

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
May 12, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held May 12, 2021 on Zoom. The meeting was presided over by Director Ryszkowski. Board Secretary, Danny Sweeney was present to record the minutes.

Members present:

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

Absent:

Mike Doak	President
Jill Martin	Vice-President

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

METRO WASTEWATER RECLAMATION DISTRICT REPORT BY KATHY LAURIENTI

- The financial committee held a meeting and performed their audit for the year. Nothing was found and the results were good.
- The Northern Treatment plant had some damage to their equipment from the March 12th Blizzard. It did not cause interruptions and the plant was kept operational.
- A vote was held for the new building appropriation. They are designing and building a Technical Services Building Annex and adding to the Lab storage building.
- \$39 Million for approved electrical upgrades. It will take up 2.5 acres of their property, this will help with the merging issues that they are having and they won't be relying on Excel Energy.
- There is a class action suit against Metro. Back in the 1960's there was an agreement with the Ditch Company's Litigation. There was a flood on the property and the infrastructure which Denver Water maintains, was washed away. Until Denver Water replaces the infrastructure and provides the water lines, nothing can happen.

Election of Officers

Election will be postponed until June 9th Meeting

MINUTES FOR APPROVAL, April 14, 2021

Director Ryszkowski asked if there were any corrections, deletions or additions to the Minutes for the April 14, 2021 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the April 14, 2021 meeting of the Board were accepted as presented.

DISTRICT MANAGER’S REPORT

ZOOM -The May 12, 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 **890 1960 9226**. The **passcode** is **155661**. I will have the Board room set up for social distancing if any Board members want to meet in person.

MAY BIRTHDAYS - Happy May birthdays go out to Board Secretary, Danny Sweeney and Maintenance Superintendent, Jessen Eckert. Happy birthday!

FEDERAL BLVD. WATER MAIN AND MASTER METER-I’m not sure if I have provided adequate information regarding the relocation of Crestview’s master meter from Denver Water at 52nd avenue & Eliot Street so, here is the breakdown of this project. Due to the large number of residential units planned for 6001 Federal Blvd., the developer at 6001 Federal Blvd. needs to upsize Crestview’s existing 12-inch cast iron water main in Federal Blvd. to provide more water for potential fire flow demands. Over five years ago, I informed the developer that they would need to replace the existing 12-inch water main with a 20-inch water main in Federal from 52nd & Eliot to the north extent of their project at roughly 62nd & Federal. A water main replacement of that size and linear footage in a State highway would cost the developer an estimated \$5 million. The developer requested a meeting with Denver Water and Crestview to see if there were any alternatives to replacing over a mile of water main.

Denver Water proposed that the developer relocate Crestview’s master meter from 52nd & Eliot north to 60th & Federal by connecting a 20-inch Crestview main to two existing twelve-inch Berkeley Water & Sanitation District water mains. After the 20-inch water main is attached to Berkeley’s water mains, a new master meter vault would be constructed just north of 60th avenue then have a 20-inch water main run north from the new master meter to the north extent of the developer’s property at roughly 6141 Federal Blvd.

Denver Water also suggested to the developer to transfer Crestview’s existing customer’s service lines south of 60th avenue from Crestview’s water main to the Berkeley water main that Denver Water now operates. Along with the service line transfers, there are also five fire hydrants that will need to be transferred as well. After these services and hydrants are transferred, the Crestview main can be abandoned in place.

Reference information: Berkeley Water & Sanitation District borders Crestview at the south end of the District. In 2017, Berkeley amended their contract with Denver Water to have Denver Water assume all responsibility for the maintenance, repair and replacement of Berkeley’s water distribution system. With Denver Water now in control of Berkeley’s distribution system, Denver is able to provide water to Crestview directly through Berkeley’s water mains.

Denver Water is asking that once the Crestview water main is abandoned, that Crestview amend its current boundary to remove all of Crestview’s service area south of 60th avenue. In order to do this, it is necessary to have fourteen properties excluded from Crestview. These same properties would need to include into Berkeley Water and Sanitation. Of those fourteen properties, eight of them are receiving Crestview water through Crestview meters.

There are benefits for those customers to exclude from Crestview and include into Berkeley. When a customer excludes from Crestview, it removes the mill levy that is assessed by Crestview on their property each year. Also, Denver Water bills Berkeley’s customers at a lower rate than what Crestview’s rates are. The money savings of removing the mill levy and lower water rates should be an enticement for those customers to exclude out of Crestview.

