

RECORD OF PROCEEDINGS

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

May 20, 2020

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held May 20, 2020 on Zoom. The meeting was presided over by Board Vice President, Jill Martin. Board Secretary, Danny Sweeney was present to record the minutes.

Members Present:

Jill Martin	Vice-President
Danny Sweeney	Secretary/Treasurer
Tom Ryszkowski	Director
Victor Sanchez	Director

Also Present:

Mitch Terry	District Manager
Ron Forman	Attorney
Ron Sanchez	Metro Wastewater Board representative

Absent: Excused

Mike Doak	President
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THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

OATHS OF OFFICE-

Directors Jill Martin and Victor took their Oath of Office prior to the meeting and Danny Sweeney took his Oath of Office during this meeting.

METRO REPORT, RON SANCHEZ

- Metro will not be raising their rates in 2020 in light of the Covid-19 pandemic.
- The EPA has been sampling the sewage inflow to Metro to test if the Covid-19 virus is present. Metro and the EPA have found that the virus is present, but the footprint is not contagious and believe that it is not transferable through Sewage. Metro is monitoring the inflows daily.
- Metro sent out a brochure regarding the heat exchange with hot water that goes into the sewer. Metro is informing contractors that have upcoming projects to contact Metro to see if their project can take advantage of the heat exchange system which can help lower the utility costs of the new building/s within their project.
- Among the more than 300 employees at Metro, there have been zero cases of Covid-19 reported
- Ron indicated that if another member of Crestview's Board wanted to serve as Crestview's representative to Metro's Board that he would step aside. Crestview needs to either appoint a new representative or re-appoint Ron Sanchez for two more years. The appointment needs to be made during this meeting of the Board. Crestview's Board conducted a straw poll to determine if Ron Sanchez was to be re-appointed. The Board indicated to Ron Sanchez that they would like for him to stay on to represent Crestview. A Resolution to confirm the appointment will be conducted later in the meeting.

The Crestview Water and Sanitation District Board is required to appoint a District representative to be on the **Metro Wastewater Reclamation District Board** for a period of two years beginning July 1, 2020 and ending June 30, 2022. 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.

Director Martin made a motion to adopt the following resolution:

RES. #11-20 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

WHEREAS Ronald Sanchez currently serves as Crestview's appointed representative to Metro's Board and is willing to continue to serve in that capacity, and

WHEREAS at the regular meeting of the Crestview Board of Directors, May 20, 2020, the Board elected to re-appoint Ronald Sanchez as its representative to serve on Metro's Board,

NOW THEREFORE BE IT RESOLVED that Ronald Sanchez be appointed to serve as Crestview's representative to the Board of Directors for the Metro Wastewater Reclamation District effective May 20, 2020.

Director Ryszkowski, seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted.

ELECTION OF OFFICERS OF THE BOARD- Each May, the Board of Directors are to hold an election of officers by majority vote. The following shall be the offices of the Board of Directors.

- 1) President, who shall preside at all meetings of the Board of Directors.
- 2) Vice President, who shall serve as President in the absence of the President.
- 3) Secretary/Treasurer who shall keep the seal of the District and signify his approval of all contracts and documents by signing same and affixing the official seal, who shall maintain accurate minutes of the Board meetings, and shall preside at Board meetings in the absences of the President and Vice-President.

Director Ryszkowski, made a motion to adopt the following resolution:

RES. #12-2020 WHEREAS the Rules and Regulations of the Crestview Water & Sanitation District require elections of officers of the Board on an annual basis each May, and

WHEREAS a motion has been made to re-elect Director Mike Doak to the office of President and Director Jill Martin to the office of Vice President and Director Danny Sweeney to the office of Secretary/Treasurer for the twelve-month period of May 2020 to May 2021, and

WHEREAS the Board voted 4 yea votes and 0 nay votes for Director Mike Doak for President, and

WHEREAS the Board voted 4 yea votes and 0 nay votes for Director Jill Martin for Vice President, and

WHEREAS the Board voted 4 yea votes and 0 nay votes for Director Danny Sweeney for Secretary/Treasurer, and

NOW, THEREFORE BE IT RESOLVED That Director Mike Doak is now duly re-elected as President of the Board of Directors and Director Jill Martin is now duly re-elected as Vice President of the Board of Directors and Director Danny Sweeney is now duly re-elected as Secretary/Treasurer of the Board of Directors for the twelve month period of May 2020 to May 2021.

Director Sanchez seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted.

MINUTES FOR APPROVAL, March 11, 2020

Director Martin asked if there were any corrections, deletions, or additions to the Minutes for the March 11, 2020 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the March 11, 2020 meeting of the Board were accepted as presented.

MINUTES FOR APPROVAL, APRIL 8, 2020

No meeting was held in April due to the Stay-At-Home order to combat the Coronavirus, Covid-19.

DISTRICT MANAGER'S REPORT

THIS MEETING IS A COMBINED MEETING FOR BOTH APRIL AND MAY-The April 8th meeting of the Board was canceled due to the Stay-At-Home order by Governor Polis. All the March data normally reported in the April meeting will be covered during the May 20th meeting of the Board.

LARRY HOPPER 20 YEAR ANNIVERSARY-Larry started his career with Crestview on May 15, 2000. Larry started out as a maintenance worker and was promoted to inspector/locator in 2011. Larry was promoted to Pipeline Superintendent in December of 2017. Congratulations on 20 years of service to the District and thank you for providing your skill and knowledge to the District and its customers over the years.

APRIL BIRTHDAYS-Happy April birthdays go out to Board Vice-President Jill Martin, office clerk Kerry Strong and pipeline member Alejandro Yopez. Happy birthday!

MAY BIRTHDAYS- Happy May birthdays go out to Board Secretary Danny Sweeney and maintenance Superintendent Jessen Eckert. Happy birthday!

2020 ELECTION- Congratulations to Jill Martin, Danny Sweeney and Victor Sanchez for being elected by acclamation to the Board of Directors of the Crestview Water and Sanitation District. With an equal number of candidates as positions to be filled, the election was cancelled, and all three candidates were elected by acclamation.

Once the May 20th meeting of the Board is called to order, the newly elected directors must take an oath or affirmation to complete the election process. Once the oaths or affirmations are completed, they must be submitted by email to the Adams County Clerk & Recorder prior to any actions taken by the Board during the May 20th meeting.

ELECTION OF OFFICERS OF THE BOARD- Each May, the Board of Directors are to hold an election of officers by majority vote. The following shall be the offices of the Board of Directors.

- 1) President, who shall preside at all meetings of the Board of Directors.
- 2) Vice President, who shall serve as President in the absence of the President.
- 3) Secretary/Treasurer who shall keep the seal of the District and signify his approval of all contracts and documents by signing same and affixing the official seal, who shall maintain accurate minutes of the Board meetings, and shall preside at Board meetings in the absences of the President and Vice-President.

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, 2020 and ending June 30, 2022. 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 three years 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, 2020. Crestview's Board will need to either reappoint Mr. Sanchez or appoint a new director at tonight's meeting.

COVID-19 OPERATIONAL UPDATE-This is what we've been doing. We have suspended non-payment water/sewer late fees and shut-offs in accordance with the Colorado Governor's Executive Order D 2020 012 from March 20, 2020. In the Governor's order, all public utilities in the State are directed to suspend service disconnections for delayed or missed payments from residential and small business customers related to the impacts of COVID-19 and to suspend the accrual of late payment fees.

The office has been utilizing the phone tree to make reminder calls to customers who have a balance of \$100 or more to remind them to make a payment. Customers are also encouraged to do their best to manage their balances to keep them from growing too large.

We have adjusted our work hours from 5 eight-hour days to 4 ten-hour days to reduce the number of staff in the buildings each day. Our staff are on a rotation for the 4-10s so that we only have a small portion of employees gone at a time. The lunches are staggered to minimize exposure also. The employees are being provided masks, gloves and safety glasses. The office lobby was closed to walk-in traffic on March 25th when the Governor issued the Stay-At-Home order and was reopened on May 11th. We have signs asking our customers to limit people in the lobby to 1 at a time and ask them to wear a mask. Per Colorado Governor's Executive Order D 2020 039 in effect until May 17, 2020, employees are required to wear face coverings while working in close proximity with other employees or customers.

If this order isn't extended, how does the Board want the employees to proceed regarding the wearing of facemasks? Will mask wearing be mandatory? If the wearing of masks becomes mandatory, for what time period? Will mask wearing be optional if social distancing is maintained and to wear a mask when in closer proximities than 6 feet? Employees are encouraged to be at work but can use their sick and/or vacation time to stay at home to avoid possible exposure to other employees if they so choose.

SHUT-OFFS AND LATE FEES-Due to the Covid-19 pandemic and concerns over many people in the district that may have lost their jobs, Crestview has not been assessing late fees or shutting off water for non-payment. The question now is after the Executive Order expires, how and when does Crestview return to assessing late fees and shutting water off for non-payment? At this time, for all four cycles, for accounts that are carrying a \$100 balance or more, there would be 104 customers on the shut-off list. What are your thoughts?

BONDS CALLED- Crestview had two investment bonds called in March. The first bond was called on March 24th with the second bond being called on March 31st. The bond that was called on March 24th was a 3-year \$1 million callable bond that produced \$42,500 in interest payments. The second bond called on March 31st was a 4-year bond that produced \$32,493 in interest payments.

After consulting with Board President Doak about reinvesting the funds from the called bonds, I reinvested \$2,004,637 in two new bonds. The first bond is a 4-year callable bond providing 1.12% interest from the Federal Farm Credit Bureau for \$1,003,121. The second bond is a 3-year 11-month noncallable bond providing .59% interest from the Federal Agricultural Mortgage Corp for \$1,001,516.

PROPERTY AND LIABILITY INSURANCE RENEWAL-I contacted two brokers that presented Crestview to a combined 15 insurance providers. There were four that provided actual quotes. Crestview's current carrier was lowest by \$2,000 to \$5,000. I have renewed the same coverage with Glatfelters for the 2020-2021 insurance year.

DENVER WATER LEAD REDUCTION PROGRAM UPDATE-Denver Water is providing lead filtering pitchers to customers in their database that have or may have lead service lines. Denver Water is also pushing on to remove as many lead service lines this year as they can even under the strains of the COVID-19 limitations.

MIDTOWN FILING 12-The developer's engineer dropped off the plans and submittals for the Midtown Filing 12 project on April 13th. The plans have been provided to RG and Associates, Crestview's consulting engineering firm that review's larger projects for review. It is hopeful that construction will commence in late 2020.

2020 WATER MAIN REPLACEMENT PROJECT- The pipeline crew has completed approximately 100% of the first half of the 2020 water main replacement project. This means that the first half of the project consists of the replacements in Heather Place, Westchester Drive and Meadowbrook Drive. The pipeline crew will now move south to begin replacing the water mains in Ruth Way, Warren Drive and Avrum Drive from 68th avenue going north to Jordan Drive.

SDA ANNUAL REGIONAL WORKSHOPS-Due to the ongoing COVID-19 situation, the SDA has decided to host the annual workshops virtually. The workshops will cover a wide variety of important topics such as open meetings, conflicts of interests, TABOR and public records to name a few. The dates have not been provided yet. I will provide the dates to the Board after the SDA provides them to their members.

SDA ANNUAL CONFERENCE-as of April 23rd, the Special Districts Association of Colorado is still planning on hosting the annual conference in Keystone, Colorado September 23rd – 25th.

Denver Water March purchase
35,282,000 gallons
Average since 2006 is 36,099,000 gallons

Denver Water April purchase
36,641,000 gallons
Average since 2006 is 40,399,000 gallons

MARCH BILLS –

Director Ryszkowski made a motion to adopt the following resolution:

RES # 13-2020 - BE IT RESOLVED THAT the Bills be paid.

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

APRIL BILLS –

Director Ryszkowski made a motion to adopt the following resolution:

RES # 14-2020 - BE IT RESOLVED THAT the Bills be paid.

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

OFFICE DATA

March – The March Office Data was accepted as presented.
April – The April Office Data was accepted as presented.

FINANCIAL REPORT

March – The March Financial Report was accepted as presented.
April – The April Financial Report was accepted as presented.

UNFINISHED BUSINESS –

No current unfinished business was addressed

NEW BUSINESS –

A suggestion has been made to change the start time of all future meetings to be earlier in the evening. The Board chose to discuss this topic during the June 10, 2020 meeting of the Board.

There being no further new business to come before the Board, a motion was made by Director Ryszkowski and seconded by Director Sanchez to adjourn the meeting. Director Martin adjourned the meeting at 8:05 P.M.

Respectfully submitted,

Danny Sweeney, Secretary