

# RECORD OF PROCEEDINGS

---

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE CRESTVIEW WATER AND SANITATION DISTRICT  
ADAMS COUNTY, COLORADO  
**JUNE 8, 2022**

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held June 8, 2022, 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:

Allison Ulmer	Attorney
Mitch Terry	District Manager

Members absent:

Kathy Laurienti	Metro Representative
-----------------	----------------------

**THE PLEDGE OF ALLEGIANCE WAS RECITED**

**PUBLIC COMMENTS-**

No one from the public joined the meeting.

**METRO REPORT – KATHY LAURIENTI**

No Report was provided

**MINUTES FOR APPROVAL, MAY 18, 2022**

Director Doak asked if there were any corrections, deletions or additions to the Minutes for the May 8, 2022, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the May 8, 2022, meeting of the Board were accepted as presented.

**DISTRICT MANAGER'S REPORT**

**JUNE BIRTHDAYS-**

Happy June birthday to Donovan Norton in maintenance, Clarice O'Hanlon, Crestview's engineer and Blake Casselberry in the pipeline group.

**SDA ANNUAL CONFERENCE-**

It's that time of year again for me to bring up the Special Districts Association of Colorado's annual conference. The conference will be held September 13<sup>th</sup> – 15<sup>th</sup> in Keystone, Colorado. Please let me know as soon as you can if you will be attending so I can start the registration process.

*Directors Sweeney, Ryszkowski and Sanchez confirmed that they will be attending.*

*Mr. Terry will also be attending the conference.*

### MAIN OFFICE SAFETY CONCERNS-

In the past, I have asked the Board if we could close the office to the public. I understand that it is a public building and access is expected but recently, there have been several instances of concern for the safety of the office staff. In just the past three weeks, there have been three unusual occurrences in the office. The notes below were documented by Crestview's office clerk, Heather Torgersen:

- **A woman** came into the office in a panic looking around as if she was being chased. She was all over the box and acting very strange. I said, "May I help you?" and she asked for a phone charger and if she could come in and charge her phone. I explained that we could not accommodate that for her but offered to call the police if she felt like she was in danger. She told me that someone was chasing her and is after her and needed to know a way to get to the bus stop without going on Pecos because she was scared. I recommended that we call police and get her help but if she insisted on leaving, that she should go down the side streets to get to the bus stop. She left in a rush and panic and went through the park.
- **A customer** came in to pay and Lori went to the desk to help her while Heather was putting cash in the safe. A man came in directly behind her that had his head covered with a blanket and he seemed strange and was acting very sneaky. At first glance it appeared that he was with the woman but Heather and Lori both were feeling uneasy about his actions. After getting a closer look, we saw that he was carrying a pillow and blanket and appeared high or drunk or both and very jumpy, fidgety, and unpredictable. About 1 minute after he came into the box, two Crestview employees came into the main office through the secured door and the man realized that he could come through the security door and slid into the main office. Lori yelled "Hey you can't come in here" but at this point he was trying to get completely through by the water feature. Heather yelled at the two Crestview guys to grab him and one of the employees blocked him. It scared the customer pretty good. He ran out to the north side of the office and threw himself on the ground, so we had to have one of the guys tell him he had to leave. He got up and stole a rock and left. The following Monday it looked like he left his shopping cart, pillow and skateboard on the north side of the lawn, so the guys threw it away.
- **A woman** came in to pay her bill then a man wearing a black hoodie, black pants and red shoes got out of a silver car and came into the box about 1 minute after the woman. He kept his head down, hands in his pocket and faced the back wall so we could not see his face. Feeling uncomfortable about this, Heather looked at Lori and they both felt uneasy, so Lori stood by the panic button while Heather finished waiting on the woman. After the woman left, Heather helped the man, he pulled the invoice out of the front pocket of his hoodie, and he still was acting strangely. He kept his hands in his pocket and his hood up and stayed looking down. He kept looking at the area below the front window. He paid his bill and left but the car that dropped him off took off, so he walked to the north side of office and took off, very weird.

These types of activities are getting more common and the staff is starting to get concerned for their safety and have asked me to ask the Board to consider closing the office to walk in service to keep them safe.

Crestview has multiple methods to pay bills and walk in service is just one of them. North Pecos Water & Sanitation District closed their office to walk in service at the onset of COVID-19 and is still closed to this day for safety reasons. The North Washington Street Water & Sanitation District has installed bulletproof glass in their entry way to keep their employees safe from potential threats.

*Mr. Terry indicated that he had a conversation recently with Director Doak about installing bullet proof glass instead of closing the office to walk-in service.*

*Director Sanchez asked what we would do about the lower sections of glass then suggested CMU, a type of brick construction.*

*The Board asked Mr. Terry to look into getting bullet proof glass proposals from some glass companies.*

### FEDERAL BLVD. WATER MAIN BREAK-

On May 25<sup>th</sup> at 11:00 PM, Crestview had a water main break on Federal Blvd. just south of 64<sup>th</sup> avenue. The break was on a 12" water main with a 12' split and some holes. The maintenance team replaced a section of pipe and placed it back into service.

At 1:30 that same night, there was another water main break on 66<sup>th</sup> avenue just west of Lowell Blvd. The pipeline replacement team made that repair. The total estimated combined amount of water loss was 815,000 gallons. Two hundred feet of two southbound lanes had such severe street damage that we contracted with Chavez Construction to repave the damaged section of Federal Blvd. The initial proposal was \$33,750 however, we haven't received a final invoice yet.

The water main in Federal Blvd. has had four water main breaks since September of 2021. I believe it's time to budget some funds in 2023 to have the water main in Federal Blvd. replaced. Since the design would be so complex, Crestview's engineer, Clarice O'Hanlon advises that Crestview send out RFPs for an engineering firm to produce the design plans as a firm would have a larger staff to work on the design. Larry Hopper, Superintendent of the pipeline replacement team has asked that his crew not be involved in the construction of the new water main due to traffic control demands and most importantly the safety of his crew. My estimate for the engineering design would be in the neighborhood of \$50,000 to \$100,000. The replacement would total approximately 5,400 linear feet at approximately \$500 per linear foot, totaling \$2,700,000. The entire project could exceed \$3.5 million.

*Director Doak asked if there would be any value in having the main replacement be 24" pipe to the north end of the project.*

*Mr. Terry stated that ideally, the water main south of 64<sup>th</sup> avenue would be 24" pipe with the water main north of 64<sup>th</sup> avenue being reduced to 16" for water quality purposes and that Denver Water would model the design to determine the best configuration.*

*Mr. Terry also indicated that the new water main installed to serve the Pomponio Terrace development in 2017 along Federal Blvd. is a 16" water main that starts at 67<sup>th</sup> Place and Federal Blvd. then runs north along Federal Blvd. ultimately turning east down 70<sup>th</sup> avenue and ending at 68th avenue and Zuni Street.*

*Director Doak asked for some linear foot pricing from other Districts based on their current projects.*

*Director Doak asked about requiring future development that attaches to the new water main pay extra to help Crestview get some of the costs back.*

*Mr. Terry stated that the tap fees (system development fees) that we have collected over the recent high development years are to go toward the replacing of the system's "backbone" water mains such as in Federal Blvd.*

*Mr. Terry suggested that to keep all things fair districtwide, that the Board consider increasing our system development fees across the spectrum which will help pay back the expenses of the Federal Blvd. main replacement.*

*Director Ryszkowski recommended looking at an increase in tap fees for the entire district.*

*Director Doak asked if we wanted to purchase the needed pipe for the project and have the contractor install it.*

*Director Sanchez asked if the contractor would warranty the pipe.*

*Director Doak stated that the manufacturer would have to warranty the pipe.*

*Director Ryszkowski stated that the contractor may not do the job if they don't supply the materials.*

#### 2022 WATER MAIN REPLACEMENT PROJECT-

The pipeline crew has replaced the water main in Larsh Drive from 68<sup>th</sup> avenue north to 72<sup>nd</sup> avenue and is currently transferring over the service lines to the new main. Jordan Drive will be replaced from Fern Drive east to Samuel Drive as the second half of the project. This project will have approximately 4,800 linear feet of water main replacements. Larry Hopper is currently purchasing as much pipe and fittings as are available for the next project.

Denver Water May purchase  
61,955,000 gallons  
Average since 2006 is 49,900,000 gallons

*Director Doak voiced his concern over the difference from the actual usage to the average usage amount.*

*Mr. Terry informed the Board that the staff has been looking into any possibility of a leak or if it was just high consumption. Both master meters were trending the same regarding usage graphing possibly indicating that there is no leak. Denver Water's usage is very similar to Crestview's for the month also.*

**ATTORNEY'S REPORT – ALLISON ULMER**

Ms. Ulmer stated that there are no new or pending legal issues to discuss

**BILLS -**

Director Doak made a motion to adopt the following resolution:

**RES # 12 - 22 – BE IT RESOLVED THAT** 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 May Office Data was accepted as presented

**FINANCIAL REPORT -**

The May Financial Report was accepted as presented

**TAP REPORT -**

The Tap Report was accepted as presented.

*Mr. Terry asked the Board what their feelings are regarding the housing market and how they see tap sales in 2023.*

*Directors Doak and Sanchez voiced that there will probably be a 25 to 30% drop.*

*Director Ryszkowski asked how the 6001 Federal Blvd. development is progressing regarding the relocation of the 52<sup>nd</sup> & Eliot master meter and the design of the 58<sup>th</sup> & Lowell master meter.*

*Mr. Terry stated that there has been minimal communication recently from the developer however, that could just be a product of the developer trying to obtain the railroad crossing agreement for the Lowell Blvd. master meter water main.*

**NEW BUSINESS** – No new business

There being no further business, Director Doak adjourned the meeting at 6:14 PM.

Respectfully submitted,

---

Danny Sweeney, Secretary/Treasurer