

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
October 13, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held October 13, 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
Tom Ryszkowski
Victor Sanchez

Vice-President
Secretary/Treasurer
Director
Director

Also, present:

Allison Ulmer
Mitch Terry

Attorney
District Manager

Members absent:

Mike Doak
Kathy Laurienti

President
Metro Board representative

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public attended the meeting.

METRO WASTEWATER RECLAMATION DISTRICT REPORT

No Metro Report was provided

MINUTES FOR APPROVAL, SEPTEMBER 8, 2021

Director Martin asked if there were any corrections, deletions or additions to the Minutes for the September 8, 2021, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the September 8, 2021, meeting of the Board were accepted as presented.

MINUTES FOR APPROVAL, October 29, 2021 Budget Committee Meeting

Director Martin asked if there were any corrections, deletions or additions to the Minutes for the October 29, 2021, Budget Committee Meeting.

There being no corrections, deletions or additions, the Minutes for the October 29, 2021, Budget Committee Meeting were accepted as presented.

DISTRICT MANAGER'S REPORT

The October 13, 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 **868 3323 1844**. The **passcode** is **227402**. The building will be open to the public for the meeting.

OCTOBER BIRTHDAYS- Happy October birthday to Lucas Gonzales in maintenance.

JOE MARTINEZ 5-YEAR ANNIVERSARY- Congratulations to Joe Martinez in maintenance. Joe celebrated his 5th anniversary with Crestview on September 13th. Joe was in maintenance for about a year then went to the pipeline crew then settled in back at the maintenance side.

JONATHAN GRIMSLEY DISPUTING \$40 LATE FEE ASSESSED TO HIS ACCOUNT-On September 1, 2021, water service was suspended due to delinquency. The customer, Mr. Grimsley, called the office to dispute the \$40 late fee and requested it be removed. Lori advised him that the \$40 late fee could not be removed since the late fee is part of Crestview's Rules and Regulations established by the Board of Directors. Mr. Grimsley talked with me about the late fee and his perfect payment record prior to the COVID-19 moratorium on shut-offs. Mr. Grimsley is desiring to speak to the Board about getting a refund of the \$40 late fee that he had to pay to have his water turned back on.

Mr. Grimsley did not attend the meeting.

2022 PROPOSED BUDGET-The Crestview Water & Sanitation District held the 2022 Budget Committee meeting on September 29, 2021. The Committee was read the 2022 Budget Report detailing the first eight months of actual expenditures and revenues for 2021 and the anticipated expenditures and revenues for the remainder of 2021. The anticipated revenues and expenditures for 2022, details of operations and maintenance, proposed water main and sewer main rehabilitations & replacements and capital improvements were then examined. After examining the proposed 2022 Budget, the Committee determined that the proposed 2022 Budget was acceptable to be presented for a first reading at the October 13, 2021 regular meeting of the Board of Directors. A resolution stating that the Budget Committee approves the draft 2022 Budget for first reading to be presented at the October 13, 2021 regular meeting of the Board is included in your packet.

2022 BUDGET PUBLIC HEARING-The 2022 Budget public hearing is scheduled for October 27th at 5:30 PM at Crestview's office. The hearing notice was published in the Westminster Window in the September 16th & 23rd editions.

NOTICE OF REGULAR MEETING SCHEDULE FOR 2022-In your packet you will find the Notice of Regular Meeting schedule for 2022. Our Rules and Regulations state that regular meetings of the Board are to be conducted on the second Wednesday of the month. A copy of the resolution has been provided in your packet.

The Board approved the schedule by resolution

RES. # 31-21 BE IT RESOLVED THAT the Board of Directors of the Crestview Water and Sanitation District adopt the following schedule for regular meeting during 2022:

NOTICE OF REGULAR MEETING

Notice is hereby given that the regular meetings of the Crestview Water and Sanitation District Board of Directors for 2022 will be held at 7145 Mariposa Street at 5:30 PM on:

January	12, 2022 26, 2022	July	13, 2022
February	9, 2022	August	10, 2022 24, 2022
March	9, 2022	September	7, 2022 28, 2022
April	13, 2022	October	12, 2022 26, 2022 Budget Public Hearing
May	18, 2022	November	9, 2022
June	8, 2022	December	14, 2022

AND BE IT FURTHER RESOLVED THAT notice of meetings be posted at all required locations

PICKUP TRUCKS DELIVERED-Crestview received two 2021 Ford F-150 pickups on September 17th. The trucks were ordered on April 15th for \$32,118 each. The trucks are the XLT package with four-wheel drive, an 8' bed, extended cab and alloy wheels. The two trucks that the district will be selling are 2014 F-150 pickups set up identically to the new pickups. I plan on taking them to Echo Park and CarMax to get a baseline price.

*EchoPark quoted \$24,000 for each pickup
Carmax quoted \$24,000 for one and \$25,000 for the other
The Board directed Mr. Terry to sell the trucks to Carmax at the quoted prices.*

PROPERTY, LIABILITY AND ARCHITECTS AND ENGINEERS INSURANCE- I will be meeting with three different insurance providers for Crestview's Property, Liability and Engineers insurance to get proposals for next year's coverage. Currently, Crestview's coverage is from June 1 to June 1 each year. By starting now, I can be sure to get similar proposals and have them early enough to make a change if needed.

The SDA Pool offers several programs as part of their coverage. Ms. Ulmer provided an example relating to pool provided legal fees related to HR practices that are just part of the supplemental programs provided by the pool.

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 were replaced from Jordan Drive north to 72nd avenue. The project is approximately 5,200 linear feet. The pipeline crew is currently replacing the water main on Cyd Drive as an emergency water main replacement due to multiple large water main breaks. The water main is approximately 850 linear feet. The new main is six-inch PVC pipe. Once all of the temporary patch backs are complete, the trenches will be milled and overlaid to close out the project. 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 68th avenue north to 72nd avenue then 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.

POSSIBLE GRANT MONIES FOR INFRASTRUCTURE IMPROVEMENTS-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 60th avenue north to the railroad tracks at approximately 68th 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. 62nd Avenue north to 64th Avenue upsize from an 8" to a 12" main
64th Avenue from Lowell Blvd. east to Federal Blvd. upsize from an 8" to 12" main
Federal Blvd. from 6001 Federal Blvd. north to 64th Avenue upsize from a 12" to a 24" main
Federal Blvd. from 64th Avenue north to 67th Place upsize from a 6" to a 16" main
63rd Avenue from Federal Blvd. east to Clay Street replace an existing 14" CIP with a 12" main
Clay Street from 63rd Avenue north to 64th Avenue replace an existing 14" CIP with a 12" main

Sewer Mains:

63rd Avenue from Federal to Clay Street. Install new 21" main to capture future flows from the west
Clay Street from 63rd Avenue north to 64th Avenue. Install new 21" main to capture future flows from the west
64th 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.

As of October 8th, the applications for the grants have not been provided by Adams County.
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 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.

Denver Water September purchase
69,845,000 gallons
Average since 2006 is 62,884,000 gallons

ATTORNEY'S REPORT

Ms. Ulmer reported to the Board Crestview is being well run and there are no legal items to report.

BILLS –

Director Sanchez made a motion to adopt the following resolution:

RES # 32-21 – **BE IT RESOLVED THAT** Bills be paid.

Director Ryszkowski seconded the motion.

AYES: Directors Martin, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA-

The September Office Data was accepted as presented

FINANCIAL REPORT-

The September Financial Report was accepted as presented

TAP REPORT-

The Tap Report was accepted as presented.

PUBLIC INFORMATION- No new public information

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 6:18 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer