

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
AUGUST 25, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held August 25, 2021, in-person and 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:

Allison Ulmer	Attorney
Mitch Terry	District Manager

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

PRESENTATION OF 10 YEAR PLAQUE TO LUCAS GONZALES

Director Doak presented a plaque to Lucas Gonzales for his 10 years of outstanding service to Crestview. Director Doak and the Board thanked Lucas for his 10 years of working for the District.

Director Doak invited Lucas to stay for the remainder of the meeting at which point Lucas declined then left the meeting.

MINUTES FOR APPROVAL, AUGUST 11, 2021

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the August 11, 2021, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the August 11, 2021, meeting of the Board were accepted as presented.

PUBLIC COMMENT-No one from the public was in attendance

DISTRICT MANAGER'S REPORT

LUCAS GONZALES 10TH ANNIVERSARY-Lucas Gonzales joined Crestview on August 9th of 2011. Lucas started as a maintenance 1 and has progressed to Operator where he is the District's primary back-hoe operator. Congratulations Lucas!

NEW DISTRICT LEGAL COUNSEL-Crestview's Board interviewed representatives of three local law firms that specialize in Title 32 Special District law. The three firms were Spencer Fane, Seter & Vanderwall and Collins, Cockrel & Cole. The Board chose the services of Collins, Cockrel & Cole with Allison Ulmer being designated as the district's primary counsel. Board President, Mike Doak signed the Letter of Engagement on August 13th and I provided it to Allison on the same day. Welcome to Crestview, Allison.

Mr. Terry introduced Ms. Ulmer to Board Vice-President Jill Martin.

Mr. Terry also offered Ms. Ulmer a tour of the office after the meeting. Mr. Terry also described Crestview's other two facilities.

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 set up the conference Registrations and room reservations on July 6th for Danny & Mary, Tom, Kathy & Carol and myself to attend. The conference will begin on Tuesday, September 14th at 7:00 AM with a breakfast and breakout sessions afterward. I can provide a ride to the conference if anyone wants a ride there with me.

2022 BUDGET PREPARATION CONTINUED-I am currently working on collecting data for the 2022 Budget. In preparation of the Budget, I am requesting the Board to approve a 5% cost of living increase for all employees in 2022. In your packet, you will find a record of cost-of-living increases since 2012.

Year	% increase
2012	3
2013	3
2014	3
2015	1.5
2016	0
2017	3
2018	3
2019	3
2020	2
<u>2021</u>	<u>2</u>
Combined	23.5
10-year avg.	2.35

I have also created a wages and salaries survey from six local water and sanitation districts to compare wage ranges and averages. This survey is also enclosed.

After reviewing the survey and the results for comparison with the other districts, Director Doak stated that Crestview wants to be approximately 55% of the average wage for each position.

Director Doak mentioned that in comparing Crestview with South Adams County Water and Sanitation District, South Adams Water & Sanitation District is too large to compare with Crestview.

Director Doak asked how many employees are maxed out for chart pay increases.

If the maxed-out employees are not allowed a cost-of-living increase, they basically get no raise for the upcoming year. The employees that are still positioned in the chart will get two raises per year if a cost of living raise is provided.

Mr. Terry indicated that six employees were maxed out.

Mr. Terry explained that all of the maxed-out employees have received their 10 years of expected raises from within the chart.

Director Sanchez doesn't see the in-chart employees as double dipping since all of the maxed-out employees have already received those increases.

Mr. Doak was concerned that the 10-year pay chart is an "automatic" raise system.

Mr. Terry reassured the Board that if an employee is performing their job as expected that they are provided the pay increase according to the chart however, if they are not performing to expectations, they would no longer be working for Crestview.

Director Ryszkowski asked if they need to decide during this meeting.

Mr. Terry stated that if not this meeting, then by the end of the September 8th meeting so that increase amounts could be entered into the budget.

Director Doak is not in favor of 5% and asked the other members of the Board what their thoughts are.

Director Martin stated that 2.5% would be more comfortable.

Director Ryszkowski is leaning toward 3%.

Director Sanchez asked what the difference between 5% and 3% would be in the budget.

Mr. Terry indicated that a 5% increase would be approximately \$80,000 more than the salaries in 2021 and a 3% increase would be approximately \$48,000 more.

Director Doak stated that all the employees deserve a raise. No injuries over the past year.

Director Martin stated that the entire staff has been working their tails off

Director Doak doesn't want to do 5% in 2022 then zero in 2023.

Director Doak asked for a straw poll:

Director Ryszkowski says 3%

Director Sanchez says 3%

Director Martin says 3%

Director Sweeney says 3%

Director Doak says 3%

Director Doak asked for a motion to provide a 3% cost of living increase for 2022.

Director Martin made a motion to provide a 3% cost of living increase for 2022.

RES. 28 - 21 WHEREAS, it is the desire of the Board of Directors to have the Employee Policy Manual provide employee compensation and benefits comparable to area municipalities and,

WHEREAS, the Board of Directors has determined that certain additional employee compensation is in the best interest of the District,

NOW, THEREFORE, BE IT RESOLVED THAT all District employees be given a 3.0 percent increase in compensation, effective January 1, 2022, and that Appendix A, Section 3, of the Employee Policy Manual be amended effective January 1, 2022, to reflect a 3.0 percent increase in employee compensation as follows:

2022 Board Set Hourly Pay Schedule	
Part time	Start at \$15.00 then determine wage based on job and experience
CLERK	21.54 30.18
MAINTENANCE WITHOUT CDL	22.33 30.99
BILLING	25.72 36.43
MAINTENANCE WITH CDL	25.72 36.43
LOCATOR	25.61 38.02
EQUIPMENT OPER	27.60 39.29
LOCATOR/INSPECTOR	29.90 42.37
FOREMAN	31.80 44.00
SUPERINTENDENT	34.77 49.22
OFFICE MANAGER	31.80 44.00
ENGINEER	46.76 57.81
DISTRICT MANAGER	57.05 64.01
PIPELINE CREW	
SUPERINTENDENT	34.77 49.22
EXCAVATOR	31.80 44.00
LOADER	27.60 39.29
PIPELAYER	25.72 36.43
DRIVER	25.72 36.43

Director Ryszkowski seconded the motion.

Ayes: Directors Doak, Martin, Sweeney, Ryszkowski and Sanchez
 Nays: none

The resolution was unanimously adopted

The budget committee meeting is scheduled for September 29th at 7:30. I called Los Amigos Kitchen at 7260 Pecos Street and reserved the back room for our meeting. We will have the room from 6:00 PM to 9:00 PM. If there is a different restaurant that you would prefer to go to, please let me know.

EMERGENCY WATER MAIN REPLACEMENT-We're working with Denver Water to replace the water main in Cyd Drive as an emergency replacement as we've had three water breaks on Cyd Drive this year with two of them being fairly large water breaks.

Director Doak asked what the estimated cost would be for the replacement.

Mr. Terry indicated that it would be around \$140,000.

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. The water main replacements in Avrum Drive, Ruth Way and Warren Drive are now complete. The service lines in

Warren Drive have been transferred from the old main to the new main. Asphalt patch back is being performed at this time also. Once all of the temporary patch backs are complete, the trenches will be milled and overlaid to close out the project. 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.

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.

WESTMINSTER STATION/POMPONIO TERRACE- Filing 4 sewer mains are currently being constructed. Once construction of the sewer mains is complete, the contractor will begin installing the water mains. 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.

LEGAL REPORT – ALLISON ULMER

Ms. Ulmer updated the Board on an ongoing court case with the City of Westminster to exclude the properties in the Federal View subdivision that no longer receive water or sanitary sewer services from Crestview.

There being no further business, Director Sanchez made a motion to adjourn the meeting with Director Doak seconding the motion. The Board meeting was adjourned at 6:28 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer