

**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  
**JULY 15, 2020**

The regular 7:00 P.M. meeting of the Board of Directors of the Crestview Water and Sanitation District was held July 15, 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

Absent: Excused

Ron Sanchez	Metro Wastewater Board representative
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**THE PLEDGE OF ALLEGIANCE WAS RECITED**

**PUBLIC COMMENTS-**

No one from the public joined the Zoom meeting.

**MINUTES FOR APPROVAL, June 10, 2020**

Director Doak asked if there were any corrections, deletions, or additions to the Minutes for the June 10, 2020 meeting of the Board.

There being no corrections, deletions, or additions, the Minutes for the June 10, 2020 meeting of the Board were accepted as presented.

**DISTRICT MANAGER'S REPORT**

ZOOM-The July 15, 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 **858 4141 5779**. The **password is 254760**. 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 110, we are required to wear a mask while in the building so please bring one with you. Text me and I'll let you in through the back entrance of the office.

JULY BIRTHDAYS- Happy July birthdays go out to Director Tom Ryszkowski and Crestview's attorney, Ron Forman. Happy birthday!

7967 QUIVAS WAY- There are issues with this address involving the sale of the property and according to the new owner, squatters have moved in. The account was final billed on May 13<sup>th</sup>. Before the house was sold, there were renters who allowed other people to move in with them. The renters moved out, but the other people stayed. On June 3<sup>rd</sup>, the new owner called and said that he has squatters in the house and that he wanted the water turned back off. We informed him that per our rules and regulations, we cannot turn water off to aid in evictions. The owner stated that the water was off and locked when he bought the property. He stated that the squatters cut the lock off and turned the water back on. We had two members of our maintenance crew return to the property to pull the meter and relock the meter setter. The lock was again cut off and a jumper was installed by the squatters. The water was then shut off outside of the meter pit. On July 2<sup>nd</sup>, the people living in the house came to the office to get the water turned back on and to tell us that we are breaking the law by not having the water on. I let them know that since they destroyed public property and installed a jumper that the water will not be turned back on until authorized by the owner. They then indicated that they have a lease. I let them know that Crestview doesn't open accounts with tenants and that only the owner can create an account and determine if the water is on or off. As of July 9, 2020, I have not heard from the owner or the people living in the house.

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 6<sup>th</sup> through Executive Order D 2020 031 then again on April 30<sup>th</sup> through Executive Order D 2020 051 and on May 29<sup>th</sup> in Executive Order D 2020 088. Executive Order D 2020 088 is set to expire on June 13<sup>th</sup>. 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 199 with approximately \$113,000 in arrears.

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 25<sup>th</sup> when the Governor issued the Stay-At-Home order and was reopened on May 11<sup>th</sup> for walk in payments.

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 110.

Per Colorado Governor's Executive Order D 2020 039 and extended again on May 16<sup>th</sup> D 2020 067, extended again on June 4<sup>th</sup> D 2020 092, extended again on June 20<sup>th</sup> 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 110 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 68<sup>th</sup> avenue going north to Jordan Drive. The water main in Avrum Drive is completely installed. The services still need to be transferred from the old main to the new main which should happen this week. The water main in Ruth Way is currently being replaced and is nearly complete.

OFFICE WINDOW REPLACEMENTS- I have contacted three window replacement companies to get estimates to replace all 16 windows on the main floor and 8 windows in the basement 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 energy efficient. The 2020 Budget contains \$25,000 for office capital improvements. I have two quotes currently.

Lomax Window and Door \$19,853.24

Windows America \$18,552.00

I have not had any other companies show any interest in this project.

2014 JEEP CHEROKEE SALE- I took Crestview's 2014 Jeep Cherokee to Carmax and EchoPark on June 25<sup>th</sup> to get quotes for them to purchase the Jeep. Carmax quoted \$11,500 and EchoPark quoted \$12,500. The Jeep was sold for \$12,500 with the funds going back into the 2020 automotive budget.

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 10<sup>th</sup> 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.

Denver Water June purchase

79,555,000 gallons

Average since 2006 is 72,268,000 gallons

#### **JULY BILLS** –

Director Ryszkowski made a motion to adopt the following resolution:

**RES # 16 -2020** - **BE IT RESOLVED THAT** the July's Bills be paid.

Director Doak seconded the motion.

AYES: Directors Doak, Martin, 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 –**

Consideration of modifying Board Meeting start times for 2021.

**NEW BUSINESS –**

COVID-19 – Recent letter/advisory sent to employee regarding travel to hotspots and returning to work. If traveling to a hot spot, when returning must quarantine for 10 days. Can we resend the letter/advisory and replace it with safety check/protocols by each employee every morning? With morning temp checks with a wall mount thermometer, questions of headache, cough, sore throat and so forth. If employee has a temperature of 100.4 or higher or have any of the symptoms listed, they will be sent home until they are fever free without the aid of medication for 72 hours.

Employees will now be required to have their temperature checked each morning and answer yes or no to cough, shortness of breath and if they have been exposed to a person who has been diagnosed with COVID-19. If they are sent home for one or more of these symptoms or an exposure, they must be tested for COVID-19 to receive COVID-19 sick pay. COVID19 sick pay is a maximum of 80 hours in 2020. Verification of a COVID-19 test is required to receive COVID-19 sick pay.

Employees have been requesting the addition of vision insurance for district employees?  
This will be tabled and will come back to it at the next meeting.

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 8:06 P.M.

Respectfully submitted,

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Danny Sweeney, Secretary