

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  
**JUNE 9, 2021**

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held June 9, 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
Danny Sweeney	Secretary/Treasurer
Tom Ryszkowski	Director
Victor Sanchez	Director

Also, present:

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

Absent:

Jill Martin	Vice-President
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**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 City of Aurora will be getting a new board member for Metro.
- Metro is continuing to monitor for COVID-19. They have found 2 mutations in the sewer and are continuing to monitor.
- Suncor is still monitoring for ground water contamination for benzene on the Robert Hite treatment facility.

**Election of Officers**

Director Ryszkowski made a motion to adopt the following resolution:

**RES. #22-21 WHEREAS** the Rules and Regulations of the Crestview Water & Sanitation District require elections of officers of the Board on an annual basis each May, and

**WHEREAS** a motion has been made to re-elect Director Mike Doak to the office of President and Director Jill Martin to the office of Vice-President and Director Danny Sweeney to the office of Secretary/Treasurer for the twelve-month period of May 2021 to May 2022, and

**WHEREAS** the Board voted 4 yea votes and 0 nay votes for Director Mike Doak for President, and **WHEREAS** the Board voted 4 yea votes and 0 nay votes for Director Jill Martin for Vice-President, and **WHEREAS** the Board voted 4 yea votes and 0 nay votes for Director Danny Sweeney for Secretary/Treasurer, and

NOW, THEREFORE BE IT RESOLVED That Director Mike Doak is now duly re-elected as President of the Board of Directors and Director Jill Martin is now duly re-elected as Vice-President of the Board of Directors and Director Danny Sweeney is now duly re-elected as Secretary/Treasurer of the Board of Directors for the twelve-month period of May 2021 to May 2022.

Director Sanchez seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

**MINUTES FOR APPROVAL, May 12, 2021**

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the May 12, 2021 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the May 12, 2021 meeting of the Board were accepted as presented.

**DISTRICT MANAGER'S REPORT**

The June 9, 2021 meeting of the Board will be at 5:30 PM in person and via Zoom. The meeting can be accessed by typing Zoom.com into your browser. The **meeting number** is **833 8038 6154**. The **passcode** is **829349**. The building will be open to the public for the meeting.

JUNE BIRTHDAYS - Happy June birthdays go out to Clarice O'Hanlon the District's engineer, Donovan Norton in Maintenance and Blake Casselberry in the Pipeline crew. Happy birthday!

OFFICE CAMERAS-The new security cameras were installed on May 26, 2021. The resolution is far better than the previous cameras. I now have access to Crestview's office cameras from anywhere to allow me to see what's going on in case of break-in or other nefarious acts.

ZOOMphone-The lease on Crestview's wired phone system is expiring in September and with that, we have transitioned to a new method of phone communications, ZOOMphone. Crestview contracted with ZOOMphone effective June 3<sup>rd</sup> allowing Crestview to lower its annual admin office phone costs by \$1,200. The former phone system was \$170 per month and the two phone lines were \$50 per month totaling \$2,040 per year. ZOOMphone is \$804 per year. We purchased four smart phones without cell service for a total of \$720 to use instead of the standard wired phones. The new system is operated through VoIP so that the phones can be answered anywhere there is a wi-fi connection.

SPECIAL DISTRICT ASSOCIATION ANNUAL CONFERENCE-The SDA annual conference is scheduled for an IN-PERSON conference September 14-16. The conference is Tuesday through Thursday this year. Friday is back-to-work day. I would like to make the conference and room reservations soon so please let me know if you are planning on attending.

SDA VIRTUAL ANNUAL WORKSHOP-The SDA is hosting a free Zoom all day annual workshop for Directors and managers of Colorado special districts. The workshop will cover such topics as open meetings, conflicts of interest, civility, TABOR, and public records just to name a few. These workshops are good for new directors and a useful refresher for those who have been doing this for a while. The workshop will follow the same format as the Board Member Manual. The workshop will be held on June 29<sup>th</sup> from 8:30 to 3:45. Please let me know if you are interested in attending so I can get you registered. With the workshop being a Zoom workshop, you can come here or attend at your home.

TAP FEES FOR MULTI-UNIT DEVELOPMENTS WITH MASTER METERS- Currently, Crestview's tap fee schedule charges \$3,100 for water for a Single-Family Residential Equivalent (SFRE) and \$1,800 for sewer connection. The amounts that Crestview charges are based on meter size and the charges are not consistent from meter size to meter size. If we could create a fixed amount per SFRE per meter size, 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.

Director Doak made a motion to adopt the following resolution:

**RES # 23 -21** WHEREAS, the Board has reviewed the adequacy of the District water connection fees and sewer connection fees, and

WHEREAS, the Board has determined that adjustments to standardize the water and sewer connection fees by Single Family Residential Equivalent (SFRE) by meter size are necessary and in the best interest of the District and

NOW THEREFORE BE IT RESOLVED THAT the Rules and Regulations of the District be amended as

That Appendix A effective upon adoption shall read:

Connection Fees

1. Water Connection Fees:

a. Crestview

<u>Meter Size</u>	<u>SFRE's</u>	<u>Fees</u>
5/8" X 3/4"	1	\$ 3,100
5/8" X 3/4" 13D	1	\$ 4,060
3/4"	2	\$ 4,650
1"	4	\$ 8,000
1 1/2"	11	\$ 22,000
2"	20	\$ 40,000
3"	43	\$ 86,000
4"	86	\$ 172,000
6"	205	\$ 410,000

b. Fire Protection Facilities

<u>Meter Size</u>	<u>Fees</u>
2" or smaller	\$960.00
3"	\$2,160.00
4"	\$3,840.00
6"	\$11,280.00
8"	\$24,000.00

2. Sewer Connection Fees

a. Crestview

i. Single Family Residential Unit \$ 2,000

ii. Commercial and Multi-Residential

<u>Water Tap Size</u>	<u>SFREs</u>	<u>Fee</u>
5/8" X 3/4"	1	\$ 2,000
3/4"	2	\$ 4,000
1"	4	\$ 8,000
1 1/2"	11	\$ 22,000
2"	20	\$ 40,000
3"	43	\$ 86,000
4"	86	\$ 172,000
6"	205	\$ 410,000

b. Metro Wastewater Reclamation District

i. Single Family Residential Unit

Single Family Detached Dwelling

Mobile Home

Each Residential Unit in a Duplex

Each Unit of a Multi-Residential Unit having a separate water connection

Number of Single-Family Residential Equivalent

(SFRE) – 1.0..... \$ 4,550

ii. Multi-Residential and Non-Residential Property

<u>Water Tap Size</u>	<u>Number of SFRE</u>	<u>Fee</u>
3/4"	2	\$ 9,100
1"	4.8	\$ 21,840
1 1/2"	11	\$ 50,050
2"	20	\$ 91,000
3"	43	\$ 195,650
4"	86	\$ 391,300

6" and larger will be determined by calculations of Metro Sewer Connection Charges for water service tap sizes six (6) inches or larger.

Director Sweeney seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

COVID UPDATE- 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.

With the mask mandate lifted, I have removed all signage requiring masks within Crestview's office and satellite buildings. The Board meetings will now be held both in-person and by Zoom.

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 20<sup>th</sup> 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.

Crestview is resuming Suspension of Services as of July 1<sup>st</sup>, 2021, including the assessment of a \$15 late fee and a reinstatement fee of \$25, totaling \$40.00.

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 72<sup>nd</sup> 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 5<sup>th</sup>. The pipeline crew is laying new water main pipe on Ruth Way. After the water main in Ruth Way is replaced and the old main abandoned, the pipeline crew will move to Warren Drive to begin replacing that water main. 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 68<sup>th</sup> avenue north to 72<sup>nd</sup> 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 56<sup>th</sup> 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 May purchase  
36,291,000 gallons  
Average since 2006 is 46,318,000 gallons

Enc.

RES Election of Officers of the Board  
2021 Charge Sheet  
Current breakdown of water connection fees by SFRE  
Proposed Water & Sewer connection fees for \$1,800, \$1,900 & \$2,000 per SFRE  
RES Water & Sewer Connection fees  
SDA Annual Workshop flyer

**BILLS –**

Director Ryszkowski made a motion to adopt the following resolution:

**RES # 25-21 – BE IT RESOLVED THAT** Bills be paid.

Director Sanchez seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

**OFFICE DATA-**

The May Office Data was accepted as presented

**FINANCIAL REPORT-**

The May Financial Report was accepted as presented

**TAP REPORT-**

The Tap Report was accepted as presented.

**UNFINISHED BUSINESS-**

None

**PUBLIC INFORMATION-**

None

**NEW BUSINESS-**

Director Sanchez made a motion to adopt the following resolution:

**RES. # 24-21 WHEREAS** the Board of Directors of the Crestview Water and Sanitation District has determined that it is desirable for the District to seek maximum possible investment income on its accumulated funds, and

**WHEREAS**, with advice of legal counsel, the Board has determined that an investment through Time Value Investments, Inc., of Seattle, Washington (TVI) in bonds approved in the Colorado Revised Statutes is a permissible and appropriate investment for a Colorado Special District; and

**WHEREAS**, the Board has determined that such investment may provide additional investment income beyond what is being obtained through current investments;

**NOW, THEREFORE, BE IT RESOLVED THAT** District Manager, Mitch Terry be authorized to purchase two (2) \$1,000,000 investment bonds on June 16, 2021, through TVI, as described above, in the initial amount of \$2,000,000 (TWO MILLION DOLLARS AND NO CENTS) along with the specific dollar amount associated with pro-rated days of purchase pertaining to the selected bond.

Director Ryszkowski seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

**OLD BUSINESS-**

None

There being no further business, Director Ryszkowski made a motion to adjourn the meeting with Director Doak seconding the motion. The Board meeting was adjourned at 6:49 pm.

Respectfully submitted,

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Danny Sweeney, Secretary/Treasurer