

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
February 10, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held February 10, 2021 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

Excused Absent:

Victor Sanchez	Director
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Also, present:

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

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

- Interceptor rehab program, will cost about \$8 million a year. They estimate that the cost will be about \$28 million over the next 3 years. Seymore contractors is going to oversee the project. They are identifying the certain areas that need rehab will begin working the ones that are most important each year.
- They started the work on the Interceptor Rehab project when they had an emergency break on 56th and Hampton, the pipes had deteriorated, dropped in and plugged up the manhole which caused all kinds of traffic problems. They went in to do the emergency repairs which caused a sinkhole, they repaired it, brought in Brannan to do the paving. It was good that they were able to get in there quickly and get it fixed.
- Mr. Sanchez submitted his resignation effective February 10, 2021 as the representative for Crestview Water and Sanitation District for Metro Wastewater Reclamation District.
- Metro Wastewater along with CSU are doing a statewide regional performance study for viral detection on wastewater to see if not only COVID but other viruses are detected in the wastewater.
- Sewer connection charges, Metro brought in \$17.2 Million this year, compared to the \$14.5 million that was brought in last year.
- Mr. Sanchez submitted his resignation effective February 10, 2021 as the representative for Crestview Water and Sanitation District for Metro Wastewater Reclamation District.

The board would like to thank Ron Sanchez for all he has done in representing Crestview Water and Sanitation District at Metro Wastewater Reclamation District meetings.

2020 AUDIT REPORT – CHARLIE POYSTI

Mr. Poysti started his presentation by thanking the Board for their continued trust.

- Income before tap fees is over \$3 million dollars
- Nothing troublesome was found
- Journal entries for the year-end adjustments were normal
- No audit findings, it was a clean audit
- The Skyline Vista report is ready, Mr. Poysti will send those results to Mitch Terry

Director Doak asked if anyone in attendance had any questions for Mr. Poysti to which there were none.

MINUTES FOR APPROVAL, January 27, 2021

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the January 27, 2021 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the January 27, 2021 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

ZOOM-The February 10, 2021 meeting of the Board will be at **5:30 pm** and will also be a Zoom meeting. The meeting can be accessed by typing Zoom.com into your browser. The **meeting number** is **876 2427 4705**. The **passcode** is **391641**. I will 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 2021 007, 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.

2020 FINANCIAL AUDIT-Charlie Poysti from Poysti and Associates came to the District office on January 21st to perform Crestview's 2020 annual financial audit. Mr. Poysti will be presenting his findings during the February 10th meeting of the Board.

AVERTED WATER OUTAGE- on January 19th, I received a call from our maintenance Superintendent, Jessen Eckert, informing me that one of Crestview's main feeds from Denver Water was no longer providing water to Crestview.

And now for the back story. In June of 2020, Denver Water notified me that their 66-inch pipeline (Conduit 94) would be taken out of service in September for needed valve repairs. Conduit 94 would be out of service until April of 2021. Conduit 94 feeds the majority of water from Denver Water to Crestview. Without the Conduit 94 water supply, Crestview's northern portion of the District would be without water. I worked with Denver Water engineer Alan Crouch to find other options to feed Crestview during the outage. Together, we found that Denver Water has a 12-inch water main in 56th avenue at Raritan street that if the 12-inch Raritan water main could be extended east to Pecos, it could tie into Crestview's 20-inch water main creating a temporary feed to Crestview. This feed would be considered an emergency interconnect and would only be used during outages of Conduit 94.

The main was constructed and put into service in September 2020. Shortly after the interconnect was placed into service, Denver Water took Conduit 94 out of service. The interconnect is supplying water to Crestview but with limited capacity.

On January 19th, Denver Water allowed a contractor to shut the new 12-inch emergency main off so they could perform a tie in to a new development north of 56th avenue. Crestview's SCADA system notified Jessen at 3:00 PM on January 19th that our tank storage was at alert level. Jessen found the reason for the outage as mentioned earlier and talked with the contractor performing the work. The contractor indicated that they were going to plate the hole and finish the work the next day. That didn't go over well. Jessen spoke with a Denver Water employee that was on site and informed him of the absolute necessity to have the water back on that night.

I notified Alan Crouch of the unscheduled outage and that Crestview would be out of water that night if demand was normal.

Jessen called the City of Westminster to organize a team to activate the Crestview/Westminster interconnect and keep it on standby.

Crestview has four water storage tanks located at 85th & Zuni Street that provide backup water supply if needed. Well, it was needed. The tanks had been solely supplying Crestview's central and eastern pressure zones with water since 9:00 am that day. After some quick calculations, it was determined that Crestview's tanks would be empty around 8:00 am the next day if the Denver Water supply wasn't turned back on.

Crestview employee Eddie Torgersen was sent to the construction site on 56th & Raritan to monitor the progress and to make sure the crew stayed and finished the work that night.

The work was completed and the water was turned back on at 6:30 PM. Crisis averted!

With this type of potential water outage threat, it was an excellent way to test our emergency response.

Director Doak asked what methods of communications to our customer are available if there were ever the need to make emergency contact. Mr. Terry stated that the Colorado Department of Public Health and Environment (CDPHE) would need to be contacted and apprised of the situation. Mr. Terry also indicated that the office staff could be called in to provide emails to those customers with email addresses on file with Crestview. He also indicated that Crestview's website and Facebook page would be updated to provide information about the potential outage and how to proceed.

WEBSITE ISSUES Crestview's website has been having issues recently. Crestview's website requires an SSL Certificate to allow our customers to pay their bills through the website. On January 23rd, the certificate expired causing our website to tell our customers that the website wasn't secure. We immediately went into the website and turned off the ability for our customers to pay through the website. Complete Business Systems (CBS) manages our IT and was able to renew the certificate. Once the certificate was renewed, our billing software supplier, ADG, had to install it.

The certificate was being emailed from CBS to ADG and based on our email rules, the email was stripping some of the certificate and made it uninstall able. Once CBS determined the issue with emailing the certificate, it was installed and available to the customers. Shortly after that, the website was giving the message of it being under attack to anyone looking at it. I contacted our website management company and gave them the information and issues. They determined that the new certificate needed for our website to be updated to the newer protocols. Once the most updated protocols were active, the website returned to normal operation.

COVID UPDATE- We have another positive COVID-19 case at Crestview. This one is an office staff member. Once the staff member felt symptoms, they stayed home and got tested. The office is staying open as the threat has been here and gone before we even knew it existed. The office has been cleaned as usual and we're keeping our distance. If any office staff member starts feeling any symptom, they are to stay home and get tested. The employee cannot come back to work without a negative test result.

Director Doak asked Crestview's attorney, Ron Forman if it was legal to require a negative test result to return to work.

Mr. Forman responded that it is 100% legal to require a negative test result for an employee to return to work. There is no alternative. We have other employees that need to be protected so an employee that tested positive cannot return without proof that they are COVID-19 negative.

Mr. Forman also stated that employers can legally require their employees to get vaccinated.

Mr. Terry stated that Crestview does not currently have a quarantine policy. The Board chose not to hold a discussion regarding a quarantine policy during the meeting.

Denver Water January purchase
30,635,000 gallons
Average since 2006 is 37,100,000 gallons

BILLS –

Director Martin made a motion to adopt the following resolution:

RES # 6-2021 – **BE IT RESOLVED THAT** Bills be paid.

Director Sweeney seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA-

The January Office Data was accepted as presented

FINANCIAL REPORT-

The January Financial Report was accepted as presented

TAP REPORT-

The 4th quarter Tap Report was accepted as presented.

UNFINISHED BUSINESS-

None

PUBLIC INFORMATION-

None

NEW BUSINESS-

Replacement for Ron Sanchez on the Metro Wastewater Reclamation District Board of Directors?

No sitting directors are interested in representing Crestview on Metro's Board.

Director Danny Sweeney indicated that he has someone that is interested in the position. He will ask her if she would like to attend the next meeting of Crestview's Board on March 10th.

TV van retrofit-

Crestview's sewer televising truck needs an overhaul. The van/truck itself is in very good condition however, the televising equipment is outdated and needs replaced. The current equipment is fifteen years old. The computer and software are no longer going to be supported by CUES after June 2021.

Director Doak asked how many bids were obtained.

Mr. Terry indicated that only one bid was obtained due to the proprietary system that is utilized by CUES. By continuing with CUES, Crestview can retain and access the existing videos from years past using the updated CUES software. Other televising companies do not have the ability to access and decipher the CUES videos with their software programs.

Director Sweeney made a motion to adopt the following resolution:

RES # 7-21 **BE IT RESOLVED THAT** the Board of Directors, Crestview Water & Sanitation District accept the proposal from Cues West to perform a retrofit of Crestview's existing Cues sewer televising van to include Cues Summit CCTV equipment, CPR camera transporter, OZIII camera, wheel sets from 6" to 15" line size, generator, boom crane, and Granite Net ESRI Map implementation at the proposed price of \$140,884.00, and

BE IT FURTHER RESOLVED THAT the District Manager is authorized and directed to execute the purchase of the retrofit of the aforementioned vehicle.

Director Martin seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

OLD BUSINESS-

None

There being no further business, Director Ryzkowski made a motion to adjourn the meeting with Director Martin seconding the motion. The Board meeting was adjourned at 6:12 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer