

RECORD OF PROCEEDINGS

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

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held March 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
Victor Sanchez	Director

Also, present:

Ron Forman	Attorney
Mitch Terry	District Manager
Kathy Laurienti	Potential Representative to Metro Board

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

METRO WASTEWATER RECLAMATION DISTRICT

There is no Metro report this meeting, however there is a potential Metro Representative present – Kathy Laurienti

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 8-21 WHEREAS Crestview Water and Sanitation District (Crestview) is a Member Municipality of the Metro Wastewater Reclamation District (Metro), and

WHEREAS Metro requires Crestview to bi-annually appoint a representative to serve on Metro’s Board of Directors, and

WHEREAS Mr. Ronald Sanchez resigned from serving as Crestview’s appointed representative to Metro’s Board on February 10, 2021 leaving a vacancy, and

WHEREAS at the regular meeting of the Crestview Board of Directors, March 10, 2021, the Board chose to appoint Kathy Laurienti as its representative to serve on Metro’s Board,

NOW THEREFORE BE IT RESOLVED that Kathy Laurienti be appointed to serve as Crestview’s representative to the Board of Directors for the Metro Wastewater Reclamation District effective March 10, 2021.

Director Martin seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

Directors Doak and Sweeney signed the Metro Wastewater Reclamation District’s 2-year term appointment form to be returned to Metro.

The Board thanked Ms. Laurienti for providing her time and efforts in serving on the Metro Board as Crestview's representative.

MINUTES FOR APPROVAL, February 10, 2021

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the February 10, 2021 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the February 10, 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 **848 7668 4123**. The **passcode** is **110607**. 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 035, 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.

MARCH BIRTHDAYS- Happy March birthdays go out to maintenance Foreman Mike Valadez, pipeline members Jose Molinar and Michael Hoff. Happy birthday!

SKYLINE VISTA 2021 SEWER RATES- As part of Crestview's annual financial audit, Mr. Charlie Poysti of Poysti and Associates performs the Skyline Vista 1954 Connector's Agreement calculation to determine the ratio of Skyline Vista sewer only customers versus in-District customers. The Skyline Vista subdivision is located fully within the City of Westminster. Crestview assesses a sewer mill levy to all In-District customers of 0.422 mills in 2021. A mill levy is the "tax rate" that the district applies to the assessed value of a property within the District. One mill is one dollar per \$1,000 dollars of assessed value. With Crestview's mill levy at 0.422, a property that is assessed by the County Assessor at \$350,000 would be assessed $\$350,000 \times .422 / 1000 = \147.70 per year. The homes in the Skyline Vista subdivision are not assessed a Crestview mill levy.

Crestview provides sewer collection service to the Skyline Vista subdivision through the 1954 Connectors Agreement that Crestview (formerly the Baker Metropolitan Water & Sanitation District) and the developer created in 1954 to determine the cost of collection and treatment of the sanitary sewer that is created within the subdivision. In the agreement, there is a calculation that the District's auditor uses to determine the cost to the District for providing this service. The calculation takes into account the expenses to the District for insurance, maintenance, salaries, office expenses, payroll taxes and Metro's annual charge to Crestview. Part 6 of the Agreement also states, "Nothing herein shall be construed as giving the connectors or users hereunder the right to be placed in a class as favorable as users located within the territorial limits of the District". This statement means that the Board of Directors of the Crestview Water and Sanitation District will use the calculated sewer rate as provided by the District's auditor then will add a specific amount to the calculated rate to charge to the residents of the Skyline Vista subdivision without their rates being more favorable than the rates of the In-District residents.

With all the growth that has occurred within Crestview over the past five years, the calculated sewer rate by the District's auditor for the Skyline Vista subdivision decreases each year and in doing so causes the Board to make necessary adjustments to the calculation to avoid creating rates for the Skyline Vista subdivision customers to be lower than the in-district customer's rates. In 2019, the Board chose to use a comparative method of Adams County assessed home values from within the Skyline Vista subdivision and properties due east of Zuni Street (Crestview's billing Cycle 2). The property values of fifteen homes within the Skyline Vista subdivision were compared to fifteen homes within Cycle 2.

The property values will not be posted on Adams County's website until May 1st. With that in mind, I worked through the spreadsheet to obtain the posted property values then added 7% to each value to estimate the increase in home values for 2021.

I have provided a spreadsheet showing these comparisons for the Board to review and make their determination for the 2021 Skyline Vista rates. Please see the enclosed spreadsheet provided in your packet. The creation of the Skyline Vista sanitary sewer rates for 2021 are a separate item on tonight's agenda under New Business.

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 9-2021 WHEREAS the Board of Directors of the Crestview Water and Sanitation District has determined that present revenues are adequate to provide for the financial needs of the District, and,

WHEREAS, the Board has determined to increase the annual charges to the residents of the Skyline Vista subdivision for the months of April through December of 2021 and the months of January through March of 2022, and

WHEREAS, the Board has determined that the fair and reasonable annual charge for all customer accounts within the Skyline Vista Subdivision for sanitary sewer service provided by the District to be \$531.12 (Five hundred, thirty-one dollars, and twelve cents) or \$44.26 (forty-four dollars, and twenty-six cents) per month.

NOW, THEREFORE, BE IT RESOLVED THAT Appendix C, Section (B) of the Rules and Regulations be amended to read as follows:

The monthly charge for all residential customer accounts within the Skyline Vista Subdivision effective April 1, 2021, regardless of delivery date of the service, shall be \$44.26 (forty-four dollars, and twenty-six cents).

Director Sweeney seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

Director Ryszkowski made a motion to adopt the following resolution:

2021 BUDGET COMMITTEE MEETING DATE CHANGE- I am requesting of the Board to adjust the Board meeting schedule to move the 2021 Budget Committee Meeting date to September 29, 2021. This year, our time share date is the week of September 20-24. The current Board meeting schedule has the 2021 Budget Committee Meeting set for September 22nd. I thank you in advance for your considering this change.

RES. # 10 -2021 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 - - - - REVISED MARCH 10, 2021

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 29 , 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 Sweeney seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted.

Mr. Terry thanked the Board for allowing the change to the 2021 schedule.

2021 SDA ANNUAL CONFERENCE-the 2021 Special District Association annual conference is scheduled for 2021 on new days! The conference is going to start on **Tuesday**, September 14th and end on **Thursday**, September 16th. The SDA is “trying new timing to allow attendees the chance to catch up with work on Friday or even just get ahead of the weekend traffic”. The SDA is planning on being back in Keystone for an in-person conference this year.

COVID UPDATE- Over the past year since COVID-19 came into our lives, Crestview has had three confirmed cases requiring the employees to take time off from work and one confirmed case by antibody testing. The employee that tested positive for the antibody has not missed work throughout the pandemic. If any district employee starts feeling any symptoms, they are to stay home and get tested. If an employee tests positive, the employee cannot return to work without providing a negative COVID-19 test result.

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. This Executive Order was extended several times since March 20th then 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.

The office has been sending emails or letters 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.

All of Crestview's staff have returned to 5 eight-hour days with the exception of the pipeline replacement team. The pipeline replacement team has returned to 4 ten-hour days until Thanksgiving when they will return to five 8-hour days. The rest of the staff will stay on 5 eight-hour days.

The employees are being provided masks, hand sanitizer, gloves and safety glasses.

Per Colorado Governor's Executive Order D 2020 039 and extended multiple times since, 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. The order 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 January 6th as Executive Order D 2021 007 and will expire on March 7th unless extended again.

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.

CEBT HEALTH CARE DIVIDEND-On December 21st, I received an email from CEBT/Willis Towers Watson, the company that provides Crestview's health insurance, that due to the COVID-19 shut down and the significant decrease in claims that they were providing a dividend to their customers at \$585 per employee. Crestview received the dividend check of \$11,700 on February 25th.

2021 WATER MAIN REPLACEMENT PROJECT- The 2021 water main replacement project consists of the streets of Ruth Way, Avrum Drive and Warren Drive of which all three water mains will be replaced from Jordan Drive north to 72nd avenue. The project will be approximately 5,200 linear feet long. The pipeline crew is currently potholing for utility services to prepare for the water main replacements on those streets. Once the 2021 Water Main Replacement project is complete, the pipeline crew will begin potholing on the streets of Larsh Drive and Jordan Drive for the next project. Larsh Drive will be replaced from 68th avenue north to 72nd avenue and Jordan Drive will be replaced from Fern Drive east to Samuel Drive. This project will have approximately 4,800 linear feet of water main replacements.

WESTMINSTER STATION/POMPONIO TERRACE- Filing 4 water plans are now at Denver Water for their review. Once Denver Water provides their review comments back to the developer's engineer, the engineers will make changes then provide them to Crestview and Denver Water for final approval. Filing 3 is progressing well with stub-in fees being paid for the services within filing 3. Tap fees will be paid when the developer requests meter sets.

CLEAR CREEK VILLAGE- The Clear Creek Village development, located at 6001 Federal Blvd. is still in the design phase of both the water mains and sewer mains that will be needed for the project. As part of the project, Crestview's 12-inch water main in Federal Blvd. from 52nd avenue north to 60th avenue will be abandoned with the existing services and fire hydrants being transferred to Denver Water's parallel 12-inch water main in Federal Blvd.

The project will also include the relocation of Crestview's master meters from 52nd avenue & Eliot street to 60th avenue and Federal Blvd. The project will also include adding a third master meter connection at 56th avenue and Lowell Blvd.

As for the sewer portion of the development, the developer's engineer is working to assess the flows from their development and potential developments to the north of their project to create a second Metro Wastewater metering station to meter their flows and potential flows from the north. Once they have the required information, the developer will provide a packet to Crestview to use to petition the Metro Wastewater Board to allow for a second Crestview metering station to be constructed and attached to their system. Based on Metro's rules and regulations, Crestview would need to schedule time with the Metro Board to have them review and approve the connection.

Denver Water February purchase
30,449,000 gallons
Average since 2006 is 33,042,000 gallons

Enc.
2021 Skyline Vista worksheet
RES 2021 Skyline Vista sewer rates
RES Revised 2021 Board meeting schedule
Revised 2021 Board meeting schedule

BILLS –

Director Ryzkowski made a motion to adopt the following resolution:

RES # 11-2021 – BE IT RESOLVED THAT Bills be paid.

Director Doak seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA-

The February Office Data was accepted as presented

FINANCIAL REPORT-

The February 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-

CLEAR CREEK VILLAGE/TOD Project –

There will be 140 townhome's and 796 Multi Family Homes for a total of 936 total units

Director Doak made a motion to adopt the following resolution:

RES #12-21

WHEREAS, the Board of Directors of the Crestview Water and Sanitation District (“District”) has determined the following:

(A) Pursuant to the Rule in Eminent Domain signed by the Adams County District Court on January 19, 1965 in Civil Action No. 11372 in the District Court in and for the County of Adams, State of Colorado, which was recorded in the records of Adams County, Colorado on February 5, 1965 at Book 1207, PAGE 190, Reception No. 751175, of the Adams County, Colorado records, the District acquired a certain easement (“the Easement”) in the real property which is described on attached Exhibit A, which by this reference is incorporated herein.

(B) The District may still have an interest in the Easement. The District no longer uses or has any need for the Easement. The easement may cause difficulty for developers.

(C) It is in the best interest of the District to release any interest it has in the Easement.

NOW, THEREFORE, BE IT RESOLVED THAT on _____, 2021, or as soon thereafter as convenient the District will execute a RELEASE OF EASEMENT to release any interest it has in the Easement, as set forth above.

Crestview Water and Sanitation District Board of Directors

By: _____
President

ATTEST:

Secretary

Director Ryzkowski seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

Director Sanchez made a motion to adopt the following resolution:

RES #13-21

WHEREAS, the Board of Directors of the Crestview Water and Sanitation District (“District”) has determined the following:

(A) Pursuant to the Special Warranty Deed from Grantor Carmel Homes, Inc., which was signed on May 13, 1987, and which was recorded in the records of Adams County, Colorado on June 3, 1987 at Book 3325, PAGE 338, Reception No. 745146, of the Adams County, Colorado records, the District acquired a certain easement (“the Easement”) in the real property which is described on attached Exhibit A, which by this reference is incorporated herein.

(B) The District no longer uses or has any need for the Easement. The easement may cause difficulty for developers.

(C) It is in the best interest of the District to release the Easement.

NOW, THEREFORE, BE IT RESOLVED THAT on _____, 2021, or as soon thereafter as convenient the District will execute a RELEASE OF EASEMENT to release the Easement, as set forth above.

Crestview Water and Sanitation District Board of Directors

By: _____
President

ATTEST:

Secretary

Director Doak 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 Sweeney made a motion to adjourn the meeting with Director Martin seconding the motion. The Board meeting was adjourned at 6:22 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer