

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
JANUARY 10, 2018**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held January 10, 2018 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-No one from the public was present

METRO REPORT, RON SANCHEZ

- With District Manager, Catherine Gerali retiring, the Metro Board has been interviewing candidates for her replacement. The District Board had two finalists that were being considered. One was a 10 year District Manager in Louisville, KY and the other being the District’s current legal counsel, William J. “Mickey” Conwell. It was determined that William J. “Mickey” Conway was selected by the Board of Directors to become the New District Manager as of January 21, 2018.
- Metro is looking at methods to remove the build-up of calcium within the District’s sewer collection system. The District has determined that the use of applying periotic acid to the calcium for its removal.
- \$7 Million is being earmarked for purchases of Rights-of-Way for pipelines to carry sewage to the Northern Treatment Plant.

MINUTES FOR APPROVAL, DECEMBER 13, 2017

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the December 13, 2017 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the December 13, 2017 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

JANUARY BIRTHDAYS-Happy January birthday to Office Manager, Lori Lucero and Pipeline Superintendent Larry Hopper and Trevor Falliaux of the pipeline crew.

MITCH TERRY 35 YEAR ANNIVERSARY-Mitch started his career with Crestview on January 8, 1983. Mitch started out as a maintenance worker and was promoted to Superintendent on October 11, 2010. Mitch was promoted to District Manager on May 1, 2011. Congratulations on 35 years of service to the District and thank you for providing your skill and knowledge to the District and its customers over the years.

LORI LUCERO, DISTRICT EMPLOYEE-Lori Lucero was hospitalized on September 16, 2017 as she was not feeling well. Lori was released from the hospital and is undergoing various forms of therapy. Lori returned to full time work on January 8th.

PIPELINE CREW HIRINGS- As of January 1st of this year, the pipeline crew has commenced operation. Jose Molinar Leon started with Crestview on December 4th to work with Larry Hopper in getting the equipment and supplies ready for the first of the year. The remainder of the crew started working at Crestview on January 8, 2018. Current employee Joe Martinez has chosen to migrate to the pipeline crew as a driver. Trevor Falliaux is the loader operator with Peter Schuster and Josh Gork completing the crew as pipe layers. We welcome Trevor, Peter and Josh to Crestview Water and Sanitation District. With Larry Hopper and Joe Martinez leaving the maintenance crew, we are in the process of interviewing for an employee for general maintenance. Eddie Torgersen, Crestview's sewer inspector is assuming water main inspector duties as well. By having Eddie assume the combined duties of water and sewer inspector, Crestview will not need to hire an additional employee as its water inspector, saving the District somewhere in the neighborhood of \$60,000 to \$65,000 per year in salaries and benefits. The pipeline crew will begin replacing the water main line piping in the intersection of Cottonwood Lane and Elmwood Lane beginning the week of January 22nd.

2018 ELECTION-The date for the Colorado Special District biennial election is May 8, 2017. Crestview will have three directors whose terms will expire this year. The three Directors up for re-election are Henry Dietz, Mike Doak and Lori Sakowicz. These three positions will be four year terms. Crestview voters have voted to eliminate term limits for directors so all three directors are eligible for re-election. The Board must adopt a resolution to have an election on May 8, 2018. The enclosed resolution will set the date and time for the election, establish the whole District as one precinct with the office as the polling place, name Mitchell T. Terry as the Designated Election Official for this election cycle, establish mail-in ballot application submittal dates, detail nomination procedures for candidates, provide for cancellation of the election, establish severability of the resolution, repeal any acts, orders or resolutions in conflict with the resolution and set the effective date.

One of the first responsibilities of the D.E.O. is to publish notice of election and call for nominations. Although this information has been provided to all of our customers in the transparency notice, it also must be published between January 29, 2018, and February 22, 2018 in the local newspaper. Enclosed is a copy of the "Call for Nominations" notice that will be published in the Westminster Window in the February 1st edition. Nomination forms are now available at the District office. Self-nomination applications must be returned no later than 4:00 PM, March 2nd. Mail-in ballot applications will be accepted at any time through April 23, 2018 or cancellation of the election. A mail-in ballot will be provided to any applicant that is an eligible elector who cannot or chooses not to vote at the polling place on Election Day.

