

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
NOVEMBER 10, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held November 10, 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:

Kathy Laurienti	Metro Representative
Bob Cole	Attorney
Mitch Terry	District Manager

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS-

No one from the public was present for the meeting.

METRO WATER RECOVERY REPORT BY KATHY LAURIENTI

No report was provided

MINUTES FOR APPROVAL, OCTOBER 13, 2021

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the October 13, 2021, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the October 13, 2021, meeting of the Board were accepted as presented.

MINUTES FOR APPROVAL, BUDGET HEARING OCTOBER 27, 2021

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the October 27, 2021 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the October 27, 2021 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

BIRTHDAYS- Happy November birthday to Director Victor Sanchez.

PERSONNEL CHANGES-Crestview's maintenance team had a personnel change in October. Joe Martinez left Crestview on October 20th. We have interviewed three candidates and made an offer to one of them. Zach Evans will be joining Crestview on November 22nd.

WATER MAIN BREAK-Crestview's maintenance Superintendent notified me on Tuesday, November 2nd that we have a loss of approximately 1,000 gallons per minute of water in the central part of the district. We have had all hands on deck since then and as of 7:00 am, November 8th, we have yet to find the break. We have contacted Metro Water Recovery to see if our sewer flows have increased, we have scoured the district looking in our sanitary sewers, Adams County's storm sewers, ditches, drainage ditches, and any other places that water can find its way to. The City of Westminster came to the district on Thursday, the fourth of November and provided forty lift and shift leak detection devices to

go along with Crestview's ten lift and shifts. We have been reading all the meters in the district every day to see if there is a leak in a vacant building. Nothing. A 1,000 gallon per minute leak is equal to 1.44 million gallons per day costing the District \$6,400 per day. This is our #1 priority, and we will find it!

Update! The break was found by Crestview employee Justin Montanez the morning of Tuesday, November 9, 2021. The break was flowing from a fire hydrant lateral directly into a storm sewer under the water main. The fire hydrant line was isolated and will be replaced on Thursday, November 11, 2021. It is estimated that 10 million gallons were lost at a cost of \$44,000.

TRANSPARENCY NOTICE 2022- In this packet, I have supplied the Board with a copy of the 2022 Transparency Notice that will be sent out to our customers during the month of December. Please review it and let me know if there are any changes that you see are needed.

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 emergency water main replacement in Cyd Drive has been completed except for the final patch back. The pipeline crew has been 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.

DEVELOPER COORDINATION MEETING-Recently, there has been a flurry of developers contacting me regarding several potential developments in the area between Federal Blvd. and Tennyson Street and from 62nd avenue north to the railroad tracks at approximately 7071 Lowell. The combined proposed units to be constructed within this area is approximately 825 residential and multi-residential units.

Crestview's water distribution system was not built to accommodate this amount of growth with regard to fire demands. Each time a developer contacts me to inform me of their proposed project, I let them know that there are several water mains in the area that will need to be upsized because of the increased demand. In order to keep each developer from having to hire an engineer and surveyor to design the replacement of these mains and pay the costs for construction, I have been working with Mark Foster, one of the developers, to create a sort of consortium of these developers/projects to minimize their financial and time demands individually. Mark contacted each of them and I contacted Denver Water to request a modeling session with Denver Water's hydraulic team and the developer's group for all see at the same time what water mains will need to be improved. It makes sense to have the developers get together to work out who will design the water main replacements and how they will be paid for. A ratio of units per project would be the simplest method to determine how much each developer will need to pay to make these improvements. I have also met with RG and Associates who maintains Crestview's sewer model to determine if any sewer mains will need to be upsized due to the potential increased flows. When I met with RG on October 29th, the model indicated that no sewer mains need upsized.

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 Water Recovery 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 Water Recovery 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 October purchase
42,586,000 gallons
Average since 2006 is 43,626,000 gallons

LEGAL REPORT – BOB COLE

Mr. Cole commented that a customer had provided the District with a demand for payment letter pertaining to a repair he was instructed to make by District personnel to his water service due to a leak in 2017. Mr. Cole indicated that the Board could go into Executive Session to discuss the letter if the Board so chooses.

Mr. Cole indicated that the request for reimbursement is from a repair made over four years ago. The civil statute of limitations is 2 years and governmental immunity is 180 days' notice from the damage. Those dates have past but legally, there is no legal exposure.

Director Ryszkowski asked if the Board even needed to talk about it since the customer did not attend the meeting.

Mr. Terry suggested that the Board not go into Executive Session since the customer was not present.

Director Sanchez agreed with Mr. Terry

Director Doak asked if Crestview's attorney Allison Ulmer will be sending the customer a letter to explain the statute of limitations.

Mr. Terry said that he would ask for Ms. Ulmer's input as to whether or not to send a letter.

Director Doak suggested that the Board move on to the rest of Mr. Cole's Legal Report to the Board.

Mr. Cole detailed the splitting of Collins, Cockrel & Cole beginning January 1, 2022. Bob Cole, Jim Collins, Tim Flynn, Katherine Wynn and Allison Ulmer will be joining together to create Collins, Cole, Flynn, Wynn and Ulmer. With this information, the Board had before it the opportunity to stay with Allison Ulmer and Bob Cole or choose another legal counsel.

The Board agreed that they would like to have Allison Ulmer continue as Crestview's legal counsel.

Director Doak signed the provided engagement letter with Collins, Cole, Flynn, Wynn & Ulmer to have them represent Crestview.

BILLS –

Director Sanchez made a motion to adopt the following resolution:

RES # 34-21 – BE IT RESOLVED THAT the Bills be paid.

Director Ryszkowski seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA-

The October Office Data was accepted as presented

FINANCIAL REPORT-

The October Financial Report was accepted as presented

TAP REPORT-

The Tap Report was accepted as presented.

PUBLIC INFORMATION- No new public information at this time

EXECUTIVE SESSION-

Executive Session C.R.S. § 24-6-402(4)(F) "DISCUSS PERSONNEL MATTERS" to Review District Manager's performance and compensation

Director Ryszkowski made a motion to enter into Executive Session
Director Sanchez seconded the motion
Vote to enter into Executive Session- 5 ayes at 6:08 P.M.

Mr. Terry left the Board room and will return after the Board returns to regular session.

The Board returned to regular session at 6:27 P.M.

Director Doak stated that the Board is satisfied with and appreciates Mr. Terry's performance as District Manager.

NEW BUSINESS-

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 6:31 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer