

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
AUGUST 12, 2020

The regular 7:00 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held August 12, 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 |
| 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 |

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

METRO WASTEWATER RECLAMATION DISTRICT REPORT BY RON SANCHEZ-

- Sewer connection rates are going up \$210.00 from the 2020 rate of \$4,340 to \$4,550 for 2021.
- Sand Creek interceptor study to cost \$450,000 with the estimated cost of the entire project to be \$206 million.
- The 2021 Budget was revised downward \$23 million from \$54 million due to the COVID-19 recession regarding sewer connection charges.
- The Pension liability dropped \$1 million to \$43.4 million however, they had to add \$7 million in January.
- Metro is working on a Denver International Airport pipeline that will be 17 miles long with the main being 36" with many manholes and appurtenances. Director Doak asked if DIA will be paying for the pipeline. Mr. Sanchez indicated that it is a Metro project and that DIA would probably not participate in the costs.
- Treatment costs for Crestview will increase by \$74,000 in 2021 due to higher BOD levels
- Metro is exploring the idea of rebranding which will include renaming the District. Mr. Sanchez suggested that they maintain wastewater treatment in the name and to be proud of the service they provide to the metro area. Treating wastewater and delivering clean, safe water downstream of the treatment process.
- Metro will be floating a \$180 million bond for financing future projects. The bond is to be a 20 year bond at 5%. The municipal bond market is closer to 2.5 to 3%. Metro is considering using Well Fargo to provide the bond. Mr. Sanchez is concerned about Wells Fargo's business practices in the past and how it could affect Metro's reputation.

Director Doak mentioned that he received Mr. Sanchez's attendance record for attending Metro's Board meetings. Director Doak indicated that Mr. Sanchez has attended all 12 meetings of the Metro Board this year and thanked him for his dedication. The other members of Crestview's Board thanked Mr. Sanchez also.

Mr. Sanchez then left the meeting.

MINUTES FOR APPROVAL, JULY 15, 2020

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the July 15, 2020 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the July 15, 2020 meeting of the Board were accepted as presented.

DISTRICT MANAGER’S REPORT

ZOOM-The August 12, 2020 meeting of the Board will be a Zoom meeting. The meeting can be accessed by typing Zoom.com into your browser. The meeting number is **885 0832 8772**. The **password is 540066**. 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. By Colorado Governor’s Executive Order D 2020 138, we are required to wear a mask while in the building so please bring one with you. Text me and I will let you in through the back entrance of the office.

AUGUST BIRTHDAYS- Happy August birthdays go out to maintenance employees Justin Montanez, Jose Jacobo, Rick Flynt, pipeline crew member Toby Meissner and billing clerk Bob Russell. Happy birthday!

METRO INTEREST CHARGES FOR LATE PAYMENT OF CONNECTION FEES COLLECTED-

August 6, 2020 Late Metro Tap Fee Payment

All members of the Metro Wastewater Reclamation District are required to collect sewer connection fees from builders for Metro. Once a Metro sewer connection charge is collected, it is to be logged onto an approved spreadsheet from Metro. At the end of each quarter, those payments are to be reported and paid to Metro.

If those payments are not paid at the end of the quarter they were collected in, the member (Crestview) will be assessed a late fee of 1% of the connection fee for each day the payment is considered late.

Crestview had ten (10) properties that had the sewer connection fees paid to Crestview in 2019 that were not paid to Metro until the end of the second quarter of 2020.

Metro assessed late fees totaling \$4,226.95. Those fees were assessed as follows.

| Address | date collected by CWSD | Days late to Metro | Late fee assessed |
|--------------|------------------------|--------------------|-------------------|
| 6670 Canosa | April 15, 2019 | 477 | \$768.60 |
| 6820 Decatur | October 15, 2019 | 294 | \$412.73 |
| 6836 Decatur | October 15, 2019 | 294 | \$412.73 |
| 6850 Decatur | October 15, 2019 | 294 | \$412.73 |
| 6866 Decatur | October 15, 2019 | 294 | \$412.73 |
| 6880 Decatur | October 15, 2019 | 294 | \$412.73 |
| 3726 Canosa | October 15, 2019 | 294 | \$412.73 |
| 3727 Canosa | October 15, 2019 | 294 | \$412.73 |
| 3748 Canosa | October 15, 2019 | 294 | \$412.73 |
| 3770 Canosa | October 15, 2019 | 294 | \$412.73 |

I investigated as to why these payments were not reported to Metro as required.

These are my findings:

1. As payments are collected for Metro, a Crestview form is used to document the connection purchases. This form was used as required.
2. Once the payment is made, it is to be documented on the Metro approved spreadsheet immediately afterward. This step was missed. The Crestview form was filed prior to the addresses and amounts to be paid to Metro were documented on the Metro spreadsheet.
3. The connections are also reported on the tap report that I provide to the Board at each meeting. These ten connection fees weren’t posted on the tap report.

Solution: To avoid this from happening in the future, both the Crestview receipt form and the tap report are now linked with the Metro report. As both water and sewer taps are sold, the Metro report and tap report will immediately reflect those sales. Mr. Terry apologized for the breakdown in follow-up regarding this report and these payments.

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. It appears that Executive Order D 2020 088 has expired and was replaced with Executive Order D 2020 098. Executive Order D 2020 098 still waives reconnection fees and suspends accrual of late payment fees for all residential customers and small businesses. D 2020 098 does not mention any restrictions on suspension of services for non-payment. When does the Board want to recommence the practice of shutting off water service and filing liens on properties for non-payment? Currently, for all six cycles, accounts that are carrying a balance over \$150 is totals approximately \$159,000 in arrears. These numbers are a bit misleading in that there are 142 accounts with balances over \$150 in Cycle 2 that were just billed on August 6th, so they haven't received their bill in the mail yet. The \$159,000 is pleasantly surprising considering the impact that COVID-19 may be having on our customers.

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.

The employee's work hours have been adjusted 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 for walk in payments only.

Only the glass enclosed portion of the office is open to the public. We have signs asking our customers to limit people in the lobby to one at a time and now require them to wear a cloth face covering per Executive Order D 2020 138.

Per Colorado Governor's Executive Order D 2020 039 and extended again on May 16th D 2020 067, extended again on June 4th D 2020 092, extended again on June 20th D 2020 110 employees are required to wear a non-medical face covering that will cover their nose and mouth while at work and while serving the public. D 2020 138 also requires anyone that enters or moves within a public building to wear face coverings that cover the nose and mouth unless it would inhibit that individual's health.

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.

2020 WATER MAIN REPLACEMENT PROJECT- The pipeline crew has completed 100% of the first half of the 2020 water main replacement project. The first half of the project consists of the water main replacements in Heather Place, Westchester Drive and Meadowbrook Drive. The pipeline crew has moved south to begin replacing the water mains in Ruth Way, Warren Drive and Avrum Drive from 68th avenue going north to Jordan Drive. The water main in Avrum Drive is completely installed. The water main in Ruth Way is completely installed. Work is beginning on Warren Drive this week.

OFFICE WINDOW REPLACEMENTS- Windows America was awarded the contract to replace all 24 windows at Crestview's main office for a total amount of \$18,552. The windows will be replaced during the week of September 8th.

DENVER WATER LEAD REPLACEMENT PROGRAM-Denver Water is off to a successful start in 2020 by replacing more than 1,300 lead service lines in the first 6 months of the project despite challenges presented by COVID-19. There are an estimated 64,000 to 84,000 lead service lines in Denver Water's service area. Denver Water plans to replace all of the lines with new lead-free copper pipes by 2035.

TWO - 2013 FORD F-150'S FOR SALE- Crestview is currently showing two Ford F-150 4 X 4 pickups at the facility located at 6410 Pecos for sale. The sale of the trucks will be by sealed bid. The bids will be opened on August 10th at 2:30 PM at Crestview's main office. Crestview generally doesn't have issues selling pickup trucks in this fashion. If any member of the Board would like to be present and participate in the opening of the bids, please be at the office by 2:30. This report is being provided to the Board on Friday, August 7, 2020 for the upcoming meeting on August 12th. I will provide a list of bidders and the amounts that they bid, and the final amounts paid for each truck during the August 12th meeting of the Board.

The bids were opened on August 10th at 2:30 with thirteen bids provided. One of the trucks sold for \$20,000 and the other truck sold for \$20,376. Both trucks have been picked up by the buyers.

Director Sanchez asked what the lowest bid was. The lowest on one was \$5,000 and one with \$2,6050.

Denver Water June purchase
85,985,000 gallons
Average since 2006 is 81,363,000 gallons

Enc.

Metro Wastewater Reclamation District invoice for late delivery of ten sewer connections

JULY BILLS-

Director Doak made a motion to adopt the following resolution:

RES # 17-2020 – BE IT RESOLVED THAT the July bills be paid.

Director Ryszkowski seconded the motion.

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

NAYES: None

The resolution was unanimously adopted.

OFFICE DATA-

The July Office Data was accepted as presented.

FINANCIAL REPORT-

The July Financial Report was accepted as presented.

TAP REPORT-

The July Tap Report was accepted as presented.

UNFINISHED BUSINESS-

None

PUBLIC INFORMATION-

None

NEW BUSINESS-

None

OLD BUSINESS-

A suggestion has been made to change the start times of all future meetings to be earlier in the evening.

Director Doak made a motion to adopt the following resolution:

RES #18 -2020 -WHEREAS, the Board of Directors of the Crestview Water and Sanitation District has determined that it is desirable for the Board members, staff, attendees, and general public and in the best interest of the District that the time for all Board of Director meetings in 2021 to begin at 5:30 P.M.

NOW, THEREFORE BE IT RESOLVED That notice of the meeting schedule be posted at the District office, Adams County Clerk and Records office, F. M. Day Elementary, Hodgkins Elementary and Scott Carpenter charter schools as required.

Director Sanchez seconded the motion.

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

NAYES: None

The resolution was unanimously adopted.

There being no further business, Director Ryszkowski made a motion to adjourn the meeting with Director Sweeney seconding the motion. The Board meeting was adjourned at 7:30 PM.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer