

**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  
**March 14, 2018**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held March 14, 2018 at the office of the District, 7145 Mariposa Street, Adams County, Colorado. The meeting was presided over by Board 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
Charlie Poysti	Poysti and Adams, LLC
Ron Sanchez – Metro Report	District Representative
Chief Pat Laurienti	Fire Chief - Adams County Fire and Rescue
Jerry Marchese	Board President - Adams County Fire and Rescue

**THE PLEDGE OF ALLEGIANCE WAS RECITED**

**PUBLIC HEARING - PROPERTY EXCLUSION 6901 PECOS STREET-** The Adams County Fire Protection District is seeking to have their property located on the northwest corner of Pecos Street and W. 69<sup>th</sup> Avenue excluded from the Crestview Water and Sanitation District.

**PUBLIC COMMENTS**

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

Director Martin made a motion to adopt the following resolution:

**RES # 6 - 18 WHEREAS THE ADAMS COUNTY FIRE & RESCUE DISTRICT HAS PETITIONED** the Crestview Water and Sanitation District (District) for the exclusion from said District of the real property described as follows:

Northwest corner W. 69<sup>th</sup> Avenue & Pecos Street, Lot 2, Block 11, Perl Mack Manor Third Filing according to the plat thereof recorded on December 7, 2017 at Reception No. 2017000107967, in the office of the Adams County Clerk and Recorder, County of Adams, State of Colorado, and

**WHEREAS, PURSUANT** to Section 32-1-501 (1) C.R.S., notice was given and a Public Hearing was held March, 14, 2018, 7:00 PM at 7145 Mariposa Street concerning said Petition, and,

**WHEREAS, THE BOARD** has considered the factors required by Section 32-1-501 (3) C.R.S. and finds as follows:

1. The exclusion of the Property from the District will be in the best interest of the Property, Crestview Water and Sanitation District and Adams County Fire and Rescue District.

2. The exclusion of the Property will favorably change the relative cost and benefit to the property to be excluded.
3. Exclusion of the Property will not affect the District's ability to provide economical and sufficient water and sanitary sewer service to all other properties within the District's boundaries.
4. Crestview Water and Sanitation District is unable to provide economical and sufficient water and sanitary sewer service to the Property at a reasonable cost as compared with the cost that would be imposed by receiving service to the Property from North Pecos Water and Sanitation District.
5. Denial of Petition would not adversely affect employment or other economic conditions within the District and surrounding area.
6. It is believed that there will be a negative economic impact on the Property if the Petition is denied and that acceptance of the Petition will have no negative economic impact on the Property, the District, the surrounding area and the State as a whole.
7. Economically feasible alternative water and sanitary sewer service is available to the Property by North Pecos Water and Sanitation District.
8. The granting of the Exclusion will not result in additional costs being levied on other property within the District.

**NOW THEREFORE BE IT RESOLVED** that the District grant the Petition for exclusion of said property,

**AND BE IT FURTHER RESOLVED THAT** a certified copy of the Findings and Order of the Board excluding the Property from the District be filed with the Clerk of Adams County District Court by Petitioner.

Director Doak Seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

**METRO REPORT, RON SANCHEZ**

-Sewer connection charges, revenues have exceeded their budget within the last 3 years.

-Clean water act, wanting to get rid of the lead in the drinking water by adding phosphorus into the water, but the EPA says you have to get the phosphorus out of the treated wastewater before it goes into the Platte River.

-Going to start charging by the meter size rather than the pipe size for connection charges.

-Started the Delany project off Brighton Blvd.

-New disinfection system process, periacetic acid will be added to remove the nitrogen from the water. Should be more cost effective in terms of chemical purchasing and the treatment process.

**2017 ANNUAL FINANCIAL AUDIT REPORT, POYSTI AND ASSOCIATES, LLC**

Charlie Poysti of Poysti and Associates, LLC presented the 2017 Annual Financial Audit Report to the Board. Mr. Poysti started his presentation stating that the 2017 Annual Financial Audit was conducted and found no exceptions. Mr. Poysti went through the draft report page by page detailing the findings of the Audit. The District's net position was positive over that of final year 2016 by \$2.5 million.

Mr. Poysti continued on with the Skyline Vista Report and calculations for 2018. The annual cost went up due to the costs of sewer system improvements in 2017. Mr. Poysti did suggest that office employees cross train more.

The Board thanked Mr. Poysti for his time and his presentation. Mr. Poysti then left the meeting.

**MINUTES FOR APPROVAL, FEBRUARY 14, 2018**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the February 14, 2018 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the February 14, 2018 meeting of the Board were accepted as presented.

**DISTRICT MANAGER'S REPORT**

MARCH BIRTHDAYS-Happy March birthday to Crestview employees Michael Hoff and Jose Molinar.

2017 FINANCIAL AUDIT AND SKYLINE VISTA BILLING COMPUTATION REPORT-The 2017 annual financial audit for the Crestview Water & Sanitation District was performed by Charlie Poysti of Poysti and Associates, LLC on February 15 and 16, 2018. Mr. Poysti will present his findings at the March 14, 2018 regular meeting of the Board. As part of the 2017 financial audit, Poysti and Associates also calculates the sewer rates for the Skyline Vista subdivision for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2018 and the 1<sup>st</sup> quarter of 2019.

I have provided a resolution for the Board to accept the audit and the Skyline Vista report. After the Board approves the Audit and the Skyline Vista billing computation report by resolution, I will provide you with a bound copy of the 2017 Financial Statements and the Skyline Vista billing computation report at the April 11, 2018 regular meeting. During this meeting, the Board will need to discuss and pass by resolution the new sewer rates for 2018 for the Skyline Vista subdivision. The 2017 quarterly rate is \$111.32 and after the calculation by Poysti and Adams and adding in the board approved 25% of the calculation, the 2018 quarterly rate will be \$134.38 for an increase of \$23.06 per quarter. The Skyline Vista subdivision sewer rates are created through a contract that was created by the developer in 1954 to determine the appropriate sewer rates for the subdivision since the subdivision is out of Crestview's service area.

Director Martin made a motion to adopt the following resolution:

**RES #7-18 WHEREAS** The Board of Directors of Crestview Water and Sanitation District has requested that Poysti and Associates, LLC perform an Annual Financial Audit for the year ending December 31, 2017, and

**WHEREAS** Poysti and Associates, LLC has performed said Annual Financial Audit and provided the Board with a Draft Audit Report and a 2018 Skyline Vista Billing Rate Computation, and

**WHEREAS** the Board has reviewed said Audit and Skyline Vista Billing Rate Computation,

**NOW, THEREFORE, BE IT RESOLVED THAT** the Draft Annual Financial Audit for the year ending December 31, 2017 and the 2018 Skyline Vista Billing Rate Computation be accepted as presented.

Director Doak Seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

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 are all four-year terms. Crestview voters have voted to eliminate term limits for directors so all three directors are eligible for re-election. Self-nomination forms were due by 4:00 PM, March 2<sup>nd</sup>. Five candidates were certified through the Colorado Secretary of State. A lot drawing to determine the order of candidates on the ballot was performed on Tuesday, March 6<sup>th</sup>. Crestview employees Bob Russell, Kerry Strong and I performed the lot drawing to determine the order of the names on the ballot.

The Ballot order for the three 4-year terms is to be printed in this order:

Everett Patterson

Michael Doak

Thomas Ryszkowski

Robin Niles-Gosser

Lori Sakowicz

There will be no Ballot Issues or Ballot Questions on this Ballot. To finalize the votes, the Designated Election Official (DEO) me, will need to appoint at least one eligible elector of the District and one current Board member to be on the Canvass Board. Since Jill Martin and Danny Sweeney are the only Board members not running for office, one of the two is required by state statute to be on the Canvass Board. The Canvass Board will need to meet on May 17<sup>th</sup> or May 18<sup>th</sup> to certify the votes and election.

Director Martin volunteered to be a member of the Canvass Board.