Crestview rates

	Svc. Chg.	Volume chg.	Usage	TOTAL
1” meter	\$23.58	\$6.63/1k gal.	4,000 gal.	\$50.10/mo. OR \$601.20/yr.

Denver Water

1” meter	\$23.17	\$3.69/1k gal.	4,000 gal.	\$37.93/mo. OR \$455.16/yr.
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The relocation of the master meter will also create the ability for Crestview to abandon 5,300 feet of 65-year-old 12” cast iron water main. By eliminating the existing water main, Crestview will benefit by

not having to maintain an aging water main in a state highway and by not having to maintain the same water main, our crews will not have the exposure to today's inattentive drivers. One other benefit is the extreme cost savings to the District when the time comes to replacing the main. At today's costs, 5,300 liner feet of main line replacement in a state highway could cost upwards of \$5M.

In a meeting on April 14th, I informed Denver Water that Denver Water would need to pay for the survey, court fees and recording of the boundary change.

2021 SEWER MANHOLE LINING PROJECT-This year's sewer manhole lining consists of 25 manholes totaling 240 vertical feet for a quoted price of \$240 per vertical feet plus \$2000 for traffic control for a total of \$59,600. The project was completed on April 23rd after lining 26 manholes totaling 242.8 vertical feet of coverage. The final cost to the District was \$59,360.

EASEMENT QUITCLAIM/RELEASE-Cardel Homes is finalizing their plans for the filing 4 portion of the Westminster Station development at 70th avenue & Federal Blvd. Cardel has created a plat for the development and has found that the existing easement that was provided to Crestview in 2019 does not meet their needs for the layout of the filing. Cardel Homes has created an easement release for the Board to approve. Ron Forman has reviewed and approved the release document. In the Board packet, I have provided a copy of the easement release for the Board to review. If the Board chooses to vacate the existing easement, I have the release available for signatures by Mike Doak and Danny Sweeney.

TAP FEES FOR MULTI UNIT DEVELOPMENTS WITH MASTER METERS-Now that we will be getting larger multifamily buildings in Crestview, we should look at our tap fees for 4", 6" and 8" and larger meters. Currently, our tap fee schedule only covers up to 4" meters. The tap fees for the larger meters decrease in cost per Single Family Residential Equivalent (SFREs) from the \$3,100 for water and \$1,800 for sewer for a 5/8" X 3/4" meter. The amounts that Crestview charges are not consistent from meter size to meter size. If we could create a fixed amount per SFRE for 3 or more units it would be a cleaner and more understandable charge system.

I have included the current charge sheet with a breakdown of fees for reference to compare with my proposed fees for future tap charges.

Crestview does not currently have a Commercial tap fee structure. In the chart, I am proposing fees based on Denver Water's Commercial connection charges divided by 50% for Crestview's fees.

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 however, it doesn't restrict suspension of services. Executive Order D 2020 098 was extended by Executive Orders 132, 157, 181, 211, 239, 270 then D 2021-1, 30, 53, 74. **Executive Order D 2021-074 was not renewed thus allowing the accrual of late fees and reconnection fees.**

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.

Denver Water is resuming Suspension of Services on May 3rd. How does the Board want to address the collection of past due accounts? Some of the balances are getting fairly large. The office encourages the customers to make arrangements for payment plans. We haven't been going past 12 months on the payment plans. Would the Board prefer to shut off the water service for those accounts that are unable or unwilling to create a payment plan or lien the property and start with a new zero balance?

The Board decided that shut-offs will resume on July 1st, 2021 including late fees and reinstatement fees. Have the notice of the date of Crestview returning to shut-offs for late payments on the bills and on the District's website.

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 May 2nd as Executive Order D 2021 095 and will expire on June 1st 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 water main replacement in Avrum Drive is complete along with the transfer of all the services. The old main was abandoned on May 5th. The pipeline crew will be moving on to Ruth Way the week of May 10th. 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.

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 April purchase
34,855,000 gallons
Average since 2006 is 40,148,000 gallons`

Enc.
Easement Release for Cardel Homes at Westminster Station
2021 Charge Sheet with proposed changes

BILLS –

Director Sanchez made a motion to adopt the following resolution:

RES # 18-21 – BE IT RESOLVED THAT Bills be paid.

Director Sweeney seconded the motion.
AYES: Directors 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

PUBLIC INFORMATION-

None

NEW BUSINESS-

None

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 6:48 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer