

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
October 14, 2020

The regular 7:00 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held October 14, 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

Absent:

Jill Martin	Vice-President
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

No Report this month

MINUTES FOR APPROVAL, SEPTEMBER 9, 2020

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the September 9, 2020 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the September 9, 2020 meeting of the Board were accepted as presented.

MINUTES FOR APPROVAL, BUDGET COMMITTEE MEETING, SEPTEMBER 30, 2020

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the September 30, 2020 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the September 30, 2020 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

ZOOM-The October 14, 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 **891 5797 0801**. The **passcode** is **065234**. 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 164, 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.

BIRTHDAYS- Happy October birthday to maintenance worker Lucas Gonzales.

2021 PROPOSED BUDGET-The Crestview Water & Sanitation District held the 2021 Budget Committee meeting on September 30, 2020. The Committee was read the 2021 Budget Report detailing the first eight months of actual expenditures and revenues for 2020 and the anticipated expenditures and revenues for the remainder of 2020. The anticipated revenues and expenditures for 2021, details of operations and maintenance, proposed water main and sewer main rehabilitations & replacements and capital improvements were then examined. After examining the proposed 2021 Budget, the Committee determined that the proposed 2021 Budget was acceptable to be presented for a first reading at the next Board of Directors meeting held October 14, 2020. A resolution stating that the Budget Committee approves the draft 2021 Budget for first reading to be presented at the October 14, 2020 regular meeting of the Board is included in your packet.

Director Sanchez made a motion to adopt the following resolution:

RES. # 21 -2020 WHEREAS THE Budget Committee of the Crestview Water & Sanitation District Board of Directors held a meeting on September 30, 2020, for the purpose of discussing the proposed Budget for 2021, and;

WHEREAS it was agreed to present the draft Budget to the Board of Directors at their regularly scheduled meeting on October 14, 2020, for initial acceptance.

NOW, THEREFORE, BE IT RESOLVED THAT the draft Budget for the ensuing year of 2021 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 28, 2020, and that a copy of the draft Budget be available for review and comment at the office of the District, 7145 Mariposa Street.

Director Ryszkowski seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted.

2021 BUDGET PUBLIC HEARING-The 2021 Budget public hearing is scheduled for November 28th at 7:00 PM and is normally held at Crestview's office. The public hearing will be held via Zoom this year. The hearing notice was published in the Westminster Window in the September 10th & 17th editions.

NOTICE OF REGULAR MEETING SCHEDULE FOR 2021-In your packet you will find the Notice of Regular Meeting schedule for 2021. Our Rules and Regulations state that regular meetings of the Board are to be conducted on the second Wednesday of the month. A copy of the resolution has been provided in your packet. Also keep in mind that the Board chose to adjust the start time of each meeting to 5:30 PM for 2021.

Director Sanchez made a motion to adopt the following resolution:

RES. # 22-2020 BE IT RESOLVED THAT the Crestview Water and Sanitation District public meetings notices for 2021 shall be posted at the District office and in the Adams County Clerk and Recorders 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 at 5:30 PM, 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

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

TRUCK THEFT- On the morning of August 18th around 12:30 AM, the garage at 2495 W. 64th was broken into. The criminal that broke into the building destroyed a garage door, the power gate and two windows. He also stole a pickup truck during his assault on the building.

I contacted Crestview's insurance provider to have them open a claim on the morning of August 18th.

The garage door has been replaced along with the power gate and windows. The truck damage has been assessed by the insurance adjuster and was determined to be a total loss. Crestview's losses are as follows:

Garage door replacement was	\$3,270.25	Reimbursed by insurance
Power gate replacement was	\$3,476.54	Reimbursed by insurance
Window replacement was	\$264.00	Reimbursed by insurance
Truck replacement was	<u>\$33,134.30</u>	Reimbursed by insurance
Building & auto losses total	\$40,145.09	

The District had to pay the Insurance deductible of \$2,500.

A replacement truck has been ordered from Phil Long Ford for \$32,118.00

The Jefferson County Sheriff filed charges against the suspect for the vehicle theft only. The Adams County Sheriff will need to file separate charges for the property damages caused by the suspect.

The charges being filed by the Jefferson County Sheriff are as follows:

Aggravated Motor Vehicle Theft
Felony Eluding
Reckless driving
Failure to Stop
Suspended License
Damage to a Traffic Signal

If convicted, these offenses come with the possibility of these penalties:

- ❖ 1st degree Aggravated Motor Vehicle Theft – Class 4 felony – loss of license for 1 year, 1 -12 years in Colorado State Prison, and/or \$1,000 to \$750,000 in fines.
- ❖ Felony Eluding- Class 5 Felony - \$2,000 to \$100,000 fine, 1 to 3 years in prison, 2 years of mandatory probation
- ❖ Reckless driving – Class 2 misdemeanor – up to 90 days in jail and up to \$300 in fines
- ❖ Failure to Stop – Class A traffic infraction – fine of \$15 to \$100
- ❖ Suspended License – up to 6 months in jail, and/or up to \$500 in fines
- ❖ Damage to a Traffic Signal

1996 CHEVY STEP VAN SOLD- Crestview advertised in Craigslist and displayed our 1996 maintenance van for sale over the last 4 weeks. The sale was a sealed bid sale with the bids being opened on October 5, 2020 at 2:00 PM. We received four bids.

The four bids were:

\$4,200
\$6,500
\$7,509.99
\$10,150

The high bidder picked up the van on October 6th. The original price for the van was \$14,820.

COVID-19 OPERATIONAL UPDATE- No Change from the September 9th meeting of the Board. 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. Executive Order D 2020 098 was extended by Executive Orders D 2020 132 and D 2020 157 which temporarily provides relief and State support to public utility customers to mitigate, respond to, and recover from the current economic disruption due to the presence of COVID-19 in Colorado. Executive Order D 2020 157 shall expire 30 days from September 7th or more specifically, October 7th unless further by Executive Order. If Executive Order D 2020 157 expires, it will allow public utilities in Colorado to begin assessing late fees and suspension of services. When does the Board want to recommence the practice of shutting off water service and filing liens on properties for non-payment?

The office has been sending emails to customers who have a balance of \$150 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 maintenance and pipeline employee 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. 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. The employees are being provided masks, gloves and safety glasses. The office staff has returned to 5 eight-hour days. 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 are requiring them to wear a cloth face covering per Executive Order D 2020 190.

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, July 15 D 2020 138, extended again on August 14th to D 2020 164, extended again on September 12th. In D 2020 164, it states that 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 164 also requires that anyone who 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- All of the replacements have been completed as of October 6, 2020. A final cost report will be presented at the November 14 meeting of the Board as invoices for milling and paving have not been received as of this writing. After the previously mentioned water mains are abandoned, the pipeline crew will begin replacing the District's sewer force main in 68th avenue east of Pecos Street.

Denver Water September purchase
65,213,000 gallons
Average since 2006 is 62,875,000 gallons

Enc.
RES 2021 Budget first reading acceptance
Proposed DRAFT 2021 Budget
Notice of Regular Meeting Schedule 2021
RES. Notice of Regular Meeting Schedule 2021
RES. Posting places for public meetings notices 2021

Director Sanchez made a motion to adopt the following resolution:

RES. # 23 -2020 BE IT RESOLVED THAT the Board of Directors of the Crestview Water and Sanitation

District adopt the following schedule for regular meetings during 2021:

NOTICE OF REGULAR MEETING

Notice is hereby given that the regular meetings of the Crestview Water and Sanitation District Board of Directors for 2021 will be held at 7145 Mariposa Street at 5:30 PM on:

January	13 , 2021 27 , 2021	July	14 , 2021
February	10 , 2021	August	11 , 2021 25 , 2021
March	10 , 2021	September	8 , 2021 22 , 2021
April	14 , 2021	October	13 , 2021 27 , 2021
May	12 , 2021	November	10 , 2021
June	9 , 2021	December	8 , 2021

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

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

BILLS-

Director Sweeney made a motion to adopt the following resolution:

RES # 24-2020 – BE IT RESOLVED THAT Bills be paid.

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

OFFICE DATA-

The September Office Data was accepted as presented

FINANCIAL REPORT-

The September Financial Report was accepted as presented

TAP REPORT-

The September Tap Report was accepted as presented

UNFINISHED BUSINESS-

None

PUBLIC INFORMATION-

None

NEW BUSINESS-

There is going to be quite a lot of new building/development coming into the District. Tentatively, there will be 920 units coming in at 60th and Federal, 124 units coming in at 64th and Lowell, there will be a development at 69th and Lowell as well with approximately 650 units, and a development at 70th and Federal with approximately 400-800 units. These numbers are estimates that have been provided over the past 6 months or so and can change at any time based on the types of projects for those areas.

OLD BUSINESS-

None

There being no further business, Director Ryszkowski made a motion to adjourn the meeting with Director Doak seconding the motion. The Board meeting was adjourned at 7:42 PM.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer