

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
DECEMBER 8, 2021

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held December 8, 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 |
| Danny Sweeney | Secretary/Treasurer |
| Tom Ryszkowski | Director |
| Victor Sanchez | Director |

Also, present:

| | |
|---------------|------------------|
| Allison Ulmer | Attorney |
| Mitch Terry | District Manager |

Excused Absent:

| | |
|-----------------|----------------------|
| Jill Martin | Vice-President |
| Kathy Laurienti | Metro Representative |

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, NOVEMBER 10, 2021

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the November 10, 2021, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the November 10, 2021, meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT

BIRTHDAYS- Happy December birthdays to Board President, Mike Doak and maintenance staff member Eddie Torgersen.

2022 FINAL ASSESSED VALUATION-The Crestview Water & Sanitation District has received the Final 2021 Certified Valuation of the District from the Adams County Assessor's office. After being supplied this information, Charlie Poysti of Poysti & Associates completed the calculations for the 2022 Mill Levy and determined that the water & sewer mill levy will be 3.080 mills and the sewer only mill levy will be 0.401 mills. The total combined property taxes to be paid to the District will be \$738,393 in 2021. The 2021 mill levies being paid to the District total \$725,096. 2022 will see an increase of \$13,297. The Crestview Water & Sanitation District 2022 Budget was adopted at the October 27, 2021 Budget Public Hearing. The final mill levy amounts were inserted into the 2022 Budget. The Board is required to pass a resolution to certify the 2022 Mill Levies as provided in the 2022 Budget. The Budget and Budget Message will be sent out to the Division of Local Governments, Adams County Commissioners and Adams County Clerk and Recorder on December 10, 2021 as required by state statute.

Director Sanchez made a motion to adopt the following resolution:

RES # 35-21 – BE IT RESOLVED AND CERTIFIED to the County Commissioners of Adams County, Colorado that the tax levies to be assessed upon property within the limits of the Crestview Water and Sanitation

District, excluding the Park Terrace Subdivision, for the year 2022 as determined and fixed by the Board of Directors of said District on December 8, 2021 are:

General Operating Expense: 3.080 mills

AND BE IT FURTHER RESOLVED AND CERTIFIED to the County Commissioners of Adams County, Colorado that the tax levies to be assessed upon property within the Park Terrace Subdivision and other sewer only customers of the Crestview Water and Sanitation District for the year 2022 as determined and fixed by the Board of Directors of said District on December 8, 2021 are:

General Operating Expense 0.401 mills

AND BE IT FURTHER RESOLVED that the appropriate authorities are hereby authorized and directed to extend said levies upon their tax list.

Director Ryszkowski seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

Director Sanchez made a motion to adopt the following resolution:

RES.# 36 -21 WHEREAS, The Board of Directors of the Crestview Water and Sanitation District has requested District Manager Mitchell T. Terry, Poysti and Associates LLC, and a committee of the entire Board to prepare and submit a proposed Budget for 2022 to said Board, and

WHEREAS, They have submitted a proposed Budget to said Board on October 13, 2021, for its consideration and in accordance with current laws, said proposed Budget for 2022 was open for inspection by the public at a designated place, a public hearing was held on October 27, 2021, and interested taxpayers and others were given the opportunity to file or register any objection to said proposed Budget; and

WHEREAS, whatever increase may have been made in the expenditures like increases were added to the revenues so that the Budget remains in balance, as required by law;

NOW, THEREFORE BE IT RESOLVED THAT the estimated expenditures and revenues for each fund for 2022 are set forth for 2022 in the exhibits.

AND BE IT FURTHER RESOLVED THAT the Budget as submitted, amended, attached and summarized by fund be and the same hereby is approved and adopted as the Budget of the Crestview Water and Sanitation District for 2022. The final general property tax amount to be adjusted in accordance with applicable law, if necessary, based on final certification of assessed valuation by Adams County Assessor in December 2021.

Director Ryszkowski seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

WATER AND SEWER RATES FOR 2022- Each December, the Board is tasked with the challenge of whether to raise water and sewer rates for the upcoming year or not to raise rates. As I indicated throughout the 2022 Budget making process, based on the projected water and sewer revenues for 2022, I didn't see the need to add in any increases in rates to the proposed budget for 2022. With that said, I have provided three resolutions; one for the combined water and sewer accounts, one for the sewer only accounts and one for the Park Terrace sewer only accounts detailing that the rates for 2022 will remain as they were for 2021. I also included a resolution for the 2022 Connection Fees.

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 37 -21 WHEREAS THE BOARD OF DIRECTORS has determined that present revenues are adequate enough to provide for the financial needs of the District for 2022, and;

WHEREAS an increase in revenue is not needed for 2022, and;

WHEREAS, the Board has determined that it is desirable to establish conservation rates, and;

WHEREAS, the Board of Directors has determined the following to be a reasonable charge and necessary in order to provide the District with needed revenue and conservation incentive.

NOW, THEREFORE, BE IT RESOLVED THAT effective January 1, 2022, (regardless of the delivery date of the service) Appendix B, Sections, (A), (B), and (C), of the Rules and Regulation of the District be amended from 2021 and read as follows:

(A) The following rates shall be paid monthly by consumers within the District who have facilities connected directly or indirectly to the water system of the District.

A minimum service charge for each connection shall be paid each month dependent upon the size of the meter as follows:

| | <u>Meter Size</u> | <u>Minimum Charge</u> |
|----|-------------------|-----------------------|
| 1) | 5/8"X3/4" | \$ 13.96 |
| | 3/4" | \$ 16.77 |
| | 1" | \$ 23.58 |
| | 1 1/2" | \$ 42.51 |
| | 2" | \$ 73.33 |
| | 3" | \$ 138.43 |
| | 4" | \$ 212.95 |
| | 6" | \$ 436.61 |

2) The volume Charge for all water consumed each month shall be as follows:

a) Single Family Residential Customers

| <u>Monthly Usage</u> | <u>Charge</u> |
|------------------------|-----------------------|
| 0 – 5,000 Gallons | \$6.63/1,000 Gallons |
| 5,001 – 15,000 Gallons | \$8.29/1,000 Gallons |
| Over 15,000 Gallons | \$10.36/1,000 Gallons |

b) Multi-Family Residential Customers

| <u>Monthly Usage</u> | <u>Charge</u> |
|------------------------|-----------------------|
| 0 – 5,000 Gallons | \$6.63/1,000 Gallons |
| 5,000 – 10,000 Gallons | \$8.29/1,000 Gallons |
| Over 10,000 Gallons | \$10.36/1,000 Gallons |

c) Commercial, Industrial, Educational, Parks and Recreation and Other Customers:

\$7.54 (Seven dollars, and fifty-four cents) per thousand gallons or portion thereof.

3) **CONSTRUCTION WATER:** Water for construction purposes shall be provided only upon the approval of the District Manager to construction projects within the District through connections and meters furnished by the District or approved by the District Manager as follows:

A basic charge, which includes the temporary connection fee of \$50.00 for each construction project plus, \$12.99 (Twelve dollars, and ninety-nine cents) per thousand gallons for all water used. Meters and other devices furnished by the District for construction water connections shall remain the property of the District. A refundable damage deposit shall be held by the District until the meter and other devices are returned in good condition.

(B) The rates by consumers outside the District shall be two (2) times the Rates paid by consumers within the District.

(C) Private Fire Systems – All water users within the District who have on their property unmetered fire protection sprinkler systems or other firefighting systems shall be charged a monthly rate dependent upon the size of the line servicing the said system as follows:

| | |
|-----|-----------|
| 2" | \$ 19.36 |
| 3" | \$ 40.17 |
| 4" | \$ 68.50 |
| 6" | \$ 148.84 |
| 8" | \$ 340.83 |
| 10" | \$ 535.81 |

Director Doak seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

Director Sanchez made a motion to adopt the following resolution:

RES. # 38 -2021 WHEREAS the Board of Directors has determined that present revenues are adequate to provide for the financial needs of the District, and;

WHEREAS, an increase in revenue is not needed for 2022, and;

WHEREAS, the Board of Directors has determined the following to be a reasonable charge and necessary in order to provide the District with needed revenue.

