

**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  
**May 23, 2018**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held May 23, 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 Sanchez – Metro Report	District Representative
Ron Forman	Attorney
Mitch Terry	District Manager

**THE PLEDGE OF ALLEGIANCE WAS RECITED**

**CRESTVIEW WELCOMES TWO NEW BOARD MEMBERS**

Everett Patterson and Tom Ryszkowski were elected on May 8, 2018.

**NEW DIRECTORS OATHS OF OFFICE**

Elected in the May 8, 2018 election, Michael Doak, Everett Patterson and Tom Ryszkowski affirmed, signed, and dated their respective Oaths of Office May 23, 2018.

**ELECTION OF OFFICERS**

Director Martin made a motion to adopt the following resolution:

**RES # 13 -18 BE IT RESOLVED THAT** the officers of the Board of Directors remain the same.

Mike Doak – President  
Jill Martin – Vice-President  
Danny Sweeney – Secretary/Treasurer  
Everett Patterson – Director  
Tom Ryszkowski - Director

Director Doak seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

Director Martin made a motion to adopt the following resolution:

**Res # 14-18 WHEREAS** Crestview Water and Sanitation District (Crestview) is a Member Municipality of the Metro Wastewater Reclamation District (Metro) and

**WHEREAS** Metro requires Crestview to Bi-annually appoint a representative to serve on Metro’s Board of Directors, and

**NOW THEREFORE BE IT RESOLVED** that Ronald Sanchez be re-appointed to serve as Crestview’s representative to the Board of Directors for the Metro Wastewater Reclamation District for the term beginning July 1, 2018 and ending June 30, 2020.

Director Ryszkowski seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

**METRO REPORT, RON SANCHEZ**

- Pension Fund – had a good year last year, brought the deficit down from \$37 million to \$35 million.
- \$8.8 million is appointed for Sand Creek Interceptor Planning and Land Acquisition, about a 10-year plan.
- In the process of selecting a new legal counsel, all candidates are from CO.
- There is a conflict with CDPHE vs. Metro and Denver Water over the proposed use of Ortho-Phosphate to minimize any lead leaching into Denver’s drinking water through lead water service lines. To date, all motions have been denied by CDPHE to not use Ortho-Phosphate.
- Metro-Gro is building a new irrigation well

**PUBLIC COMMENTS**

No one from the public was present

**MINUTES FOR APPROVAL, APRIL 11, 2018**

Director Doak reviewed the process of Minutes approval to the new board members.

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the April 11, 2018 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the April 11, 2018 meeting of the Board were accepted as presented.

**DISTRICT MANAGER’S REPORT**

2018 ELECTION-The Regular Biennial Election to elect Director’s for the Board was held on May 8, 2018. For this election, there were three 4 year Director positions up for election. The Ballot order was set as;

- Everett Patterson
- Michael Doak
- Thomas Ryszkowski
- Robin Niles-Gosser
- Lori Sakowicz

There were no Ballot Issues or Ballot Questions on this Ballot.

The final vote tally was:

Everett Patterson	41
Michael Doak	47
Thomas Ryszkowski	53
Robin Niles-Gosser	18
Lori Sakowicz	24

The candidates with the three highest votes and also elected to Director are;

- Thomas Ryszkowski
- Michael Doak
- Everett Patterson

Congratulations to all three winning candidates and welcome to the Crestview Water and Sanitation District. Thank you, Lori Sakowicz, for serving the District for the past four years.

After commencing the May 23, 2018 Board of Directors meeting, the newly elected Directors will take their Oaths. After the swearing in of the new directors is complete, an internal election to determine Director Officers will be held. Until the election of officers is conducted, current President Mike Doak will preside over the meeting.

Also at this time, the Crestview Water and Sanitation District Board will be **required to appoint** a District representative to be on the **Metro Wastewater Reclamation District Board** for a period of two years beginning July 1, 2018 and ending June 30, 2020. The Metro Wastewater Reclamation District Board member shall be a qualified elector who is qualified to vote at general elections in this state and who also resides within the district from which he or she is appointed. Ron Sanchez has been the District representative for the past year and is still eligible to be on the Metro Board if he so chooses. I will provide a Certificate of Appointment at the meeting. The appointment form will need to be returned to Metro by June 1, 2018. Crestview's Board will need to either reappoint Mr. Sanchez or appoint a new director at tonight's meeting.

