

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
JULY 18, 2018

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held July 18, 2018 at the office of the District, 7145 Mariposa Street, Adams County, Colorado. The meeting was presided over by Board President, Mike Doak. District Manager, Mitch Terry was present to record the minutes as Board Secretary, Danny Sweeney was absent.

Members Present:

Mike Doak	President
Jill Martin	Vice-President
Everett Patterson	Director

Also Present:

Ron Forman	Attorney
Mitch Terry	District Manager
Ron Sanchez	Metro Report

Absent:

Danny Sweeney	Secretary/Treasurer
Tom Ryszkowski	Director

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS

Customer Lupe Rangel was to address the board regarding management concerns, however he was unable to attend the meeting and has asked to be on the August 8, 2018 Agenda.

AWARDS

20-year award presented to Rick Flynt

10-year award presented to Jessen Eckert

Director Doak presented awards to each employee and congratulated and thanked both of them for their hard work and dedication.

METRO REPORT, RON SANCHEZ

- The former General Counsel for the Metro Wastewater Reclamation District, Mickey Conway was appointed to be the new District Manager replacing Catherine Gerali. The Metro Board was then tasked to select a new general counsel. The Board decided to hire from within the company and chose Emily Jackson as Metro's new General Counsel.
- \$136 million to run Metro including the Hite Treatment facility and the Northern Treatment plant in 2019
- Reactivation charge is \$130 per year – Crestview has had 3 of them
- Sewer Connection Charge will be, \$4,270 for 2019. This will help to pay for future expansions
- Metro had an E. coli issue in June. Metro detected E-coli at 5%. This has been taken care of. It took about 12 hours to eliminate the issue.
- Metro is still in litigation with Suncor over the Benzene contamination on Metro's property

MINUTES FOR APPROVAL, JUNE 13, 2018

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the June 13, 2018 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the June 13, 2018 meeting of the Board were accepted as presented.

DISTRICT MANAGER’S REPORT

JULY BIRTHDAYS-Happy July birthday to District Maintenance Superintendent, Patrick Stock, pipeline worker, Peter Schuster, Director, Tom Ryszkowski and Crestview’s attorney, Ron Forman.

RICK FLYNT - 20 YEAR ANNIVERSARY-Rick celebrated his 20-year anniversary with the Crestview Water and Sanitation District on June 15th. Rick was hired June 15, 1998. Rick is the District’s meter reader and utility locator. Congratulations Rick.

JESSEN ECKERT - 10 YEAR ANNIVERSARY-Jessen will be celebrating his 10-year anniversary with the Crestview Water and Sanitation District on July 21st. Jessen was hired July 21, 2008. Jessen is the District’s Senior Maintenance worker and devotes much of his time at Crestview televising sewer mains. Congratulations Jessen.

DESIGNATION OF PERSON/S TO PREPARE THE 2019 DRAFT BUDGET-It is time to designate, by resolution, a person or persons to prepare a draft budget for 2019 for presentation to the Budget Committee at the annual Budget Committee meeting to be held on September 26, 2018. Generally, the Board will designate the District Manager and the District’s auditor to prepare the draft budget. I have provided you a copy of the resolution in your packet.

Director Patterson made a motion to adopt the following resolution:

RES # 21 -18 WHEREAS, The Board of Directors of the Crestview Water and Sanitation District shall designate or appoint a person or persons to prepare the 2019 budget, and

WHEREAS, The Board has requested District Manager Mitchell T. Terry, Poysti and Associates, LLC and a committee of the entire Board to prepare and submit a proposed Budget for 2019, and

WHEREAS, they are to prepare and submit the proposed 2019 Budget to the Board of Directors of the Crestview Water and Sanitation District per state statute on or before October 15, 2018, and

NOW THEREFORE BE IT RESILVED THAT Mitchell T. Terry, Poysti and Associates, LLC and the committee of the entire Board be appointed to prepare and submit the 2019 Budget and present the Budget at the October 10, 2018 regular meeting of the Board

Director Martin seconded the motion.

AYES: Directors Doak, Martin, and Patterson

NAYS: None.

The resolution was adopted unanimously.

RADIO READ METERS-Crestview’s maintenance team has completed the installation of all 4,995 radio read transmitters in Crestview. The transmitters are communicating with our billing software and are working well. All of the meters in the District can now be read in a matter of hours instead of 15 to 20 days per month. With the meters not having to be read “manually”, Rick has become the District’s second utility locator to go along with his meter reading duties as needed.

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

METRO WASTEWATER RECLAMATION DISTRICT- Metro's Board has completed the Final Adjusted 2017 Annual Charges for Service and has provided Crestview with a discount of \$68,906 off of this year's charges.

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 needed to be cut out and re-lined. Insituform has determined that they would 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 also 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. The final cost to the District was \$234,345.00.

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. At this time, Ruth Way, Larsh Drive and Avrum Drive have been replaced and are now in service. The base asphalt layer has been placed. Construction of the water main in Alan Drive is complete and it was clear water tested on June 27th. Services will be transferred during the week of July 2nd-5th. The new water main will be put into service the week of July 9th-13th. Raritan Street will be done within the next four to six weeks. A calculation of cost per linear foot has been made. To date, the linear foot cost to the District is \$107. For comparison, the last District project constructed by a contractor cost the District \$312 per linear foot.

NORTHGATE WATER DISTRICT- The new 16-inch water main that runs south from 70th Avenue to the railroad tracks along Federal is now complete. Goodwill's service has been transferred, thus completing the total transfer of services from Northgate Water's distribution system to Crestview's distribution system. There is a small portion of water main that needs to be constructed from the railroad tracks south to 67th Place along Federal Blvd. A bill of sale will need to be signed by both Boards from Northgate and Crestview and will be presented for signature during an upcoming meeting of the Board.

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.

MIDTOWN FILING 6 & 9-Construction of water and sewer mains in filing 6 are nearly complete. The 20 Inch water main to eliminate the two existing 14" water mains has been constructed 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 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 being phase 1.

The Clear Creek Village 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 the district where it is supplied water from Denver Water. Would the improvements benefit the entire district or just the west side? It is a difficult question to answer. More to come...

DENVER WATER JUNE PURCHASE-

80,145,000 gallons were purchased in June

The average since 2006 is 72,735,000 gallons for June

BILLS –

Director Martin made a motion to adopt the following resolution:

RES # 22 -18 BE IT RESOLVED THAT the Bills be paid.

Director Patterson seconded the motion.

AYES: Directors Doak, Martin, and Patterson

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- Last meeting – check our insurance policy to see if it covers damages to properties other than Crestview’s – Jamie McMahon at Arthur J Gallagher indicated that Crestview’s policy does not cover damages to properties other than Crestview’s for flood and to have the homeowner/Property Owner file any claim that may arise due to a sewer back-up or a water main break that may allow water to enter any homes or businesses.

NEW BUSINESS-

Mr. Terry updated the Board on the District’s investment bonds. To date, the bonds have earned the District \$20,389.66 in interest. One of the bonds will mature in January of 2019. The Board will need to decide if they would like to purchase another bond at that time. It should be a three year bond as our older bonds are nearing their maturity date also.

Two of the four tank mixers seem to have stopped. We have contacted PAX Water to have them determine what the cause might be. These mixers are still under warranty.

Adjustment to the Employee Policy Manual Regarding Employee Classification and Annual leave policy.

Director Martin made a motion to adopt the following resolution:

RES. # 23-18 WHEREAS, the Board of Directors has determined that certain adjustments to the employee benefits are in the best interest of the District, and

WHEREAS, it is the desire of the Board to have the Employee Policy Manual provide for benefits for District employees more consistent with neighboring municipalities; and

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors, Crestview Water & Sanitation District, amend the Employee Policy Manual for all District employees regarding section 3.21, Conditions of Annual Leave effective July 18, 2018, to read;

Section 3.21 Conditions of Annual Leave

Employees must request annual leave from their department supervisor and obtain approval before using vacation and/or comp time. Vacation requests must be in writing. Any changes must be in writing and must be approved by the supervisor.

Annual leave will be either approved or denied by the department supervisor after his/her review of currently approved annual leave dates of other employees.

Per each department, only one employee may take approved leave at a time unless one of the requested leaves does not exceed two (2) working days after which, no more than two employees may take approved leave at a time.

No employee may use more than ten (10) consecutive work days of any combination of annual leave and/or annual leave and accrued comp time including holidays. Paid holidays may be used in conjunction with annual leave. Family emergencies may be considered for allowance of the extensional usage of annual leave.

If an employee desires to use more days than the allowed ten (10) consecutive work days of vacation/comp time, the request must go before the District Manager for approval.

If an employee requests leave that comprises five or more consecutive workdays including holidays, a matching number of days must separate that approved leave from any future leave.

Any disputes, questions or ambiguities in annual leave scheduling will be resolved for the best interest of the District by the supervisor and/or the District Manager in their sole discretion

Annual leave may not be accumulated from year to year. All employees must take earned annual leave within one year from the date it is earned. The District does not pay compensation in lieu of Annual Leave.

Required work cannot be suspended or postponed due to the employees' annual leaves. Accordingly, other employees may be required to perform an employee's duties while he/she is on annual leave.

Director Patterson seconded the motion

AYES: Directors Doak, Martin, and Patterson

NAYS: None.

The resolution was adopted unanimously.

Director Martin made a motion to adopt the following resolution:

RES. # 24-18 WHEREAS, the Board of Directors has determined that certain adjustments to the Employee Policy Manual are in the best interest of the District, and

WHEREAS, it is the desire of the Board to have the Employee Policy Manual Section 1.70 Classifications of Employees be amended to remove the existing classification of Introductory Employee; and

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors, Crestview Water & Sanitation District, amend the Employee Policy Manual regarding section 1.70, Conditions of Annual Leave effective July 18, 2018, to read;

Section 1.70 Classifications of Employees

The following are the classifications applicable to employees of the District:

Regular Employees- An employee's first day of employment as a *regular* employee is the starting date and the anniversary date for the *voluntary* benefits offered by the District. Subject to minimum hour requirements for part-time employees and subject to the terms, conditions, and any limitations of any benefit program, regular employees are eligible for *voluntary* benefits the District offers its regular employees. An eligible employees' ability to receive a particular benefit is subject to the terms and conditions of each benefit program. Employees should contact their supervisors or management for more information about a benefit or its eligibility requirements.

- (1) Full-time Employees- *Full-time* employees work a minimum of 25 hours per week. Full-time regular employees are eligible for all *voluntary* benefits the District is able to offer its employees.
- (2) Part-time Employees- *Part-time* regular employees work fewer than 25 hours per week. Part-time regular employees receive all legally required benefits (e.g., Social Security, unemployment and workers' compensation insurance), but, except as specifically provided in the benefits policies in **Sections 4.00 and 5.00** or determined by the District Manager, in his discretion, part-time regular employees are not eligible for the *voluntary* benefits the District offers its regular full-time regular employees.
- (3) Temporary Employees- *Temporary* Employees are full-time or part-time employees whom the District employs for a limited period of time. Temporary employees are not regular employees and are not eligible for benefits except those required by law. Temporary employees whose employment continues past any initially stated time period do not in any way become regular employees or have any other change in their status as temporary employees unless and until they receive written notice of a change.
- (4) Contract Professionals- The District may use certain professionals on a contract basis. In such cases, the relationship between the contract professionals and the District will be governed by separate agreements, and the contract professionals will not receive benefits under the policies described in this handbook.

Director Patterson seconded the motion.

AYES: Directors Doak, Martin, and Patterson

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 8:22 P.M.

Respectfully submitted,

Mitch Terry, District Manager