Since the election cannot be certified until after May 16<sup>th</sup>, the May 9<sup>th</sup> meeting of the Board will need to be rescheduled to meet on May 23<sup>rd</sup>. After the schedule is changed by resolution,

I'll get new schedules printed and sent to the locations that post our notices. I have enclosed a resolution to revise the 2018 Board meeting schedule.

Director Martin made a motion to adopt the following resolution:

**RES. #8 -18 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, 2018 24, 2018	July	18, 2018
February	14, 2018	August	8, 2018 22, 2018
March	14, 2018	September	19, 2018 26, 2018
April	11, 2018	October	10, 2018 24, 2018
May	23, 2018	November	14, 2018
June	13, 2018	December	12, 2018

**AND BE IT FURTHER RESOLVED THAT** notice of meetings be posted at all required locations.

Director Doak Seconded the motion

AYES: Directors Doak, Martin, Sweeney and Sakowicz.

NAYS: Dietz

The resolution was adopted 4 ayes, 1 nay.

The certification of the election is dependent on any Uniformed Oversees Citizen Absentee Voters Act (UOCAVA) ballots that are outstanding. Only UOCAVA ballots that are received by the eighth day after the election will be counted.

Also, it is time to recruit election judges. The District generally uses three election judges for its elections. If anyone has a suggestion for any District residents to be election judges, I would appreciate the suggestions. No immediate family of candidates are allowed.

In the 2016 election, the Board passed by resolution to pay the election judges for their service to the District to hold the election. I have included a resolution to pay the election judges for the 2018 election, the amount of \$200.00 each for compensation for the required election judge training and Election Day duties.

The election judges are required to be at the polling place (District office) from 6:30 AM to approximately 8:30 PM on May 8, 2018.

The required notice of election will be published in the Westminster Window on March 22nd. The notice will also be placed on the District's website.

BILLS –

Director Martin made a motion to adopt the following resolution:

**RES # 9 -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.

SEWER AVERAGING FOR 2018-The annual review of customer water usage to calculate each account's sewer flows and charges for 2018 has been completed. Crestview uses water consumption readings from November, December, January and February to evaluate the amount of sewer that each account in the District creates. The four months mentioned are basically considered to be indoor water usage months. By taking the water meter readings from the previously mentioned months per account, adding them then dividing by four, we can calculate how many average monthly gallons are deposited into the District's sewer system per account. Once the average usage is calculated, the amount of flow is calculated per 1000 gallons and charged accordingly. A service charge of \$7.08 and a charge of \$6.07 per 1000 gallons created will be added together to become the monthly charge for the following twelve months.

For example, a typical single-family residence may use;

December	4000
January	5000
February	4000
March	<u>5000</u>
18,000 gallons / 4 = 4,500 gallons per month average	
Service Charge	\$7.08
Monthly Usage	4.5 (1000) X \$6.07 = <u>\$27.32</u>
Total sewer monthly charge would become	\$34.40

After each account was calculated, Crestview will see an increase of just short of \$114,000 in 2018 due to the increase in water usage over that of 2017's usage.

2017 SEWER MAIN REHABILITATION PROJECT- The 8" sewer mains have all been lined. All of the 12" and 15" sewer mains have been lined. One of the 15" mains had a wrinkle in the liner and will need to be cut out and re-lined. Insituform has determined that they will excavate the section of sewer main with the wrinkle and cut out a section of main line pipe and replace it with PVC pipe. They are also going to extend the warranty period from two years to four years.

NORTHGATE WATER DISTRICT- *Nothing new to report-notes from January 24<sup>th</sup> meeting of the Board:* Denver Water has approved the plans for the water main along Federal Blvd. Work to install the main should start within a month or so. Three services are all that remain connected to the Northgate Water District's water main. These three services are for Goodwill, AutoZone and the gas station all located south of 70<sup>th</sup> 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.

POMPONIO TERRACE-The developer and its engineers are still trying to determine how they intend to connect the Pomponio Terrace sewer system to Crestview's sewer system and also upsize Crestview's outfall main.

CLEAR LAKE ESTATES-Homes are now being constructed on Tejon Street with only Shoshone Street without homes either built or being built at this time.

MIDTOWN FILING 6 & 9-Construction of water and sewer mains in filing 6 are nearly complete. The 20 Inch water main to eliminate the 2 existing 14" water mains is nearing the commencement date. The water and sewer mains in Filing 9 are currently being constructed.

BAKER SCHOOL APARTMENTS-Work is progressing at the 64<sup>th</sup> & Lowell Baker School Apartments. Sewer, Water and fire line tap fees have been paid.

MAPLETON SCHOOLS TRAILSIDE ACADEMY-The proposed Trailside Academy K-8 School located at 68<sup>th</sup> & Zuni has received final approval from Denver Water engineering. Work will begin in the near future.

DENVER WATER FEBRUARY PURCHASE-  
31,059,000 gallons were purchased in February  
The average since 2006 is 33,398,000 gallons for February

- Enc.
- RES to allow the exclusion of 6901 Pecos Street
- 2017 Draft Financial Audit report and Draft 2018 Skyline Vista sewer calculation
- RES to accept the 2017 Financial Audit and 2018 Skyline Vista sewer calculation
- RES Skyline Vista 2018 Quarterly sewer rate
- RES Revised 2018 Board meeting schedule
- RES to compensate election judges for training and Election Day services provided

Director Martin made a motion to adopt the following resolution:

**RES. #10-18 WHEREAS** the Board of Directors has determined that present revenues are not adequate to provide for the financial needs of the District, and,

**WHEREAS**, an increase in revenue can only be accomplished by an increase in annual charges for sanitary sewer service, and,

**WHEREAS**, the Board has determined that the fair and reasonable annual charge for all customers within the Skyline Vista Subdivision for sanitary sewer service provided by the District to be \$537.54 (Five hundred, thirty-seven dollars, and fifty-four cents),

**NOW, THEREFORE, BE IT RESOLVED THAT** Appendix C, Section (4) of the Rules and Regulations be amended to read as follows:

The quarterly charge for all residential customers within the Skyline Vista Subdivision effective April 1, 2018, (regardless of delivery date of the service) shall be \$134.38 (one hundred-thirty-four dollars, and thirty-eight cents).

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

Director Martin made a motion to adopt the following resolution:

**RES. #11-18 BE IT RESOLVED THAT** the Board of Directors, Crestview Water & Sanitation District will pay a fee of \$200 to each election judge for the required election judge training as well as the duties of election judge set forth for the May 8, 2018 election.

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

Director Dietz made a motion to adopt the following resolution:

**RES #12-18 BE IT RESOLVED THAT** the Board of Directors, Crestview Water & Sanitation District accept the proposal to purchase from Honnen Equipment in association with the National Joint Powers Alliance (NJPA) a 2018 John Deere 410L Backhoe Loader at the proposed price of \$114,101.96, and,

**WHEREAS** the Board declines the trade-in value of \$11,500.00 for the District's 1997 John Deere 410 E backhoe and will keep it for use in the pipeline replacement department, and,

**BE IT FURTHER RESOLVED THAT** the District Manager is authorized and directed to execute the purchase of the aforementioned vehicle.

Director Martin 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 Financial Report was accepted as presented.

**UNFINISHED BUSINESS**-Nothing new to report

**PUBLIC INFORMATION**-

**NEW BUSINESS**-

Ron was in attendance at 7 of 8 of the Metro Wastewater Reclamation District Board meetings and 6-6 of the Metro committee meetings.

Garage Proposal, Crestview received a proposal to construct a 30' x 50' Steel garage at 6410 Pecos for \$68,187.00. The proposal was for a complete steel two door garage and installation including a concrete slab for it to be constructed on.

Director Doak asked if the contractor would submit the plans to Adams County and obtain permits.

Mr. Terry indicated that the contractor would submit the plans for review and obtain the permits but is not sure what requirements Adams County may impose on Crestview before approving the plans.

Director Doak suggested that we get more information about any additional costs apart from the proposal then present the information at a future meeting of the Board for consideration.

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 8:24 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary