

RECORD OF PROCEEDINGS

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

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held January 13, 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
Jill Martin	Vice-President
Danny Sweeney	Secretary/Treasurer
Victor Sanchez	Director
Tom Ryszkowski	Director

Also present:

Ron Forman	Attorney
Ron Sanchez	Metro Wastewater Board Representative
Mitch Terry	District Manager
Clarice O'Hanlon	District Engineer

THE PLEDGE OF ALLEGIANCE WAS RECITED

CLARICE O'HANLON – 5 YEAR ANNIVERSARY

Director Doak presented a 5-year plaque of appreciation to Clarice O'Hanlon, Crestview's Engineer for five years of outstanding service at Crestview Water and Sanitation District. Thank you for your hard work and dedication.

PUBLIC COMMENTS-

No one from the public joined the Zoom meeting.

METRO WASTEWATER RECLAMATION DISTRICT REPORT BY RON SANCHEZ

- Metro has hired 5 different contractors to be on call, to use for their expertise for different projects. They all will be awarded 5-year contracts for a combined \$1.2 million.
- The Delgany Interceptor at the National Western Stock Show Complex is to cost about \$9.2 Million. It is to bury pipes and include a heat exchange system.
- The Metro rate increases are now averaging 2% a year.
- Pension Fund Debt – Legal counsel has been asked if this was a debt, they said it is not a debt, its like a mortgage or a monetary liability. Some years back auditors were asked if this was a debt and they stated that it is a debt and it needs to be paid back. Ron has been pressed for violation of ethics and code of conduct for asking questions and making accusatory statements about the pension fund. Mr. Sanchez desires to resign after the next meeting of the Metro Board of Directors.

MINUTES FOR APPROVAL, DECEMBER 9, 2020

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the December 9, 2020 meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the December 9, 2020 meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

ZOOM-The January 13, 2021 meeting of the Board will be at **5:30 pm** and will also be a Zoom meeting. The meeting can be accessed by typing Zoom.com into your browser. The **meeting number** is **811 4825 0700**. The **passcode** is **739113**. I will be on Zoom starting around 5:00 if you need any assistance joining the meeting. I will also have the Board room set up for social distancing if any Board members want to meet in person. By Colorado Governor's Executive Order D 2020 237, we are required to wear a mask while in the building so please bring one with you. Text me and I will let you in through the back entrance of the office.

BIRTHDAYS- Happy January birthday goes out to Office Manager, Lori Lucero and Pipeline Superintendent, Larry Hopper.

CLARICE O'HANLON 5 YEAR ANNIVERSARY-Clarice O'Hanlon celebrated her 5-year anniversary on December 31st. Clarice has been an excellent addition to Crestview's staff. Clarice has been designing all of the water main replacement projects for the District along with the sewer main linings and manhole rehabilitations. Congratulations Clarice.

CEBT HEALTH CARE DIVIDEND-On December 21st, I received an email from CEBT/Willis Towers Watson, the company that provides Crestview's health insurance that due to the COVID-19 shut down and the significant decrease in claims, that they were providing a dividend to its customers at \$585 per employee. The dividend will be provided in February and should be around \$11,700.

MIDTOWN 20" WATER MAIN- On December 17th, I received an email from Brookfield properties proposing that Brookfield provide a check to Crestview for \$81,877.09 to pay the invoice that Crestview provided to them after the August 5, 2018 water main break on the newly installed 20 inch water main within the Midtown development. Brookfield requested in their proposal that once Crestview receives the check from them that we pay Brookfield for the 20-inch water main that Crestview and Brookfield entered into a cost sharing agreement for \$207,473. The two checks were exchanged on December 23rd. Clarice O'Hanlon, Crestview's engineer has provided Brookfield with a letter of initial acceptance for the water main. The letter requires Brookfield to provide a two-year warranty on the main. It has been quite a while getting this finalized so it's good to be moving on.

Director Doak asked if we physically inspect or just visually inspect the installations.

Mr. Terry stated that Crestview's construction observer only visually observes the construction without entering the excavation to physically test any portion of the construction.

Mr. Forman stated that our Rules and Regs don't override legal principals. The contractor is held liable for their work according to the contract as it is written.

Ms. O'Hanlon stated that Crestview won't take ownership of the pipe until after a 2-year warranty period and a letter of final acceptance is provided to the contractor.

Mr. Terry stated that Ms. O'Hanlon has provided the contractor with a letter of initial acceptance which starts the 2-year warranty period on not only the 20-inch water main but also other water and sewer mains and service lines within Filing 6.

SEWER LIFT STATION FORCE MAIN REPLACEMENT-As of January 11, Crestview's pipeline replacement team is only 10 feet away from completion of the piping portion of the project. Larry Hopper is projecting that the new pipe will be connected to the lift station on Wednesday, January 13th. Once they have made the changeover from the old main to the new main, they will complete the project with milling and overlaying 68th avenue from Huron Street west to Mariposa Street. The existing main is in an Adams County Right of Way that runs through the back yard of the house directly west of the lift station. Initially, we were thinking to have a directional drilling company pull the main in from the lift station west to Huron then tie it into the new main on 68th avenue. This would have cost the District nearly \$60,000. Larry decided to talk to the homeowner to see if we could open cut the main in through their backyard. The owner knew of the Right of Way and had no issues with Crestview going through her yard to install the pipe. That's outstanding! The fence at the south end of the homeowner's property will be replaced with new fencing and a slurry application of native grass will be applied to return the yard to its original condition. Once the project is complete, I will get a final cost from Larry.

2021 WATER MAIN REPLACEMENT PROJECT- The 2021 water main replacement project consists of the streets of Ruth Way, Avrum Drive and Warren Drive from Jordan Drive north to 72nd avenue. The project will be approximately 5,200 linear feet long. The pipeline crew is currently potholing for utility services to prepare for the water main replacements on those streets. Once the 2021 Water Main Replacement project is complete, the pipeline crew will begin potholing on the streets for the next project.

YEAR END REPORTS-Each January, I provide the Board with yearend reports consisting of:

2020 Water Purchase and Sales

2020 Sewer Sales

2020 Distribution System Repair Summary

2020 Water Break Repair timeline

Water Breaks per year report

Water Sales Volume in gallons and acre-feet

EMPLOYEE POLICY MANUAL UPDATE-On January 1, 2021, the Healthy Families and Workplaces Act went into effect. This is a paid sick leave law that requires all employers with sixteen or more employees to supply their employees with at least 48 hours of paid sick leave per year. Crestview's attorney, Ron Forman and I are reviewing the law currently and will have a resolution for the Board to amend the District's Employee Policy Manual during the January 27, 2021 meeting of the Board. The amendment will adjust Crestview's policies to be in line with the new law.

COVID-19 OPERATIONAL UPDATE- This is what we've been doing.

CLOSED!!! Adams County has closed many of its buildings from November 30th to January 5th to help combat the spread of COVID-19. For the most part, Crestview follows Adams County's actions regarding closures therefore, Crestview's office is closed to walk-in service as of November 30th and will reopen on January 5th in accordance with Adams County's closings. Crestview's office reopened on January 5th, 2021 to walk-in customers. They are only allowed access to the glass enclosed portion of the lobby at this time.

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 20th 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. Executive Order D 2020 098 was extended by Executive Orders D 2020 132 and D 2020 157 which temporarily provides relief and State support to public utility customers to mitigate, respond to, and recover from the current economic disruption due to the presence of COVID-19 in Colorado.

The office has been sending emails 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.

All of Crestview's staff have returned to 5 eight-hour days. The pipeline replacement team will go back to 4 ten-hour days in the spring once there is more daylight to work in. The rest of the staff will stay on 5 eight-hour days. The employees are being provided masks, gloves and safety glasses.

Per Colorado Governor's Executive Order D 2020 039 and extended multiple times since, states that employees are required to wear a non-medical face covering that will cover their nose and mouth while at work and while serving the public. The order also requires that anyone who enters or moves within a public building to wear face coverings that cover the nose and mouth unless it would inhibit that individual's health. This Executive Order was extended again on January 6th as Executive Order D 2021 007 and will expire on February 6th unless extended again.

Employees are encouraged to be at work but can use their sick and/or vacation time to stay at home to avoid possible exposure to other employees if they so choose.

Denver Water December purchase

32,535,000 gallons

Average since 2006 is 35,317,000 gallons

Enc.

2019 Water Purchase and Sales
2019 Sewer Sales
2019 Distribution System Repair Summary
2019 Water Break Repair timeline
Water Breaks per year report
Water Sales Volume in gallons and acre-feet

BILLS –

Director Sweeney made a motion to adopt the following resolution:

RES # 1-2021 – BE IT RESOLVED THAT Bills be paid.

Director Martin seconded the motion.

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

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA-

The November Office Data was accepted as presented

FINANCIAL REPORT-

The November Financial Report was accepted as presented

TAP REPORT-

The 4th quarter Tap Report was accepted as presented.

UNFINISHED BUSINESS-

None

PUBLIC INFORMATION-

None

NEW BUSINESS-

None

OLD BUSINESS-

None

There being no further business, Director Sweeny made a motion to adjourn the meeting with Director Sanchez seconding the motion. The Board meeting was adjourned at 6:12pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer