

**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  
**October 23, 2019**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held October 23, 2019 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
Tom Ryszkowski	Director

Also Present:

Mitch Terry	District Manager
Ron Sanchez	Metro District Representative
Ron Forman	Attorney
Victor Sanchez	Board Candidate

**THE PLEDGE OF ALLEGIANCE WAS RECITED**

**PUBLIC COMMENTS**- No one from the public was present

**METRO REPORT, RON SANCHEZ**

- Approved \$240 million refinancing of bonds. Will be 2.5% 20-year bond.
- Interceptor work is still ongoing.
- Metro will be hosting a full day fall review of the budget October 24<sup>th</sup>

**BOARD VACANCY INTERVIEWS**

Interviews were conducted to fill the vacancy on the Board of Directors. Candidates are Victor Sanchez and Ron Sanchez.

After a brief discussion, the Board chose Victor Sanchez to fill the vacancy on the Board.

Director Ryszkowski made a motion to adopt the following resolution:

The Board interviewed Ronald Sanchez and Victor Sanchez for the vacant position of Director of the Board for Crestview Water & Sanitation District. The Board determined that Victor Sanchez was qualified for this position and offered the appointment to him. The Board also informed Mr. Sanchez that he would need to run for the office in May 2020 as a two year position if he accepted the appointment to fill the vacancy. Victor Sanchez stated that he was willing to accept the appointment.

**RES. 26-19 WHEREAS**, there exists a vacancy on the Board of Directors, Crestview Water & Sanitation District, and

**WHEREAS**, the vacancy must be filled by appointment of a qualified person by the Board of Directors, and

**WHEREAS**, Victor Sanchez, is qualified and willing to accept the appointment;

**NOW THEREFORE BE IT RESOLVED** that Victor Sanchez be appointed to fill the vacancy as Director, Crestview Water & Sanitation District.

Director Martin seconded the motion.  
AYES: Directors Doak, Martin, Sweeney and Ryszkowski  
NAYS: None.  
The resolution was unanimously adopted

**BOARD OF DIRECTOR  
OATH OF OFFICE**

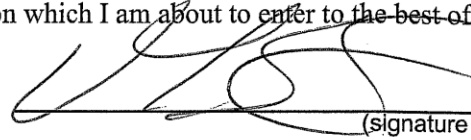
§32-1-901, §24-12-101 et seq., C.R.S., and  
Colorado Constitution Article 12, §9

STATE OF COLORADO  
Adams  
COUNTY

Crestview Water & Sanitation DISTRICT

[If swearing^, raise hand]

I, Victor Sanchez, do ~~swear^ or affirm or swear^~~ by the everliving God  
that I will support the constitution of the United States, the Constitution of the state of Colorado,  
and the laws of the state of Colorado, and will faithfully perform the duties of the office of Director of the  
Crestview Water & Sanitation District upon which I am about to enter to the best of my ability.

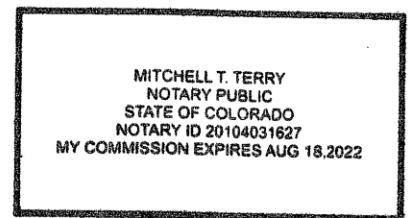
  
(signature of oath taker)

STATE OF COLORADO )  
COUNTY OF Adams ) ss.

Subscribed and sworn to before me this 23<sup>rd</sup> day of October, 2019 by Victor Sanchez (name of oath taker)

By: Mitchell T. Terry  
(\*Person authorized to administer oaths)

SEAL (if notary public)



**\*The courts, judges, magistrates, referees, clerks, and deputy clerks within their respective districts or counties; a person designated by the governing body, or any officer thereof; and notaries public within any county of this state have the power to administer all oaths or affirmations of office and other oaths or affirmations. §24-12-103**

Division of Local Government – Department of Local Affairs  
Revised 09/09/2019

SD-1

Director Ryszkowski made a motion to adopt the following resolution:

**RES. #27-19 WHEREAS THE** Budget Committee of the Crestview Water & Sanitation District Board of Directors held a meeting on September 25, 2019, for the purpose of discussing the proposed Budget for 2020, and;

**WHEREAS** it was agreed to present the draft Budget to the Board of Directors at their regularly scheduled meeting on October 9, 2019, for initial acceptance.

**NOW, THEREFORE, BE IT RESOLVED THAT** the draft Budget for the ensuing year of 2020 be accepted on the first reading and published according to statutes, and that an open Public Hearing be set for 7:00 P.M., October 23, 2019, and that a copy of the draft Budget be available for review and comment at the office of the District, 7145 Mariposa Street.

Director Sweeny seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

#### 2020 BUDGET

District Manager Mitch Terry stated that there were no changes to the draft budget that was presented at the Budget Committee Meeting held on September 25, 2019 then read through the draft 2020 Budget for the benefit of newly appointed Director Victor Sanchez.

Director Martin made a motion to adopt the following resolution:

**RES.# 28 -19 WHEREAS,** The Board of Directors of the Crestview Water and Sanitation District 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 2020 to said Board, and

**WHEREAS,** They have submitted a proposed Budget to said Board on October 9, 2019, for its consideration and in accordance with current laws, said proposed Budget for 2020 was open for inspection by the public at a designated place, a public hearing was held on October 23, 2019, and interested taxpayers and others were given the opportunity to file or register any objection to said proposed Budget; and

**WHEREAS,** whatever increase may have been made in the expenditures like increases were added to the revenues so that the Budget remains in balance, as required by law;

**NOW, THEREFORE BE IT RESOLVED THAT** the estimated expenditures and revenues for each fund for 2020 are set forth for 2020 in the exhibits.

**AND BE IT FURTHER RESOLVED THAT** the Budget as submitted, amended, attached and summarized by fund be and the same hereby is approved and adopted as the Budget of the Crestview Water and Sanitation District for 2020. The final general property tax amount to be adjusted in accordance with applicable law, if necessary, based on final certification of assessed valuation by Adams County Assessor in December 2019.

Director Ryszkowski seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

#### MINUTES FOR APPROVAL, September 11, 2019

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the September 11, 2019 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the September 11, 2019 meeting of the Board were accepted as presented.

**MINUTES FOR APPROVAL, September 25, 2019**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the September 25, 2019 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the September 25, 2019 meeting of the Board were accepted as presented.

**MINUTES FOR APPROVAL, October 9, 2019**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the October 9, 2019 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the October 9, 2019 meeting of the Board were accepted as presented.

**DISTRICT MANAGER'S REPORT**

BIRTHDAYS- Happy October birthday to maintenance worker Lucas Gonzales.

EMPLOYEE MOVES-Crestview has had a lot of movement within the staff in the past month. Patrick Stock, Maintenance Superintendent has left Crestview thus creating a vacancy for that position. Jessen Eckert has been promoted to the Maintenance Superintendent position and was the District's Maintenance Foreman. With Jessen's promotion to Superintendent, the position of Maintenance Foreman was vacated. Mike Valadez was chosen by committee to be the District's Maintenance Foreman. Jose Jacobo is currently working on the pipeline crew but has requested to move to the maintenance crew to fill the opening created by Mike Valadez's promotion to Foreman. Jose will join the maintenance team on October 7<sup>th</sup>. With Jose moving to Maintenance, the pipeline loader operator position is now vacated on the pipeline crew. Crestview is seeking applicants now for the loader operator position on the pipeline crew.

VACANCY ON THE BOARD- Since Everett Patterson resigned from the Crestview Board of Directors, the Board is now tasked with filling the vacancy. A vacancy shall be filled by appointment by the remaining directors. The Director appointed to fill a vacancy shall serve until the next regular election, at which time the vacancy shall be filled by election for the remainder of the originally vacated term. This director position will be on the May 2020 ballot for a two-year term as Everett's term was a four-year term from 2018 to 2022. Once the Board decides to appoint a new director, the new director will need to take the oath of office after which, the oath and resolution to appoint a new director will need to be transmitted to the Adams County Clerk and Records office immediately by email or the director cannot partake in any Board actions until his or her Oath of Office is submitted to the clerk and recorder. As of October 4<sup>th</sup>, there are two qualified electors that are interested in serving on Crestview's Board. It is advised that the Board interview each interested elector individually then make a decision as to which person be appointed to the Board.

2020 PROPOSED BUDGET-The Crestview Water & Sanitation District held the 2020 Budget Committee meeting on September 25, 2019. The Committee was read the 2020 Budget Report detailing the first eight months of actual expenditures and revenues for 2019 and the anticipated expenditures and revenues for the remainder of 2019. The anticipated revenues and expenditures for 2020, details of operations and maintenance, proposed water main and sewer main rehabilitations & replacements and capital improvements were then examined. After examining the proposed 2020 Budget, the Committee determined that the proposed 2020 Budget was acceptable to be presented for a first reading at the next Board of Directors meeting held October 9, 2019. A resolution stating that the Budget Committee approves the draft 2020 Budget for first reading to be presented at the October 9, 2019 regular meeting of the Board is included in your packet.

2020 RATES STUDY-The rates study is ongoing. The tier structures for single family and multi-family are getting more attention since the commercial rate is a flat rate. Raftelis Financial is planning on attending the December 11 meeting of Crestview's Board to present their recommendations regarding rates for 2020 through 2030. If the Board would prefer, the presentation can occur on November 13<sup>th</sup> to allow for more time to assess their recommendations.

2019 WATER MAIN REPLACEMENT PROJECT- All of the replacements have been completed as of September 30, 2019. A final cost report will be presented at the November 13 meeting of the Board as invoices for milling and paving have not been received as of this writing. The pipeline crew will be removing water mains that travel between homes in three different locations around the district as their next project. Three other similar mains have been abandoned in recent years. The water mains that run between homes are always a concern to the safety of the homeowners and their property. Crestview was required to have these mains in place by Denver Water to assist in looping of the system to allow for better water flow through Crestview's distribution system. With new water mains being installed in the District due to either Crestview's replacement projects or new development, Denver Water has agreed to

allow Crestview to eliminate the water mains that run between houses as long as there are blow-off valves installed at the end of the main to allow for the exchange of old water with new water.

After the previously mentioned water mains are abandoned, the pipeline crew will begin replacing the District's sewer force main in 68<sup>th</sup> avenue east of Pecos Street.

NOTICE OF REGULAR MEETING SCHEDULE FOR 2020-In your packet you will find the Notice of Regular Meeting schedule for 2020. Our Rules and Regulations state that regular meetings of the Board are to be conducted on the second Wednesday of the month. With the Independence Day holiday being in the week prior to the second Wednesday of July, it is difficult for the staff to compile all of the reports needed to be ready for your packets on the Friday before the scheduled second Wednesday meeting of the Board. I have scheduled the July meeting of the Board to be held on July 15<sup>th</sup> for 2020. The Special District Association of Colorado annual conference is scheduled for September 23<sup>rd</sup> through 25<sup>th</sup> in 2020. The annual Budget Committee Meeting will now be set for the 5<sup>th</sup> week in September on the thirtieth. A copy of the resolution has been provided in your packet.

VALVE REPLACEMENT ON FEDERAL BLVD. Crestview's maintenance and pipeline crews performed a valve replacement on Federal Blvd. on October 2<sup>nd</sup>. The valve replacement was problematic as there were several valves that were used to isolate the main that wouldn't shut off completely. As the crew was finishing the installation of the asphalt to return the street to a drivable condition, the pipe broke a couple feet from the new valve. The crew had to re-excavate the pipe to make the needed repairs. As it turned out, the pipe broke just an inch outside of a 12-inch crossover tee. The crew eventually had to remove the tee and cap the 12-inch water main crossing Federal Blvd. because Crestview didn't have a new tee to use to make the repairs. Two main issues came of this repair; 1. The District needs to have up to 5 valves inserted into existing water mains to assist in isolating the mains when needed and 2. The break site will need to be dug up again and reconnect the two mains with a new tee. We are in the process of determining where the new valves should be inserted and what the cost to the District will be to have them inserted.

MIDTOWN FILING 9- Filing 9 is moving forward with more and more of the tall condos being built at the southwest corner of 68<sup>th</sup> & Pecos. Midtown continues to purchase water and sewer taps in Filing 9 with fourteen connections still to be paid for the entire filing.

WESTMINSTER STATION/POMPONIO TERRACE- The engineers for the Westminster Station Development presented a set of plans for review on January 16<sup>th</sup> to redirect flows from 76<sup>th</sup> avenue and Zane Street from flowing west into the Zuni Street sewer main to flow east to the Pecos Street collector main. By redirecting these sewer flows, it allows the Westminster Station development to build and connect all 245 planned homes within the development without having to create a new sewer outfall south of the development. A pre-construction meeting is being held on Monday, October 7<sup>th</sup> to prepare for the construction of the project.

Denver Water September purchase  
73,998,000 gallons  
Average since 2006 is 61,850,000 gallons

Enc.

RES 2020 Budget first reading acceptance  
Proposed DRAFT 2020 Budget  
Notice of Regular Meeting Schedule 2020  
RES. Notice of Regular Meeting Schedule 2020  
RES. Posting places for public meetings notices 2020

Director Martin made a motion to adopt the following resolution:

**RES. #29-19 BE IT RESOLVED THAT** the Board of Directors adopt the following schedule for regular meetings during 2020:

**NOTICE OF REGULAR MEETING**

Notice is hereby given that the regular meetings of the Crestview Water and Sanitation District Board of Directors for 2020 will be held at 7145 Mariposa Street at 7:00 PM on:

January 8, 2020	July 8, 2020
January 22, 2020	
February 12, 2020	August 12, 2020
	August 26, 2020
March 11, 2020	September 9, 2020
	September 30, 2020
April 8, 2020	October 14, 2020
	October 28, 2020
May 20, 2020	November 11, 2020
June 10, 2020	December 9, 2020

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

AYES: Directors Doak, Martin, Sweeney and Ryszkowski, Sanchez  
NAYS: None.  
The resolution was unanimously adopted

Director Ryszkowski made a motion to adopt the following resolution:

**RES. # 30-19 BE IT RESOLVED THAT** the Crestview Water and Sanitation District public meetings notices for 2020 shall be posted at the District office and in the Adams County Clerk and Records office, F.M. Day Elementary School, Hodgkins Elementary School, and Scott Carpenter Middle School, and;

**BE IT FURTHER RESOLVED THAT** all meetings of the Board of Directors shall be held at the District office, 7145 Mariposa Street, and;

**BE IT FURTHER RESOLVED THAT** Agendas for all public meetings shall be posted at the District’s office 48 hours in advance of all scheduled meetings and on the District’s website at [www.crestviewwater.com](http://www.crestviewwater.com)

Director Martin seconded the motion.  
AYES: Directors Doak, Martin, Sweeney and Ryszkowski, Sanchez  
NAYS: None.  
The resolution was unanimously adopted

Director Doak made a motion to adopt the following resolution:

**BILLS –**

**RES # 31-19 - BE IT RESOLVED THAT** the Bills be paid.

Director Ryszkowski seconded the motion.  
AYES: Directors Doak, Martin, Sweeney and Ryszkowski, Sanchez  
NAYS: None.  
The resolution was unanimously adopted.

**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

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 8:54 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary