary and Jean Groteluschen, Vice President to obtain land from Crestview Water between 4004 & 4014 W. 61st Avenue were present. President Doak presented President Veasman with the Quit Claim Deed for his review. Mr. Forman asked if there were any questions regarding the Quit Claim Deed. No Questions were brought forth.

Director Martin made a motion to adopt the following resolution:

RES # 25-17 WHEREAS, the Board of Directors of the Crestview Water and Sanitation District (“District”) has determined the following:

(A) Certain real property (“Tract F”), as described on attached Exhibit “A”, is located within the boundaries of the District in Adams County, Colorado; and

(B) Tract F is also in the Crystal Lakes residential subdivision. The Crystal Lakes HOA desires ownership of Tract F for the use and benefit of its residents.

(C) The District has no use or need for Tract F except for the easements, water lines, and sewer lines of the District which are within Tract F and which have previously been deeded to the District.

(D) It is in the best interest of the District to quitclaim Tract F to the Crystal Lakes HOA, except for the said easements, water lines, and sewer lines, which will be retained by the District.

NOW, THEREFORE, BE IT RESOLVED THAT on December 13, 2017, or as soon thereafter as convenient the District will quitclaim Tract F to the Crystal Lakes HOA, except for the said easements, water lines, and sewer lines, which will be retained by the District.

Director Doak seconded the motion.

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

NAYS: none

METRO REPORT, RON SANCHEZ

Ron Sanchez was representing Crestview at the retirement send off for the Metro Wastewater Reclamation District, District Manager, Catherine Gerali. Mr. Sanchez will report to the Board at the January 10, 2018 meeting of the Board.

MINUTES FOR APPROVAL, NOVEMBER 8, 2017

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

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

DISTRICT MANAGER'S REPORT

DECEMBER BIRTHDAYS- Happy December birthdays go out to Board President Mike Doak, Director Henry Dietz, Inspector Eddie Torgersen and Joe Martinez in maintenance.

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 visited the office on December 7th and is progressing well. Lori has indicated that she can return to work on December 18th on a limited schedule. Lori will return to her full time schedule on January 8, 2018.

PICKUP TRUCKS SOLD-On December 4, 2017 Crestview held the closed bid opening for the sale of two of the District's pickup trucks; a 2008 Ford F-150 4X4 and a 2009 Ford Ranger 4X4. There were twenty bids for the 2008 F-150 and twenty-four bids for the 2009 Ranger. The high bidder for the 2008 F-150 was Cornelio Casas with a bid of \$12,151.10. The high bidder for the 2009 Ranger was Packy Auto LLC with a bid of \$10,500. Kelly Blue Book value for the F-150 was \$12,700 with the Ranger at \$14,000.

PIPELINE CREW HIRINGS-We have finalized the hiring process for the pipeline crew. One of the crew has already started working for the District. We welcome Jose Molinar Leon, as Crestview's excavator operator. Jose is working with Larry Hopper to assemble the many pieces of tools and equipment preparing for the arrival of the rest of the crew. The remainder of the crew will start working at Crestview on January 8, 2018. Current employee Joe Martinez has chosen to migrate to the pipeline crew as a driver. Trevor Falliaux will be the loader operator with Peter Schuster and Josh Gork completing the crew as pipe layers. With Larry Hopper and Joe Martinez leaving the maintenance crew, we have determined that Eddie Torgersen, the District's sewer inspector will assume the water inspector responsibilities as well. We will be interviewing for a new employee for general maintenance sometime after the first of the year. The pipeline crew intends to replace approximately 100 linear feet of water main on Cottonwood and Elmwood prior to beginning the 2018 Water main replacement project. The intersection of Lowell Blvd. and W. 65th Ave. will be excavated and inspected for any signs of stress due to settling underneath it as part of a failed backfill effort during the installation of an Adams County storm sewer installed in 2008. Adams County will be asked to participate in the replacement of the asphalt after the work is completed.

2017 MANHOLE LINING PROJECT-The 2017 manhole lining project is complete. The total cost to the District was \$53,235.00. Twenty-four manholes were lined with Spectra-Shield. A total of 208.5 vertical feet were lined.

2017 SEWER MAIN REHABILITATION PROJECT- All of the 8" mains have been cleaned. The 12" & 15" lines have also been cleaned. The proposed schedule is to line all of the 8" the week of Dec. 18th. The larger pipes will be lined in January. I'll keep you posted if there are any changes in the schedule since we did ask to have as much completed this year as possible.

2018 FINAL ASSESSED VALUATION-The Crestview Water & Sanitation District has received the Final 2017 Certified Valuation of the District from the Adams County Assessor's office. After being supplied this information, Charlie Poysti of Poysti & Adams completed the calculations for the 2018 Mill Levy and determined that the water & sewer mill levy will be 3.791 mills and the sewer only mill levy will be 0.426 mills. The total combined property taxes to be paid to the District will be \$658,788.00 in 2018. The 2017 mill levies being paid to the District total \$686,932.00.

2018 will see a decrease of \$28,144.00. The Crestview Water & Sanitation District 2018 Budget was adopted at the October 25, 2017 Budget Public Hearing. The final mill levy amounts were inserted into the 2018 Budget. The Budget will be sent out to the Division of Local Governments, Adams County Commissioners and Adams County Clerk and Recorder on December 14, 2017 as required by state statute.

Director Sakowicz made a motion to adopt the following resolution:

RES. # 26 -17 BE IT RESOLVED AND CERTIFIED to the County Commissioners of Adams County, Colorado that the tax levies to be assessed upon property within the limits of the Crestview Water and Sanitation District, excluding the Park Terrace Subdivision, for the year 2018 as determined and fixed by the Board of Directors of said District on December 13, 2017 are:

General Operating Expense: 3.791 mills

AND BE IT FURTHER RESOLVED AND CERTIFIED to the County Commissioners of Adams County, Colorado that the tax levies to be assessed upon property within the Park Terrace Subdivision and other sewer only customers of the Crestview Water and Sanitation District for the year 2018 as determined and fixed by the Board of Directors of said District on December 13, 2017 are:

General Operating Expense 0.426 mills

AND BE IT FURTHER RESOLVED that the appropriate authorities are hereby authorized and directed to extend said levies upon their tax list.

Director Martin seconded the motion.

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

NAYS: none

BERKELEY WATER UPDATE-The Berkeley Water and Sanitation District will be signing the contract to have Denver Water assume possession of Berkeley's water distribution system at Berkeley's scheduled Board meeting on Wednesday, December 13, 2017.

NORTHGATE DEVELOPMENT-Crestview has had discussions with a developer that is under contract to purchase the land that is north of 70th avenue north to 72nd avenue and from Federal Boulevard east to Clay Street. The developer's proposal is to have a possible 1,200 unit development. There are concerns regarding whether Crestview will be providing water or Westminster will be providing water. The developer is currently performing modeling of Crestview's water and sewer systems to determine the impact that their development could make to Crestview's systems.

MIDTOWN AT CLEAR CREEK SUBDIVISION- Midtown has installed a temporary 12 inch water main at the southwest end of their development to replace Crestview's two existing 14 inch water mains. Now that the 12 inch temporary main is installed, it will allow for a new 20 inch water main to be installed in the same location as the two existing 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.

POMPONIO TERRACE- Four foundations have been poured and the water and sewer taps have been paid for those four houses. As part of the Pomponio Terrace development, the developer is being required to replace sections of Crestview's existing sewer mains that collect sewer from the northern part of the district and also the homes within their development. One section in particular runs under Little Dry Creek, the BNSF railroad tracks and the RTD commuter rail tracks. The developer is currently trying to determine how to replace this section or possibly install a new sewer main that would parallel Little Dry Creek on the north side. If a new sewer main is installed on the north side of the creek, it would eliminate the need to replace the sewer main under the tracks and also having to upgrade two other restrictions downstream. More to come on that.

BAKER APARTMENTS- The sewer and fire line taps for the entire development were paid to Crestview earlier today. The water taps will be purchased sometime in early 2018. The project has broken ground with over-excavating activities in preparation for the installation of the underground facilities.

NORTHGATE WATER DISTRICT- Nothing new to report. Notes from 11-8-2017 DMR: Service transfers/billings 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 or so 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 70th avenue along Federal Blvd. 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.

CLEAR CREEK VILLAGE TOD- Nothing new to report. Notes from 11-8-2017 DMR: 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 52nd & Eliot to 60th & Federal and to install a new master meter at 60th & 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. The developer is currently performing modeling of Crestview's water and sewer systems to determine the impact that their development could make to our systems.

CLEAR LAKE SUBDIVISION- Nothing new to report. Notes from 11-8-2017 DMR: 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.

Denver Water November purchase
34,033,000 gallons
1,237,406 gallons per day
Average since 2006 is 37,473,851

Enc.
Res Property Sale to Crystal Lakes HOA
2018 Mill Levy certification resolution
Budget Message to be sent to Adams County and State of Colorado
Resolution employee incentive award

BILLS –

Director Martin made a motion to adopt the following resolution:

RES # 27 -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 and FINANCIAL REPORT

The Office Data and Financial Reports were accepted as presented.

UNFINISHED BUSINESS-Nothing new to report

PUBLIC INFORMATION-Water main replacement notification letters will be sent out soon to the homes affected by the upcoming 2018 water main replacement project. Transparency notices are being sent out with the bills.

NEW BUSINESS-Board President Doak asked the Board if they would like to discuss the District Manager's salary for 2018 or have the pay be reflective of the Board approved 3% Cost of Living adjustment during the November 8, 2017 meeting. The Board has asked if Mr. Terry would like to be present during their review of his 2018 salary. Mr. Terry declined to sit in on the discussion.

Director Martin made a motion to enter into executive session relating to §24-6-402(4)(f), C.R.S. to discuss personnel matters relating to the District Manager salary for 2018.

Director Doak seconded the motion.

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

NAYS: None.

The motion was accepted unanimously.

Mr. Terry and Mr. Forman left the room during the executive session

The Board entered into Executive Session at 7:43 PM and re-entered into regular session at 7:59.

The Board decided to set Mr. Terry's 2018 salary at \$121,104.00 and to also provide incentive awards for each employee of the District equal to \$500 net after taxes.

Director Martin made a motion to adopt the following resolution:

RES. # 28-17 BE IT RESOLVED THAT the Crestview Water and Sanitation District employees be given an incentive award of \$500 net, per employee in recognition of the hard work and dedicated service to the District , and;

BE IT RESOLVED THAT the award is made in December 2017, in addition to the regular payroll, and;

BE IT FURTHER RESOLVED THAT the award is not intended to set a precedent. It is given in recognition of the hard work and dedicated service of Crestview employees during the past year.

Director Dietz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

Mr. Terry thanked the Board on behalf of the employees and himself for their generosity and thoughtfulness.

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 8:05 P.M.

Respectfully submitted,

Danny Sweeney, Secretary