Director Martin made a motion to adopt the following resolution:

RES. # 1 -18 WHEREAS the terms of office of Directors Mike Doak, Henry Dietz and Lori Sakowicz, shall expire after their successors are elected at the Regular Special District election ("Election") to be held on May 8, 2018, and take office, and;

WHEREAS, in accordance with the provision of the Special District Act ("Act") and the Local Government Election Code ("Code"), the Election must be conducted to elect 3 Director(s) to serve for a term of four years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crestview Water and Sanitation District in Adams County, State of Colorado that;

1. The regular election of the eligible electors of District shall be held on May 8, 2018, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, TABOR and other applicable laws. At that time, 3 directors will be elected to serve four year terms.

2. The district shall consist of one election precinct for the convenience of the eligible electors of the District, the boundaries of which are identical to the boundaries of the District, and there shall be one polling place at the following location: Situated in Adams County, State of Colorado, the polling place located at 7145 Mariposa Street shall also be the polling place for disabled electors and for eligible electors not residing within the District.

3. Applications for absentee ballots may be filed with the Designated Election Official at 7145 Mariposa Street, Denver, CO 80221, no later than the close of business on the Tuesday immediately preceding the Election Day (May 1, 2018).

4. The Board of Directors hereby designate Mitchell T. Terry as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of the Resolution and the Act, Code, or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

5. Applications for mail-in voter's ballots may be filed with the Designated Election Official at: 7145 Mariposa Street, Denver CO 80221 not earlier than February 1, 2018, nor later than 4:00 P.M. on April 23, 2018.

6. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a self-nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2018 nor later than 4:00 P.M. on Friday, March 2, 2018. Interested candidates, who miss the March 2, 2018 deadline, may still apply to run for director by filing an affidavit of intent to be a write-in candidate no later than 4:00 P.M. on Monday, March 5, 2018.

7. If the only matter before the electors is the election of Directors of the District and if, at 4:00 P.M. on March 5, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing of affidavits of intent to be a write-in no later than March 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Secretary, shall be filed with the Division of Local Government.

8. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

9. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict. Effective Date. The provisions of this Resolution shall take effect immediately.

Director Sakowicz seconded the motion.

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

NAYS: None.

The resolution was adopted unanimously.

2017 SEWER MAIN REHABILITATION PROJECT- The 12" & 15" lines are being lined currently and will be completed on or around January 15th. The 8" sewer mains have all been lined. The 8" sewer main linings started the week of Dec. 18th. There have been instances of the cuttings (coupons) of the service connections for each home not being caught as the main is being cleaned.

These coupons have been getting sucked into the piping at the District's sewer lift station causing our crews to have to disassemble the piping to remove the coupons. Crestview will be deducting the costs for material and labor for the work that was performed to remove the coupons. Insituform will be invoicing us after all work has been completed.

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. During our meeting with the developer in December, there were concerns regarding whether Crestview will be providing, water or Westminster will be providing water. During a meeting on December 20th, the developer stated that the City of Westminster has informed them that they will not be providing water or sewer service to their development. 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.

BAKER APARTMENTS- Sewer and fire line taps for the entire development were paid to Crestview in December. The developer paid \$527,000 including Crestview's sewer connection fees, fire line connection fees and Metro Wastewater Reclamation District's connection fees. The water connection fees will be paid sometime in January. 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.

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. Conversations between the Pomponio Terrace developer and the proposed developer of the parcel of land north of 70th avenue north to 72nd are being held to discuss cost sharing in the installation of the proposed sewer outfall line needed as part of the Pomponio Terrace development.

DENVER WATER DECEMBER PURCHASE-
32,124,000 gallons were purchased in December
The average since 2006 is 34,006,375 gallons for December

Enc.
RES. to hold election May 8, 2018 and to appoint a Designated Election Official
Call for Nomination Notice for publication
2017 water purchase/sales report
2017 sewer sales report
Distribution System Repair 2017 Summary
Distribution System Repair costs from 2017
Historical Distribution System Repairs

BILLS –
Director Martin made a motion to adopt the following resolution:

RES # 2 -18 BE IT RESOLVED THAT the Bills be paid.

Director Sakowicz 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.

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-Crestview's 2017 financial audit will be scheduled soon.

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 7:35 P.M.

Respectfully submitted,

Danny Sweeney, Secretary