

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
APRIL 14, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held April 14, 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	Metro Wastewater Board Representative
Lori Lucero	Office Manager

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

LORI LUCERO 10-YEAR ANNIVERSARY PLAQUE PRESENTATION

The Board congratulated Lori on her 10 years at Crestview and thanked her for her dedication and service to the District.

METRO WASTEWATER RECLAMATION DISTRICT REPORT BY KATHY LAURIENTI

Kathy was assigned to the finance committee; she was not able to attend the committee meeting due to illness.

MINUTES FOR APPROVAL, March 10, 2021

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

There being no corrections, deletions or additions, the Minutes for the March 10, 2021 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

ZOOM -The April 14, 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 **820 8721 5584**. The **passcode** is **304677**. I will have the Board room set up for social distancing if any Board members want to meet in person.

LORI LUCERO 10 YEAR ANNIVERSARY-Lori started her career with Crestview on April 3, 2011 as the District's clerk. Lori was promoted to Office Manager in 2017. Congratulations on 10 years of service to the District and thank you for providing your skill and knowledge to the District and its customers over the years.

APRIL BIRTHDAYS - Happy April birthdays go out to Board Vice-President Jill Martin, office clerk Kerry Strong and Alejandro Yopez from the pipeline replacement crew. Happy birthday!

STOLEN LICENSE PLATE – During the blizzard on March 13th, I noticed that the rear license plate of Crestview’s Jeep Grand Cherokee had been stolen and replaced with another vehicle’s license plate. I notified the Westminster Police Department to let them know of the theft and the replacement of a license plate from another vehicle. They wanted to know about the replacement plate. I provided the plate number to which they indicated that it was from a stolen Jeep Grand Cherokee out of Denver. They then indicated that an officer would be right out to get the stolen plate. I told them that they could wait until the next day to let the blizzard clear up. Within an hour, there was an officer in my house wanting the stolen plate. I was told to remove the front plate from the Jeep, keep it on the passenger seat and to keep the officer’s card with the case number on it as they have declared our license plate as being stolen and presumably on another white Jeep Grand Cherokee. On March 19th, I was able to go to Adams County and obtain a new license plate. I have since installed the plates and ground off any ability for the plates to be easily removed again.

OPENING ON PIPELINE CREW – I was notified by Toby Meissner on March 12th that he is resigning as of that day. He stated that his wife was being transferred out of state by her employer and that they have sold their home and are readying to move. I placed a notice on the District’s website that there was an opening on Crestview’s pipeline crew for a pipelayer. We interviewed one of four applicants for the position and chose to hire him without looking further. Domenick Noffsinger will be joining the pipeline crew on April 19th.

INVESTMENT BOND CALLED-On April 1st, one of Crestview’s investment bonds was called. The \$1M par value and payment of \$6,000 interest were deposited into Crestview’s account on April 1st. During a call from the Bond broker on April 6th, the funds were reinvested into a 5-year bond for a total cost of \$998,160.83. The bond is from Federal Home Loan Bank and is callable. If the bond goes to full maturity, the District will receive a yield of .837593 totaling \$8,360.53 in interest. Including this bond, Crestview holds eight bonds totaling \$7,920,000 in par value. The next bond to mature will be April 5th of 2022 and will earn 1.56 percent.

PINNACOL DIVIDEND-Crestview received a check for \$4,866.00 as a dividend for a safe year in 2020. The dividend was applied to all Pinnacol customers in Colorado and was based on premium size and customer performance.

EASEMENT RELEASE- We have another easement release request to approve during this meeting. This easement release request is from the developer of 6001 Federal Blvd. relating to a fire hydrant supply line and fire hydrant that was installed in 2000 to cover the former mobile home sales property. The supply line and fire hydrant are no longer needed in that location. Adams County will not approve the proposed plat without the easement release. Crestview has no need for the easement nor the fire hydrant and supply line. I have enclosed an easement release and resolution in your packet to allow the release to occur.

Director Sweeney made a motion to adopt the following resolution:

RES # 14-21

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

(A) Pursuant to the Easement Agreement from Jim And Rose’s Property, LLC, which was signed on June 29, 2000, and which was recorded in the records of Adams County, Colorado on July 17, 2000 at Book 6190, PAGE 0242-0247, Reception No. C0690165, 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 Ryszkowski seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

2021 SEWER MANHOLE LINING PROJECT-This year’s sewer manhole lining will consist of 25 manholes totaling 241 vertical feet. We have obtained two quotes that are vastly different for very similar products. Concrete Conservation quoted \$240 per vertical foot for a total of \$59,840 which includes \$2,000 for traffic control and Quality Pipe Services quoted \$163,550 for the same vertical footage and traffic control. I have included a resolution to accept the quote of \$59,840 from Concrete Conservation if the Board so chooses.

Director Doak made a motion to adopt the following resolution:

RES # 15-21 BE IT RESOLVED THAT the Board of Directors, Crestview Water and Sanitation District authorizes the District Manager, Mitchell T Terry, to negotiate and execute a contract with Concrete Conservation, Inc. for spray lining twenty-five 48-inch manholes with an estimated 241 vertical feet of surface with Spectra –Shield coating. Cost is \$240.00 per vertical foot. The estimated cost of the project includes expected traffic control and is not to exceed \$59,840.00 total cost to the District.

Director Sanchez seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

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 antibodies 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 Order D 2021 053 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 when in close proximity to other employees 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 March 5th as Executive Order D 2021 056 and will expire on April 5th 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.

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 replacing the water main in Avrum Drive from Jordan Drive north to 72nd avenue. 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.

WILL SERVE LETTER PROVIDED- I provided a will serve letter on March 19th for a possible 75 home development on 64th avenue.

Denver Water March purchase
33,923,000 gallons
Average since 2006 is 36,045,000 gallons

Enc.
Easement Release for 6001 Federal Blvd
Easement Release resolution for 6001 Federal Blvd
RES. For sewer manhole lining by Concrete Conservation

BILLS –

Director Ryszkowski made a motion to adopt the following resolution:

RES # 16-21 – BE IT RESOLVED THAT Bills be paid.

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

OFFICE DATA-

The April Office Data was accepted as presented

FINANCIAL REPORT-

The April Financial Report was accepted as presented

TAP REPORT-

The Tap Report was accepted as presented.

UNFINISHED BUSINESS-

None

Director Sweeney and Director Ryszkowski left at 6:10 PM to tend to an emergency.

PUBLIC INFORMATION-

None

NEW BUSINESS-

Our camera system is older and we would like to replace the system. This is not in the 2021 Budget. The cost to replace the cameras will be \$12,631.26.

Director Sanchez made a motion to adopt the following resolution:

RES # 17 - 21 BE IT RESOLVED THAT the Board of Directors, Crestview Water & Sanitation District accept the proposal to purchase from Phil Long Ford of Denver, two 2021 Ford F-150 XLT 4X4 pickup trucks at the proposed price of \$32,118.00, and

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

Director Martin seconded the motion.
AYES: Directors Doak, Martin, and Sanchez.
NAYS: None.
The resolution was adopted with three ayes

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 6:23 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer