

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
August 08, 2018**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held August 08, 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
Everett Patterson	Director
Tom Ryszkowski	Director

Also Present:

Ron Forman	Attorney
Mitch Terry	District Manager
Ron Sanchez	Metro Report

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS

No one from the public was present

METRO REPORT, RON SANCHEZ

- The connection charges for 2019 will be set to \$1,259,008.00, 2018 was \$1,282,940.00. 2019 is about \$3,002.00 less than 2018.
- All hauled waste (grease tanks, chemical toilets, septic tanks, etc...) will be charged .10 cents a gallon or \$100.00 per ton by Metro in 2019.
- Metro is trying to remove phosphorus from their discharge water and are working on a new process. Should be cost effective. May take a year and a half.
- Cherry Creek has new bio-filters, for cleaning and to remove the scent. They have about five bio-filters in their system.

MINUTES FOR APPROVAL, July 18, 2018

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the July 18, 2018 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the July 18, 2018 meeting of the Board were accepted as presented.

DISTRICT MANAGER’S REPORT

AUGUST BIRTHDAYS-Happy August birthday to Utility Locator Rick Flynt and Billing Clerk Bob Russell.

2019 BUDGET PREPARATIONS-Charlie Poysti of Poysti and Associates is scheduled to be at the Crestview office on August 31st to begin preparations for the 2019 Budget. Once Mr. Poysti has compiled the requisite information, he will supply me with a Draft Budget around September 17th or 18th. Once I have reviewed

the Draft, I will supply each Board member with a copy prior to the September 26th Budget Committee meeting. The 2019 Budget Committee meeting is scheduled for Wednesday, September 26, 2018 and is to be held at Mickey's Top Sirloin, 6950 Broadway Street. Dinner will be served at 6:00 PM with the Budget Committee meeting to begin at 7:30 PM. A Notice of Proposed Budget has been included in your packets. The notice will be in the Westminster Window the weeks of September 6th and 13th and also on our website.

As part of the Budget preparation process, I am now requesting of the Board to approve a three (3) percent across the board Cost of Living pay increase for 2019 based on results obtained from the Employers Council. The Employers Council, formerly the Mountain States Employers Council, annually requests members to participate in the Colorado Benchmark Compensation Survey. The survey compiles information gathered from businesses and governments in the Denver/Boulder, Northern Colorado, Southern Colorado, Western Slope and Resort Areas of the state of Colorado. The information gathered is focused on salaries and projected pay increases around the state. The 2018 Colorado Benchmark Compensation Survey indicates that the Denver/Boulder area is anticipating a 3.2% increase in wages for 2019. Enclosed in your packet are excerpts of the results of the survey. Also enclosed in your packet is a resolution for a proposed 3% Salary and Wages increase for a 2019.

SPECIAL DISTRICT ASSOCIATION ANNUAL CONFERENCE 2018- The conference will be held September 12-14, 2018 in Keystone, Colorado. I have set up reservations and accommodations for three District Board members, Danny Sweeney, Everett Patterson and Tom Ryszkowski and myself to attend the conference.

DISTRICT TOUR FOR DIRECTORS-I thought it would be a good time to ask if any of our Directors would like to set up a date and time to go on a tour of Crestview's facilities and possibly meet some of the staff. If you are interested in a tour, please let me know some dates.

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 Bill of Sale was signed by the Northgate Board transferring ownership of the water and sewer mains located within Northgate's service area and is now ready for signatures by Board President, Mike Doak and Board Secretary, Danny Sweeney. After the Bill of Sale is signed by both Boards, I will provide it to Northgate's attorney so he can file the papers with Adams County, and the Colorado Department of Public Health and Environment (CDPHE) to finalize the transfer of ownership.

2017 SEWER MAIN REHABILITATION PROJECT- Correction: In my District Manager's report of July 18, 2018, I stated that the final cost to the District for the lining of portions of Crestview's sewer mains was \$234,345. Apparently, Insituform didn't include some of the retainage that the District needed to pay to them. Crestview paid Insituform the remaining \$24,472.00 to complete the project. The final cost to the District was \$258,817. Due to some unusual construction conditions, Insituform extended the warranty period from two years to four years. All repairs have been made and tv'd to assure that the work is satisfactory.

2018 WATER MAIN REPLACEMENT PROJECT-Crestview's pipeline replacement crew is currently constructing the 2018 Water Main Replacement Project (WMR-1). The project consists of six streets. Raritan St., Alan Dr., Avrum Dr., Larsh Dr. and Ruth Way from 72nd north to 73rd and Lowell Blvd. from 68th Ave. north to approximately 70th Avenue.

The new water mains have all been replaced and are in service with the exception of Lowell Blvd. The base asphalt layer has been placed. Alpha Milling has milled an 8' wide section of each street where the water mains were constructed to allow for a final lift of asphalt to complete the project.

WESTMINSTER STATION/POMPONIO TERRACE-The developer and its engineers are still trying to determine how they intend to connect the Westminster Station/Pomponio Terrace sewer system to Crestview's sewer system and also upsize Crestview's outfall main. Several homes are being constructed on Canosa Street. On July 27, 2018, I met with Jim Merlino, President of Pomponio Terrace Holdings, to discuss potential options which include performing the outfall main replacement as part of the Westminster Station development or possibly creating an IGA with the City of Westminster to participate in the installation of a combined sewer outfall to Metro.

Also, within the Pomponio Terrace development, Crestview owns an easement within the development that is no longer needed, as the sewer main that was carrying Crestview's sewer flows through the development has been abandoned. The developer has requested that Crestview vacate the easement so the new homes

that have the easement attached to their properties may be unencumbered by the easement. Ron Forman, Crestview's attorney, has created a Partial Release of Easement for the Board President and Secretary to sign to vacate the easement. This easement is part of the 1954 Connectors Agreement that was created when the area between Federal Blvd. and Zuni Street from 67th Place north to 80th Avenue was constructed to carry potential sewer flows from homes that would be built within the City of Westminster but the City did not have the ability to collect and treat the wastewater from those properties. Those properties would have their sewer collected and treated by Crestview but not be treated as in-District customers. Within the agreement, there is a calculation that Crestview's auditor uses to calculate the rate that the Skyline Vista Subdivision is billed for their sewer treatment by Crestview.

MIDTOWN FILING 6 & 9-Construction of water and sewer mains in filing 6 are nearly complete. Construction of the 20 Inch water main to eliminate the two existing 14" water mains has been completed and is now in service. The two 14" water mains have been abandoned.

BAKER SCHOOL APARTMENTS-Work is progressing at the 64th & Lowell Baker School Apartments. Water main tie-ins have been completed.

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

CLEAR CREEK VILLAGE TOD-I have been in contact with the developers of the Clear Creek Village (CCV) TOD recently. John Renne has contacted me requesting a cost reimbursement agreement pertaining to any water and/or sewer infrastructure improvements associated with their project located at 6001 Federal Blvd. Crestview's engineer, Clarice O'Hanlon, staff members from Denver Water and I met with the engineer for the development on Monday, July 9th to discuss what needs to be reviewed and possibly upgraded in Crestview's water distribution system before they can start constructing Phase 1 of the project. Phase 1 will have a proposed 200-unit apartment component and a 145-unit townhouse component. Crestview is willing to accommodate the request for a cost reimbursement agreement once the project is more defined with actual bid prices to base the reimbursement amount on. During our meeting with the engineers for the CCV development, there wasn't enough information provided to us or representatives of Denver Water to give approval to begin phase 1. The CCV engineers were instructed to provide us and Denver Water with the FDP (Final Development Plan) detailing how many and what type of units will be in phase 1. One issue with the reimbursement agreement is the range of area to apply the reimbursement to. The CCV is at the south end of Crestview where the District is supplied water from Denver Water. Would the improvements benefit the entire district or just the west side as Crestview is divided into two pressure zones? It is a difficult question to answer. More to come...

DENVER WATER JULY PURCHASE-

83,839,000 gallons were purchased in July

The average since 2006 is 72,553,000 gallons for July

Director Martin made a motion to adopt the following resolution:

RESOLUTION

RES # 25 -18

WHEREAS, the Board of Directors of the Crestview Water and Sanitation District ("District") has determined the following:

(A) Pursuant to the "CONNECTIORS AGREEMENT", which was signed on March 22, 1954, and which was recorded in the records of Adams County, Colorado on December 28, 1954, at Book 528, PAGES 498-504, Reception No. 436674, of the Adams County, Colorado records, the District acquired a certain easement ("the Easement") in the real property which is described on attached Exhibit A, which by this reference is incorporated herein.

(B) The District no longer uses or has any need for a portion of the Easement, as described on attached Exhibit B, which by this reference is incorporated herein. Said portion is also within the area of the Pomponio Terrace development, which may cause difficulty to the developer.

(C) It is in the best interest of the District to release the described portion of the Easement. At this time the District will retain the remainder of this easement.

NOW, THEREFORE, BE IT RESOLVED THAT on August 8, 2018, or as soon thereafter as convenient the District will execute a PARTIAL RELEASE OF EASEMENT to release the portion of the Easement, as set forth above.

Crestview Water and Sanitation District Board of Directors

By: 
President

ATTEST:


Secretary

PARTIAL RELEASE OF EASEMENT

THE CRESTVIEW WATER AND SANITATION DISTRICT, A Special District organized and existing under the laws of the State of Colorado, ("District", pursuant to the "CONNECTIORS AGREEMENT" , which was signed on March 22, 1954, and which was recorded in the records of Adams County, Colorado on December 28, 1954, at Book 528, PAGES 498-504, Reception No. 436674, acquired a certain easement ("the Easement") in the real property which is described on attached Exhibit A, which by this reference is incorporated herein.

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, the District hereby forever remises and releases all of its right, title, and interest in a portion of the Easement, as described on attached Exhibit B, which by this reference is incorporated herein.

CRESTVIEW WATER AND SANITATION DISTRICT

[Handwritten Signature]

President

ATTEST:

[Handwritten Signature: Danny R Sweeney]

SECRETARY

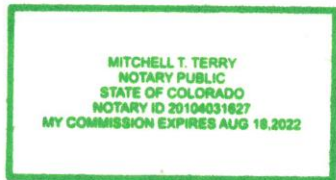
STATE OF COLORADO)
) ss.
COUNTY OF ADAMS)

The foregoing instrument was acknowledged before me this 8th day of August 2018, by Michael Doak as President of the Board of Directors of the Crestview Water and Sanitation District, a Colorado Special District.

WITNESS my hand and official seal.

My Commission Expires: Aug 18, 2022

(SEAL)



[Handwritten Signature: Mitchell T. Terry]
Notary Public

Director Doak seconded the motion.

AYES: Directors Doak, Martin, Sweeney, Patterson, and Ryszkowski

NAYS: None.

The resolution was adopted unanimously.

BILLS –

Director Martin made a motion to adopt the following resolution:

RES # 26 -18 - BE IT RESOLVED THAT the Bills be paid.

Director Ryszkowski seconded the motion.

AYES: Directors Doak, Martin, Sweeney, Patterson, and Ryszkowski

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

No unfinished business

NEW BUSINESS

No new business

Director Martin made a motion to adopt the following resolution:

RES. 27 -18 WHEREAS, it is the desire of the Board of Directors to have the Employee Policy Manual provide employee compensation and benefits comparable to area municipalities and,

WHEREAS, The Board of Directors has determined that certain additional employee compensation is in the best interest of the District,

NOW, THEREFORE, BE IT RESOLVED THAT all District employees be given a 3.0 percent increase in compensation, effective January 1, 2019 and that Appendix A, Section 3, of the Employee Policy Manual be amended effective January 1, 2019 to reflect an increase in employee compensation as follows:

2019 WAGE BANDS

	Grade		
Part time	1	14.55	17.31
CLERK	2	16.81	28.17
MAINTENANCE WITHOUT CDL	3	20.01	28.92
BILLING	4	20.83	30.64
MAINTENANCE WITH CDL	5	23.14	34.00
EQUIPMENT OPER/SR. MAINT.	6	24.72	36.67
LOCATOR/INSPECTOR	7	26.73	39.54
LEADMAN	8	27.90	41.06
SUPERINTENDENT	9	31.23	45.93

OFFICE MANAGER	10	24.40	37.13
ENGINEER	11	43.64	53.95
DISTRICT MANAGER	12	54.84	66.62
PIPELINE CREW			
SUPERINTENDENT	P 6	35.54	45.94
EXCAVATOR	P 5	30.23	40.63
LOADER	P 4	25.75	34.61
PIPELAYER	P 3	24.72	33.22
DRIVER	P 1	26.01	34.96

Director Patterson seconded the motion.

AYES: Directors Doak, Martin, Sweeney, Patterson, and Ryszkowski

NAYS: None.

The resolution was adopted unanimously.

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,

Danny Sweeney, Secretary