

RECORD OF PROCEEDINGS

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

June 10, 2020

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held June 10, 2020 on Zoom. 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
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

Jill Martin	Vice-President
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THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

METRO REPORT, RON SANCHEZ

- Metro has adopted their 2021 Budget. Crestview’s annual charges for 2021 will increase by approximately \$60,000.
- 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.
- Pension Fund. Mr. Sanchez is stating that three years ago, Metro’s Pension fund was negative by \$21 million and last month it was stated that the fund is negative by \$47 million. Metro has deposited \$7 million into the pension fund in 2020. Mr. Sanchez asked how many deposits have been made to date but they won’t supply him with an answer.

MINUTES FOR APPROVAL, May 20, 2020

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the May 20, 2020 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the May 20, 2020 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

ZOOM-The June 10, 2020 meeting of the Board will be a Zoom meeting. The meeting can be accessed by typing <https://us02web.zoom.us/j/85319803933> into your browser. The meeting number is 853 1980 3933. I will be on Zoom starting around 6:30 if you need any assistance joining the meeting. I will also have the Board room set up for social distancing if any Board members want to meet in person. We will be required to wear a mask so please bring one with you. I will have the back door of the office unlocked. Please come in through that door.

JUNE BIRTHDAYS- Happy June birthdays go out to Crestview's engineer, Clarice O'Hanlon, Donovan Norton in Maintenance and Blake Casselberry in the pipeline replacement crew. Happy birthday!

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. Executive Order D 2020 012 was extended on April 6th through Executive Order D 2020 031 then again on April 30th through Executive Order D 2020 051 and on May 29th in Executive Order D 2020 088. Executive Order D 2020 088 is set to expire on June 13th.

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 members are on a rotation for the 4-10s so that we only have a small portion of employees gone each day. 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 one at a time and ask them to wear a mask. Per Colorado Governor's Executive Order D 2020 039 and extended again on May 16th in effect until June 15, 2020, employees are required to wear a non-medical mask covering their nose and mouth while at work and while serving the public. If this order isn't extended again, how does the Board want the employees to proceed regarding the wearing of face coverings? 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 six cycles, for accounts that are carrying a \$100 balance or more, there would be 237 customers on the shut-off or lien list. What are your thoughts?

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.

OFFICE WINDOW REPLACEMENTS- I have contacted three window replacement companies to get estimates to replace all 16 windows on the main floor of the office. The front door and surrounding glass won't be part of the replacement. The windows are original to the building since 1972 and are having issues with springs and locks. The current windows are only single pane glass and are not considered to be energy efficient. The 2020 Budget contains \$25,000 for office capital improvements.

Denver Water May purchase
56,449,000 gallons
Average since 2006 is 50,400,000 gallons

MAY BILLS –

Director Ryszkowski made a motion to adopt the following resolution:

RES # 15-2020 - BE IT RESOLVED THAT the May Bills be paid.

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

OFFICE DATA

The May Office Data was accepted as presented.

FINANCIAL REPORT

The May Financial Report was accepted as presented.

TAP REPORT

The May Tap 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 future meetings prior to December 2020.

BOOT REIMBURSEMENT

The Pipeline crew has asked the Board to consider providing an additional \$150 per year for replacement of steel toe boots. Crestview currently provides \$150 per year per employee. The Board chose not to provide any additional funds for boot replacements

There being no further new business to come before the Board, a motion was made by Director Ryszkowski and seconded by Director Sweeney to adjourn the meeting. Director Doak adjourned the meeting at 7:35 P.M.

Respectfully submitted,

Danny Sweeney, Secretary