

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  
**November 11, 2020**

The regular 7:00 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held November 11, 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
Victor Sanchez	Director

Also present:

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

Absent Excused:

Jill Martin	Vice-President
Tom Ryszkowski	Director

**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**

- Metro completed \$160 Million dollar bond financing. They did \$146 million at a 2.3% interest rate and the other \$14 Million at a higher note.
- Metro set goals to keep the annual rate increases at 2% or less for future years.
- Metro has installed and replaced a lot of new bar screens, as ongoing maintenance.
- The Sand Creek Interceptor design is about 95% complete. Metro will possibly start construction on that next year.
- Metro has an ongoing interceptor rehabilitation going on in Denver. Metro Slip lined about 2,000 ft under the Platte River, and about 1,700 ft in central Denver. Metro put in ceramic stones as a diffuser for a way of increasing or giving them higher oxygen transfer.
- The pension fund has a net liability of about \$44 million.

**MINUTES FOR APPROVAL, OCTOBER 14, 2020**

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the October 14, 2020 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the October 14, 2020 meeting of the Board were accepted as presented.

**MINUTES FOR APPROVAL, BUDGET HEARING OCTOBER 28, 2020**

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the October 28, 2020 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the October 28, 2020 meeting of the Board were accepted as presented.

## DISTRICT MANAGER'S REPORT

ZOOM-The October 11, 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 **842 1891 7143**. The **passcode** is **588014**. 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 219, 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 November birthday to Director Victor Sanchez.

TRANSPARENCY NOTICE 2021- In this packet, I have supplied the Board with a copy of the 2021 Transparency Notice that will be sent out to our customers during the month of December.

TRUCK THEFT- On the morning of August 18<sup>th</sup> around 12:30 AM, the garage at 2495 W. 64<sup>th</sup> 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.

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.

I spoke with the Victim's Advocate at the Jefferson County District Attorney's office regarding this case. She indicated that we can be present for the hearing and that they are currently being held via WebEx. To date, the suspect has not been arrested but there is a bulletin for his arrest.

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. 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 was extended through Executive Order D 2020 239 and will expire on December 4<sup>th</sup> unless further extended.

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 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.

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 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, July 15 D 2020 138, extended again on August 14<sup>th</sup> to D 2020 164, extended again on September 12<sup>th</sup>. 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. This Executive Order was extended again on October 11<sup>th</sup> as Executive Order D 2020 219.

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 the replacements have been completed as of October 6, 2020. The final cost of this project was \$624,222.83 for 5,614 linear feet for a per foot cost of \$111.19. The pipeline crew will begin replacing the District's sewer force main in 68<sup>th</sup> avenue east of Pecos Street beginning this week.

WORKER'S COMPENSATION DIVIDEND- Crestview was provided a notice from Pinnacol that our employees had a very safe year and didn't have any large claims in 2020 so Pinnacol will be providing Crestview with a \$9,957.00 dividend.

Denver Water October purchase  
48,184,000 gallons  
Average since 2006 is 43,627,000 gallons

Enc.

2021 Transparency Notice

Pinnacol dividend notice

**BILLS** –

Director Doak made a motion to adopt the following resolution:

**RES # 27-2020** – **BE IT RESOLVED THAT** Bills be paid.

Director Sanchez seconded the motion.

AYES: Directors Doak, Sweeney, and Sanchez.

NAYS: None.

The resolution was unanimously adopted.

**OFFICE DATA**-

The November Office Data was accepted as presented

**FINANCIAL REPORT**-

The November Financial Report was accepted as presented

**TAP REPORT**-

The November Tap Report was accepted as presented

**UNFINISHED BUSINESS**-

None

**PUBLIC INFORMATION**-

None

**NEW BUSINESS-**

COVID Payment collections, With the executive order prohibiting turning off of water for non-payment and also prohibiting the collection of late fees, can we still file liens on the sewer only customers? There is a \$40.00 administrative fee to file and release the liens.

Under the advisement from attorney Ron Forman “go ahead and file the liens”

**OLD BUSINESS-**

None

There being no further business, Director Sweeny made a motion to adjourn the meeting with Director Sanchez seconding the motion. The Board meeting was adjourned at 7:36 PM.

Respectfully submitted,

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Danny Sweeney, Secretary/Treasurer