MAY BIRTHDAYS-Happy May birthday to Director Danny Sweeney and Jessen Eckert in Maintenance.

WILL LUCERO-Will Lucero was hired on March 26<sup>th</sup> to work in the maintenance department. On April 29<sup>th</sup>, Will resigned through email stating that he was uncomfortable working with one of Crestview's other employees. On May 1<sup>st</sup>, there was a bad smell coming from inside the cab of the truck assigned to the employee that Will was uncomfortable working with. After some looking around in the cab, it was discovered that an open Ziploc baggie of tuna was hidden under the back seat of the pickup. After a review of the security cameras in and around the maintenance facility where the truck is stored, the cameras show Will walking through the parking lot with something in his left hand. The cameras also show Will walking in the garage to the truck. The District's truck was taken to The Wave in Westminster to have the interior detailed and have an ozone treatment performed to remove the smell. Will never discussed his concerns with the Superintendent or me before he chose to resign.

After consulting with Crestview's attorney, Ron Forman to determine if it was legal to deduct the costs for the interior detailing of Crestview's truck, \$154.99 was deducted from Will's final check. Will came to the office on May 4<sup>th</sup> to receive his final paycheck and did admit that he placed the baggie in the truck.

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. The repair has been made however, the contractor didn't replace enough of the defective pipe and will need to re-excavate and replace an additional 10 feet.

\*District Manager, Mitch Terry explained to the new board members what the 2017 sewer main rehabilitation project is and how sewer main lining works.

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., Ruth Way from 72<sup>nd</sup> north to 73<sup>rd</sup> and Lowell Blvd. from 68<sup>th</sup> Ave. north to approximately 70<sup>th</sup> Avenue.

At this time, Ruth Way, Larsh Drive and Avrum Drive have been replaced and are now in service. The asphalt needs to be replaced yet. Alan Drive and Raritan Drive will be done within the next four to six weeks.

\*District Manager, Mitch Terry explained to the new board members what the 2018 Water Main Replacement Project is and how the District determines which water mains get replaced each year.

NORTHGATE WATER DISTRICT- The new 16 inch water main that will run north from 67<sup>th</sup> Place to 70<sup>th</sup> Avenue along Federal is approximately 50% done. One service is all that remains connected to the Northgate Water District's water main, Goodwill.

Once the new main is completely installed, Goodwill's service 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.

\*District Manager, Mitch Terry explained to the new board members what the Northgate Water District is and why Crestview is in the process of acquiring the Northgate Water District.

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.

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 APRIL PURCHASE-

38,651,000 gallons were purchased in April

The average since 2006 is 40,422,000 gallons for April

**BILLS** –

Director Martin made a motion to adopt the following resolution:

**RES # 15 -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.

\*District Manager Mitch Terry spent some time going over the bill process to the new board members.

**OFFICE DATA**

The Office Data was accepted as presented.

\*District Manager, Mitch Terry spent time going over the details of the office data to the new board members.

**FINANCIAL REPORT**

The Financial Report was accepted as presented.

\*District Manager, Mitch Terry spent some time going over the financial reports to the new board members.

**UNFINISHED BUSINESS**- no unfinished business

**NEW BUSINESS**- in order to save the District money, Crestview will stop sending delinquent notices to customers with delinquent bills effective May 24, 2018. Phone calls will be made instead of the sending the delinquent letter. District Manager, Mitch Terry requested that the Board consider changing the way the District bills its sewer only customers. Crestview's sewer only customers are currently being billed quarterly. Many of Crestview's sewer only customers have requested that the District bill monthly to assist them with consistency for their bill paying practices.

Director Martin made a motion to adopt the following resolution:

**Res #16-18 WHEREAS** the Board of Directors has determined that present revenues are adequate to provide for the financial needs of the district, 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 (B) of the Rules and Regulations be amended to read as follows:

“The monthly charge for all residential customers within the Skyline Vista Subdivision, effective July 1, 2018 (regardless of delivery date of the service), shall be \$44.80 (forty-four dollars, and eighty cents).

Director Ryszkowski seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

Director Patterson made a motion to adopt the following resolution:

**RES #17-18 WHEREAS** the Board of Directors has determined that present revenues are adequate to provide for the financial needs of the District, and,

**WHEREAS**, the Board has determined that the fair and reasonable annual charge for all customers within the Park Terrace Subdivision for sanitary sewer service provided by the District to be \$370.00 (three hundred seventy dollars and zero cents).

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

“The monthly charge for all residential customers within the Park Terrace Subdivision, effective July 1, 2018, (regardless of the delivery date of the service), shall be \$30.83 (thirty dollars and eighty-three cents).

Director Martin seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

Director Patterson made a motion to adopt the following resolution:

**RES #18-18 BE IT RESOLVED THAT**, the Board of Directors of the Crestview Water and Sanitation District desires to amend the Rules and Regulations of the Crestview Water & Sanitation District Part IV – Sewer Rules and Regulations, Article III – Sewer charges, Section E – When charges due, and Section F – Actions and Charges of Delinquency in Payment, paragraph 4, and,

**WHEREAS**, The District’s Rules and Regulations Part IV- Sewer Rules and Regulations, Article III – Sewer Charges, Section E – When Charges Due Reads “Sewer charges and charges for equipment, installation, repair and inspection shall be due and payable 25 days after the date of the bill therefore. Non-payment within said 25-day period shall constitute a delinquency...”, and Section F – Actions and Charges on Delinquency in Payment, paragraph 4 reads “The right to recover all of said administrative and maintenance costs incurred by the district in enforcing its rights since the delinquency occurred.

All charges shall be paid to the district even if disconnection has not actually occurred; including an administrative fee of \$ 25.00 after the account has been delinquent for 20 days beyond the due date.”, and

**NOW THEREFORE BE IT RESOLVED THAT**, effective May 23, 2018, The Crestview Water and Sanitation District Rules and Regulations Part IV – Sewer Rules and Regulations, Article III – Sewer Charges, Section E – When charges due shall read “Sewer charges and charges for equipment, installation repair, and inspection shall be due and payable 21 days after the date of the bill therefore. Non-payment within said 21-day period shall constitute a delinquency.”, and

**NOW THEREFORE BE IT FURTHER RESOLVED THAT** the Crestview Water and Sanitation District Rules and Regulations Part IV – Sewer Rules and Regulations, Article III – Sewer Charges, Section F – Actions and Charges Delinquency in Payment, paragraph 4 shall read “The right to recover all of said administrative and maintenance costs incurred by the District in enforcing its rights since the delinquency occurred. All charges shall be paid to the District even if disconnection has not actually occurred; including an administrative fee of \$25.00 after the account has been delinquent for 10 days beyond the due date.”

Director Doak seconded the motion

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

NAYS: None.

The resolution was adopted unanimously.

Director Martin made a motion to adopt the following resolution:

**RES #19-18 BE IT RESOLVED THAT,** The Board of Directors of the Crestview Water and Sanitation District desires to amend the Rules and Regulations of the Crestview Water and Sanitation District Part III – Water Rules and Regulations, Article IV – Water Charges, Section D – When Charges Due, and Section E – Termination of Service for Delinquency, and

**WHEREAS,** the District’s Rules and Regulations Part III – Water Rules and Regulations, Article IV – Water Charges, Section D – When Charges Due reads “Water charges and charges for equipment, installation, repair and inspection shall be due and payable 25 days after the date of the bill therefore, non-payment within said 25 day period shall cause said charges to be delinquent...”, and Section E – Termination of Service for Delinquency reads “Water service shall be terminated by the District upon an account being in a delinquent status for 20 days beyond the due date. (45 days after billing date)”and,

**NOW THEREFORE BE IT RESOLVED THAT,** effective May 23, 2018, the Crestview Water and Sanitation District Rules and Regulations Part III – Water Rules and Regulations, Article IV – Water Charges, Section D – When Charges Due shall read “Water Charges and Charges for equipment, installation, repair, and inspection shall be due and payable 21 days after the date of the bill therefore, non-payment within said 21-day period shall cause said charges to be delinquent.”, and

Section E – Termination of Service for Delinquency be amended to read: “Water service shall be terminated by the District upon an account being in a delinquent status for 10 days beyond the due date (31 days after billing date) and the District reserves the right to recover all of said administrative and maintenance costs incurred by the District in enforcing its rights since the delinquency occurred. All charges shall be paid to the District even if disconnection has not actually occurred; including an administrative delinquent fee of \$15.00 after the account has been delinquent for 10 days beyond the due date.”

Director Ryszkowski 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 8:45 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary