

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  
**SEPTEMBER 8, 2021**

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held September 8, 2021, in-person and on Zoom. The meeting was presided over by Board Vice-President Jill Martin. Board Secretary, Danny Sweeney was present to record the minutes.

Members present:

Jill Martin  
Danny Sweeney  
Victor Sanchez

Vice-President  
Secretary/Treasurer  
Director

Also, present:

Kathy Laurienti  
Allison Ulmer  
Mitch Terry

Metro Representative  
Attorney  
District Manager

Members absent:

Mike Doak  
Tom Ryszkowski

President  
Director

**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**

Ms. Laurienti reported to the Board that the Metro Wastewater Reclamation District has changed its name and logo to Metro Water Recovery as of September 1, 2021.

**MINUTES FOR APPROVAL, AUGUST 25, 2021**

Director Martin asked if there were any corrections, deletions or additions to the Minutes for the August 25, 2021, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the August 25, 2021, meeting of the Board were accepted as presented.

**DISTRICT MANAGER'S REPORT**

The September 8, 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 **864 7701 1440**. The **passcode** is **962590**. The building will be open to the public for the meeting.

**REQUEST TO CLOSE THE OFFICE TO WALK-IN SERVICE UNTIL FURTHER NOTICE-** Some of Crestview's customers are getting more and more violent toward our employees in the office recently. Some of them are upset about having their water shut off for non-payment and some are upset about their perceived damages by Crestview's construction activities. Who knows what else might be a concern.

The office staff was verbally accosted by a customer on August 30th & 31st over his thoughts that Crestview's pipeline crew damaged his house by allowing his swamp cooler to flood in his home.

The office staff is also concerned about having a verbal confrontation with a customer then at the end of the workday being accosted in the parking lot.

During COVID, the office was closed twice, early in the pandemic for approximately two months and again in December for a month. The customers adjusted to the building being closed.

*Director Sanchez suggested to leave closing the office to the District Manager's discretion.*

*Directors Martin and Sweeney agreed with Director Sanchez.*

*Mr. Terry stated that it would be a rarity that the office would be closed however, if there was a credible threat of potential in-office violence by a customer the office would close for a period of time that day.*

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 6<sup>th</sup> for Danny & Mary, Tom, Kathy & Carol and myself to attend. The conference will begin on Tuesday, September 14<sup>th</sup> 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.

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. The water main replacements in Avrum Drive, Ruth Way and Warren Drive are now complete. Once all of the temporary patch backs are complete, the trenches will be milled and overlayed to close out the project. **The pipeline crew is now potholing for utilities on Cyd Drive to begin design of an emergency water main replacement due to multiple large water main breaks. The water main is approximately 850 linear feet. The new main will be six-inch PVC pipe. After completion of the Cyd Drive Water Main Replacement project, 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.**

BROKEN TAP SADDLE ON THE 20" MAIN-I mentioned in the August 11<sup>th</sup> meeting of the Board that on Friday, July 30<sup>th</sup>, a tap saddle on the 20" water main in 64<sup>th</sup> avenue broke. The repair should have been easy however, there are no local tap saddles to be purchased and repair clamps are ineffective against the extreme pressure. A new tap saddle was ordered and the main was placed back into service. We purchased two additional tap saddles to replace two other existing saddles to avoid this happening again in the future. Those saddles were installed on September 2<sup>nd</sup>.

POSSIBLE GRANT MONIES FOR MAIN REPLACEMENTS-Crestview's engineer Clarice O'Hanlon and I have been meeting with a consultant recently who has offered his services to help Crestview obtain Adams County Infrastructure funding from the American Rescue Plan (ARP) to help upgrade water and wastewater utilities in underserved areas of Adams County to assist in new growth potential. The focus is from Pecos Street west to Lowell Blvd. and from 60<sup>th</sup> avenue north to the railroad tracks at approximately 68<sup>th</sup> avenue. Clarice and I were asked what water and sewer mains would best be upgraded. These are what we came up with.

Water Mains:

Lowell Blvd. 62<sup>nd</sup> Avenue north to 64<sup>th</sup> Avenue upsize from an 8" to a 12" main  
64<sup>th</sup> Avenue from Lowell Blvd. east to Federal Blvd. upsize from an 8" to 12" main  
Federal Blvd. from 6001 Federal Blvd. north to 64<sup>th</sup> Avenue upsize from a 12" to a 24" main  
Federal Blvd. from 64<sup>th</sup> Avenue north to 67<sup>th</sup> Place upsize from a 6" to a 16" main  
63<sup>rd</sup> Avenue from Federal Blvd. east to Clay Street replace an existing 14" CIP with a 12" main  
Clay Street from 63<sup>rd</sup> Avenue north to 64<sup>th</sup> Avenue replace an existing 14" CIP with a 12" main

Sewer Mains:

63<sup>rd</sup> Avenue from Federal to Clay Street. Install new 21" main to capture future flows from the west  
Clay Street from 63<sup>rd</sup> Avenue north to 64<sup>th</sup> Avenue. Install new 21" main to capture future flows from the west  
64<sup>th</sup> Avenue from Lowell Blvd. east to Pecos Street upsize the existing mains to a 21" main.

This could be a great benefit to both Adams County and any future developers that desire to build in Crestview's service area. More to come on this later.

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.

WESTMINSTER STATION/POMPONIO TERRACE- Filing 4 sewer mains are currently being constructed. **There have been some issues with stationing causing the job to be shut down on September 2, 2021, for a day until the engineer and surveyor could verify the numbers. The water main and sewer main were only going to have six inches of separation. Crestview requires a minimum of 12 inches of separation.** 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.

Denver Water August purchase  
78,381,000 gallons  
Average since 2006 is 76,273,000 gallons

#### **BILLS-**

Director Sanchez made a motion to adopt the following resolution:

**RES # 29-21 – BE IT RESOLVED THAT** Bills be paid.

Director Sweeney seconded the motion.

AYES: Directors Martin, Sweeney and Sanchez.

NAYS: None.

The resolution was unanimously adopted

#### **OFFICE DATA-**

The August Office Data was accepted as presented

#### **FINANCIAL REPORT-**

The August Financial Report was accepted as presented

*Mr. Terry noted that the Adams County Treasurer called on September 7<sup>th</sup> to ask Crestview to complete an ACH form so that the appropriate 2021 property tax and filed liens could be deposited into Crestview's account. Adams County will be depositing \$677,607.97 into Crestview's account within the next two weeks.*

#### **TAP REPORT-**

The Tap Report was accepted as presented.

**PUBLIC INFORMATION-** Mr. Terry presented the Board with a certificate of publication regarding the 2022 Budget Public Hearing to be held at the District office on October 27, 2021 at 5:30 PM.

#### **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.

#### **EXECUTIVE SESSION-**

Executive Session C.R.S. § 24-6-402(4)(F) "DISCUSS PERSONNEL MATTERS"

Review District Manager's performance and compensation was tabled to October 13, 2021 meeting of the Board.

#### **NEW BUSINESS-**

Mr. Terry provided a resolution to the Board that was provided by Peggy Rupp of Collins, Cockrel & Cole to designate the District's website as the official posting place of public notices including the agendas for future meetings of the Board.

Director Sanchez made a motion to adopt the following resolution:

**RES 30-21 RESOLUTION DESIGNATING LOCATION TO POST NOTICE**

**WHEREAS**, pursuant to §§24-6-402(2)(c) and 32-1-903(2) C.R.S., notice and the agenda, with specific information to the extent possible, of the Crestview Water and Sanitation District (“District”) Board of Directors (“Board”) meetings at which the adoption of any formal action is to occur or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be posted within the boundaries of the District at least 24 hours prior to each meeting at a location designated at the first regular meeting of each year.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Crestview Water and Sanitation District as follows:

Notices of meetings (regular, special and work/study session) of the Board, together with specific agenda information to the extent possible, required pursuant to §24-6-401, *et seq.*, C.R.S., shall be posted at least 24 hours prior to each meeting at:

Crestviewwater.com

In the event of an exigent or emergency circumstance such as a power outage or an interruption in internet service, the District will post notice of public meetings at least 24 hours prior to a meeting at the following physical location within the District:

7145 Mariposa Street, Adams County

Director Sweeney seconded the motion.  
Ayes: Directors Martin, Sweeney & Sanchez  
Nays: none  
The resolution was unanimously adopted

There being no further business, Director Sanchez made a motion to adjourn the meeting with Director Martin seconding the motion. The Board meeting was adjourned at 6:14 pm.

Respectfully submitted,

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Danny Sweeney, Secretary/Treasurer