NOW, THEREFORE, BE IT RESOLVED THAT effective January 1, 2022, (regardless of delivery date of the service) Appendix C, Section (A) of the Rules and Regulations of the District be amended from 2021 and read as follows:

(A) The following rates shall be paid monthly by consumers within the District who have facilities connected directly or indirectly to the sewer system of the District:

- 1) A minimum service charge for each connection shall be paid each month as follows: \$7.23 (Seven dollars and twenty-three cents).
- 2) The volume charge for all billable usage shall be \$6.20 (Six dollars, twenty cents) for each 1,000 (one thousand) gallons or portion thereof. The billable usage shall be determined by the average monthly water usage billed during the four-month period, December through March or other period as determined by the District. The average winter volume charge as determined will reflect volume and strength cost associated with normal domestic wastewater and eliminate non-sewer water usage such as irrigation. When determined, the volume charge will be applied uniformly each month.

Director Ryszkowski seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 39 -21 WHEREAS the Board of Directors has determined that present revenues are adequate to provide for the financial needs of the District, and,

WHEREAS, the Board has determined that the fair and reasonable annual charge for all customers within the Park Terrace Subdivision for sanitary sewer service provided by the District to be \$370.00 (Three hundred seventy dollars, and zero cents).

NOW, THEREFORE, BE IT RESOLVED THAT Appendix C, Section (B) of the Rules and Regulations be amended to read as follows:

The monthly charge for all residential customers within the Park Terrace Subdivision effective January 1, 2022, (regardless of delivery date of the service) shall be \$30.83 (Thirty dollars, and eighty-three cents).

Director Sanchez seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

Director Sanchez made a motion to adopt the following resolution:

RES # 40 -21 WHEREAS, the Board has reviewed the adequacy of the District water connection fees and sewer connection fees, and

WHEREAS, the Board has determined that Crestview Water & Sanitation District's connection fees will remain unchanged from 2021, and

WHEREAS, the Metro Water Recovery sewer connection charges will increase for 2022 and are shown below in Section 2b, and

NOW THEREFORE BE IT RESOLVED THAT the Rules and Regulations of the District be amended as follows:

That Appendix A effective upon adoption shall read:

Connection Fees

1. Water Connection Fees:

a. Crestview

| <u>Meter Size</u> | <u>SFRE's</u> | <u>Fees</u> |
|-------------------|---------------|-------------|
| 5/8" X 3/4" | 1 | \$ 3,100 |
| 5/8" X 3/4" 13D | 1 | \$ 4,060 |
| 3/4" | 2 | \$ 4,650 |
| 1" | 4 | \$ 8,000 |
| 1 1/2" | 11 | \$ 22,000 |
| 2" | 20 | \$ 40,000 |
| 3" | 43 | \$ 86,000 |
| 4" | 86 | \$ 172,000 |
| 6" | 205 | \$ 410,000 |

b. Fire Protection Facilities

| <u>Meter Size</u> | <u>Fees</u> |
|-------------------|-------------|
| 2" or smaller | \$960.00 |
| 3" | \$2,160.00 |
| 4" | \$3,840.00 |
| 6" | \$11,280.00 |
| 8" | \$24,000.00 |

2. Sewer Connection Fees

a. Crestview

| | | | |
|--------------------------------------|-----------------------|--------------|------------|
| i. Single Family Residential Unit | | \$ 2,000 | |
| ii. Commercial and Multi-Residential | | | |
| | <u>Water Tap Size</u> | <u>SFREs</u> | <u>Fee</u> |
| | 5/8" X 3/4" | 1 | \$ 2,000 |
| | 3/4" | 2 | \$ 4,000 |
| | 1" | 4 | \$ 8,000 |
| | 1 1/2" | 11 | \$ 22,000 |
| | 2" | 20 | \$ 40,000 |
| | 3" | 43 | \$ 86,000 |

| | | |
|----|-----|------------|
| 4" | 86 | \$ 172,000 |
| 6" | 205 | \$ 410,000 |

b. Metro Water Recovery

i. Single Family Residential Unit

Single Family Detached Dwelling
Mobile Home

Each Residential Unit in a Duplex

Each Unit of a Multi-Residential Unit having a separate water connection

Number of Single-Family Residential Equivalent

(SFRE) – 1.0..... \$ 4,710

ii. Multi-Residential and Non-Residential Property

| <u>Water Tap Size</u> | <u>Number of SFRE</u> | <u>Fee</u> |
|-----------------------|-----------------------|------------|
| 3/4" | 2 | \$ 9,420 |
| 1" | 4.8 | \$ 22,608 |
| 1 1/2" | 11 | \$ 51,810 |
| 2" | 20 | \$ 94,200 |
| 3" | 43 | \$ 202,530 |
| 4" | 86 | \$ 405,060 |

6" and larger will be determined by calculations of Metro Sewer Connection Charges for water service tap sizes six (6) inches or larger.

Director Doak seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

2022 ELECTION-The date for the Colorado Special District biennial election is May 3, 2022. Crestview will have three directors whose terms will expire in May of 2022. The three Directors up for re-election are Mike Doak, Tom Ryszkowski and Victor Sanchez. All three seats will have three-year terms in the 2022 election to get them ready for the newly created odd year elections for special districts.

Crestview voters have voted to eliminate term limits for directors, so all three directors are eligible for re-election. The Board must adopt a resolution to have an election on May 3, 2022. The enclosed resolution will set the date and time for the election, establish the whole District as one precinct with the office as the polling place, name Mitchell T. Terry as the Designated Election Official for this election cycle, establish mail-in ballot application submittal dates, detail nomination procedures for candidates, provide for cancellation of the election, establish severability of the resolution, repeal any acts, orders or resolutions in conflict with the resolution and set the effective date.

One of the first responsibilities of the D.E.O. is to publish notice of election and call for nominations. Although this information has been provided to all of our customers in the transparency notice, it also must be published between January 23, 2022, and February 17, 2022 in a local newspaper. Enclosed is a copy of the "Call for Nominations" notice that will be published in the Westminster Window in the February 3rd edition. Nomination forms are now available at the District office. Self-nomination applications must be returned no later than 4:00 PM, Friday, February 24th. Mail-in ballot applications will be accepted at any time through April 26, 2022 or cancellation of the election. A mail-in ballot will be provided to any applicant that is an eligible elector who cannot or chooses not to vote at the polling place on Election Day.

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 41 -21 WHEREAS the terms of office of Directors Mike Doak, Tom Ryszkowski and Victor Sanchez shall expire after their successors are elected at the Regular Special District election ("Election") to be held on May 3, 2022, and take office, and;

WHEREAS, in accordance with Article 13.5 of Title 1, C.R.S. the election must be conducted to elect 3 Director(s) to serve for a term of three (3) years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crestview Water and Sanitation District in Adams County, State of Colorado that;

1. The regular election of the eligible electors of District shall be held on May 3, 2022, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, TABOR and other applicable laws. At that time, 3 Directors will be elected to serve a three (3) year term each.

2. The district shall consist of one election precinct for the convenience of the eligible electors of the District, the boundaries of which are identical to the boundaries of the District, and there shall be one polling place at the following location:

Situated in Adams County, State of Colorado, the polling place located at 7145 Mariposa Street shall also be the polling place for disabled electors and for eligible electors not residing within the District.

3. The Board of Directors hereby designate Mitchell T. Terry as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of the Resolution and the Act, Code, or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

4. Applications for mail-in voter's ballots may be filed with the Designated Election Official at: 7145 Mariposa Street, Denver CO 80221 not earlier than January 1, 2022, nor later than 4:00 P.M. on April 26, 2022.

5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a self-nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2022 nor later than 4:00 P.M. on February 25, 2022. Interested candidates, who miss the February 25, 2022 deadline, may still apply to run for director by filing an affidavit of intent to be a write-in candidate no later than 4:00 P.M. on Monday, February 28, 2022.

6. If the only matter before the electors is the election of Directors of the District and if, at 4:00 P.M. on March 1, 2022, there are not more candidates than offices to be filled at the Election, including candidates timely filing of affidavits of intent to be a write-in no later than March 1, 2022, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with Article 13.5 of Title 1, C.R.S. The Notice and this resolution, signed by the Board Secretary, shall be filed with the Division of Local Government.

7. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

8. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

Effective Date. The provisions of this Resolution shall take effect immediately.

Director Sanchez seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted.

AMENDING OF DISTRICT RULES AND REGULATIONS and EMPLOYEE POLICY MANUAL-In reading through Crestview's Rules and Regulations, there isn't a clear delineation of ownership of service lines. I have enclosed a resolution to amend the Rules and Regulations to articulate the District owned portion of the water service line and the property owner's portion of the service line. Also, I have enclosed a resolution to amend the Employee Policy Manual regarding the Expectation of Privacy relating to

electronics (computers, tablets, District provided cell phones, email and voicemail), offices, desks, lockers and District vehicles.

Director Ryszkowski made a motion to adopt the following resolution:

RES. # 42 -21 BE IT RESOLVED THAT, The Board of Directors of the Crestview Water and Sanitation District desires to amend the Rules and Regulations of the Crestview Water & Sanitation District Part III – Water Rules and Regulations, Article II – Water Connections, Section C – Division of Ownership – Individual Connections Required, and

WHEREAS, the District’s Rules and Regulations Part III – Water Rules and Regulations, Article II – Water Connections, Section C – Division of Ownership – Individual Connections Required currently reads, “If, subsequent to connection under Section B, subparagraphs 1 and 2, the ownership of buildings connected under one service line shall be divided, then individual connections shall be required and, upon payment of connection fee, made pursuant to Section B thereof.” shall be amended to read,

Water Service Lines extending from the curb stop to each building or Unit, including water meters connected with and forming an integral part of the District water supply system shall become and are the property of the Customer. Said Usership shall remain valid whether the Service Lines are constructed, financed, paid for, or otherwise acquired by the District or by other persons.

All water meters, including commercial meters are the property of the Customer. The District may monitor any meter problems and meter maintenance, repairs, or replacement. All maintenance, repair, and replacement costs are the responsibility of the Customer. Notwithstanding the foregoing, the meter is a fixture attached to the property served and shall not be removed by the Customer from such property under any circumstances without prior approval of the District, except in an emergency. and,

NOW THEREFORE BE IT RESOLVED THAT, effective December 8, 2021, The Crestview Water and Sanitation District Rules and Regulations Part III – Water Rules and Regulations, Article II – Water Connections, Section C – Division of Ownership – Individual Connections Required read, “Water Service Lines extending from the curb stop to each building or Unit, including water meters connected with and forming an integral part of the District water supply system shall become and are the property of the Customer. Said Usership shall remain valid whether the Service Lines are constructed, financed, paid for, or otherwise acquired by the District or by other persons.

All water meters, including commercial meters are the property of the Customer. The District may monitor any meter problems and meter maintenance, repairs, or replacement. All maintenance, repair, and replacement costs are the responsibility of the Customer. Notwithstanding the foregoing, the meter is a fixture attached to the property served and shall not be removed by the Customer from such property under any circumstances without prior approval of the District, except in an emergency.

Director Sanchez seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

Director Sweeney made a motion to adopt the following resolution:

RES. # 43 -21 A RESOLUTION AUTHORIZING AMENDMENTS TO THE EMPLOYEE POLICY MANUAL

WHEREAS, the Board of Directors of the Crestview Water and Sanitation District (“Board”) previously adopted the Employee Policy Manual; and

WHEREAS, the Board desires to amend the Employee Policy Manual to address the use and monitoring of District-owned property and computers and video surveillance on District premises, as further described herein; and

WHEREAS, the Board hereby finds and determines that the amendments to the Employee Policy Manual set forth herein are appropriate and necessary for the best management and operation of the District.

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

Amendment to Employee Policy Manual. Section 5.00 of the Employee Policy Manual is amended by adding the following new subsections:

Section 5.50 District Property; Personal Property

All District facilities, offices and workspaces, including desks and lockers, and District-owned computers, tablets and cell phones are the property of the District. ***The District reserves the right to access such areas and property at any time, for any reason, without notice to the employee.*** Therefore, employees should not expect that such areas and property will be treated as private and personal to the employee.

District property is to be used only for official District business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, and directives. Limited, occasional or incidental use of District property for personal non-District purposes is acceptable, so long as such use is done in a manner and for a purpose that does not negatively affect the District's primary business purposes. If District telephones, copiers, or other property is used for personal business and the District incurs any charge associated with the personal use, the employee shall promptly reimburse the District for any such incurred charges.

No employee shall remove District property or the property of any other employee from District premises or work sites without proper authorization. Employees who need to use District property outside of normal working hours or at off-site excursions or events shall be required to sign out the property or equipment and will be responsible for the replacement cost of lost, stolen or damaged and unrepairable items.

Employees who are issued District property, including District Computers (as defined in Section 5.60), keys, gas cards, credit cards, cell phones, laptop computers, tablets, uniforms or any other incidentals upon employment with the District, must return issued property at the end of their employment.

The District will not tolerate employee theft of District property or the property of others, or the abuse, misuse, damage, waste, or destruction of District property or the property of others. However, the District assumes no responsibility or liability whatsoever for the damage, loss or theft caused by third parties to the personal property of staff members.

5.60 Computer Use

All District-owned computers, cell phones, and other electronic devices (collectively, "District Computers") must be used in a responsible, efficient, ethical and legal manner consistent with the objectives of the District. Transmission or access of any material in violation of any U.S. or state law or regulation is prohibited, as is transmission or access of non-work-related material. Access to sexually oriented material is specifically prohibited. The District reserves the right to determine what use of District Computers in the workplace is appropriate. Violation of this policy may result in disciplinary action, up to and including termination.

Internet transactions and e-mail, voice, and text messages using District Computers are not private. District staff may monitor these transactions and messages at any time, for any reason, without notice to the user.

5.70 Video Surveillance

To promote the safety of employees and visitors, as well as the security of District facilities, the District reserves the right to conduct video surveillance of any portion of its premises at any time, except in private areas of restrooms, showers and dressing rooms, and as otherwise provided by law.

Publication of Amended Policy Manual. The Policy Manual, as amended hereby, shall be republished by District staff.

Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

Director Ryszkowski seconded the motion.
AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.
NAYS: None.
The resolution was unanimously adopted

2021 WATER MAIN REPLACEMENT PROJECT- The 2021 water main replacement project consisted 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 was 4,827 linear feet. The total cost for the 2021 Water Main Replacement was \$654,609.26 for a linear foot cost of \$135.61. The current contractor linear foot cost is \$460. At \$460 per linear foot, the cost to the District would have been \$2,220,420. The District saved approximately \$1,565,810.

The emergency water main replacement in Cyd Drive has been completed except for the final patch back. Final costs are not available at this time. 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.

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 November purchase
43,285,000 gallons
Average since 2006 is 35,224,000 gallons

LEGAL REPORT – ALLISON ULMER

Ms. Ulmer stated that she has been working on the resolution to amend the Employee Policy Manual with Mr. Terry. Work has also been performed pertaining to a customer complaint regarding the reimbursement of funds for a water service repair performed in 2017.

BILLS –

Director Doak made a motion to adopt the following resolution:

RES # 44 -21 – BE IT RESOLVED THAT the Bills be paid.

Director Sanchez seconded the motion.
AYES: Directors Doak, Sweeney, Ryszkowski 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 Tap Report was accepted as presented.

PUBLIC INFORMATION- A Call for Nominations will be posted in the Westminster Window in the February 3, 2022 edition.

NEW BUSINESS-Employee Incentive award discussion

Director Sanchez made a motion to adopt the following resolution:

RES. # 45 -21 BE IT RESOLVED THAT the Crestview Water and Sanitation District employees be given an incentive award of \$600 net, per employee in recognition of the hard work and dedicated service to the District over the last twelve months, and;

BE IT RESOLVED THAT the award is made in December 2021, in addition to the regular payroll, and;

BE IT FURTHER RESOLVED THAT the award is not intended to set a precedent. It is given in recognition of the hard work and dedicated service of Crestview's employees during 2021.

Director Doak seconded the motion.

AYES: Directors Doak, Sweeney, Ryszkowski and Sanchez.

NAYS: None.

The resolution was unanimously adopted

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 6:23 pm.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer