

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
AUGUST 9, 2023

The regular 5:30 PM meeting of the Board of Directors of the Crestview Water and Sanitation District was held August 9, 2023, in-person at the District office. The meeting was presided over by Board Vice-President, Tom Ryszkowski. Board Secretary Danny Sweeney was present to record the minutes.

Members present:

Tom Ryszkowski
Danny Sweeney
Victor Sanchez
Kathy Laurienti

Vice-President
Secretary/Treasurer
Director
Director

Also present:

Allison Ulmer
Mike Barrett
Mitch Terry

Attorney
Metro Representative
District Manager

Members absent:

Mike Doak

President

THE PLEDGE OF ALLEGIANCE WAS RECITED

PUBLIC COMMENTS -

No one from the public joined the meeting.

ANNIVERSARY AWARDS TO JESSEN ECKERT AND MIKE VALADEZ –

Vice-President Ryszkowski presented a 15-year anniversary plaque to Crestview's Maintenance Superintendent, Jessen Eckert and a 5-year anniversary plaque to Crestview's Maintenance Foreman, Mike Valadez.

The Board thanked each employee for their hard work and dedication to the District.

METRO WATER RECOVERY REPORT- Mike Barrett

Mr. Barrett provided a packet to the Board detailing what Metro votes on pertaining to the 2024 Budget. Crestview's 2024 treatment charge was highlighted at \$1,464,488 which is \$7,452 less than the 2023 charges. Metro's 2024 Budget was approved at their last meeting.

Director Sanchez asked Mr. Terry to look into creating individual sampling stations for customers that contribute higher volumes of wastewater and/or higher than normal loadings.

MINUTES FOR APPROVAL, JULY 12, 2023

Director Ryszkowski asked if there were any corrections, deletions or additions to the Minutes for the July 12, 2023, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the July 12, 2023, meeting of the Board were accepted as presented.

DISTRICT MANAGER'S REPORT – MITCH TERRY

AUGUST BIRTHDAYS- Happy August birthday goes out to Bob Russell in Billing and Rick Flynt in Maintenance.

EMPLOYEE ANNIVERSARIES-

Jessen Eckert, Crestview's maintenance superintendent celebrated his 15th anniversary on July 21st and Mike Valadez, Crestview's maintenance foreman celebrated his 5th anniversary on July 19th. Congratulations to both Jessen and Mike!

EMPLOYEE RESIGNATION-

Jose Jacobo in the maintenance department, resigned from Crestview on July 21st to seek employment elsewhere. We have posted the position on our website and on Indeed. We are getting some applicants that could fit and some that don't. More to come on that at the next meeting.

COST OF LIVING INCREASE FOR 2024-

In advance of the creation of the 2024 Budget, I am requesting the Board approve a 4% cost of living increase for all employees beginning January 1, 2024.

Director Laurienti asked why Mr. Terry was asking for 4% when the current Colorado CPI is 3.2%

Mr. Terry stated that the request last year for 2023 was 8% with the Board deciding to provide 4% in 2023 and look at providing 4% for 2024 to smooth the increase in 2023.

Director Sanchez recalled the discussion from last year and agreed that that was the case.

Director Laurienti suggested that the Board wait until the next Board meeting when Director Doak would be in attendance.

The remainder of the Board agreed to wait until the August 23rd meeting of the Board to make a decision.

METRO WATER RECOVERY-

Every quarter, all connectors of Metro's collection system are required to provide Metro with a Sewer Connection Report whether they have sold any connections or not. Crestview provided the report to Metro stating that there were no connections in the 2nd quarter of 2023. After researching our tap records, Bob Russell, in our Billing department, found that Crestview actually sold twelve sewer connections in the second quarter. The amount that Crestview would have paid to Metro was supposed to be \$61,440.00 however, since the payment was late, Metro charged Crestview with a late fee of \$40.40 which represents the interest charge based on 18% per annum per Metro's Rules and Regulations.

DENVER WATER BACKFLOW AND CROSS CONNECTION PROGRAM-

Denver Water has been managing Crestview's and seven other districts' backflow and cross connection program for the past seven years. In a meeting with Denver Water on July 26th, Denver Water staff informed me that they will discontinue the program for the 8 districts effective January 1, 2025. Denver Water will be providing education to the districts along with each district's recent 3-year monitoring historical data.

Crestview's staff is discussing who of Crestview's staff would be best suited to implement and manage the program starting January 1, 2025.

Crestview utilizes ADG (American Data Group) as our financial software company for over three decades. ADG has a backflow node in their software package that may do most of the heavy lifting for us. I have requested a demonstration of the software so that we can determine if it will provide the service we need to manage the program.

Director Laurienti asked if Crestview has employees that could perform this service.

Mr. Terry stated that we do have employees that can perform the work once they are trained by Denver Water. Denver Water indicated that they would provide training for Crestview and the other seven districts free of charge.

Director Laurienti asked if Denver Water will provide the property histories of devices and mailings.

Mr. Terry said that Denver Water would be providing the past three years of each.

Director Sanchez asked if these were monthly testing requirements or annual testing requirements. He also asked if these are only for commercial accounts.

Mr. Terry stated that these requirements are for any service that is not single-family and just once per year.

Director Laurienti asked if the ADG software was provided on a monthly fee basis.

Mr. Terry said that the node was already available free to Crestview.

2023 SDA CONFERENCE-

The 2023 Special District Association of Colorado's annual conference will be Tuesday, September 12th-Thursday, June 14th this year. I have registered Tom Ryszkowski, Danny Sweeney and myself to attend the conference and also made room arrangements for each.

AWWA ACE 2024 ANNUAL CONFERENCE-

The 2024 AWWA conference is going to be in Anaheim, California June 10-13. I have requested that our office clerk who moonlights as a travel agent get pricing for flights, rooms and two rental cars needed to allow all five Board members and myself to fly there and back and have separate rooms for the stay.

If we stay 10 to twenty miles away from the conference center;

Fly in to John Wayne Orange County and stay at the Hyatt with two cars \$11,460.

Fly in to John Wayne Orange County and stay at the Cambria with two cars \$14,050.

If we stay within a block of the conference center;

Fly in to LAX and stay at the Anaheim Marriott with two cars \$29,700.

Directors Ryszkowski, Sweeney, Sanchez and Laurienti have asked Mr. Terry to make arrangements for them to attend the 2024 ACE conference.

METRO WATER RECOVERY ATTENDANCE-The Bylaws of the Metro Water Recovery, Article IV, Section 5(e), state "Semi-annually, the CEO shall notify the Executives of the Director's Member Municipality of the attendance records for the periods January through June and July through December of its representative(s) at Board of Directors and committee meetings. The notices shall be sent out in January and July of each year". Included in your packet is a summary of the attendance record, based on the number of meetings for which your Director is assigned for July through December 2022. Crestview's appointed Director is Mike Barrett. Mr. Barrett attended four out of four meetings held.

INSURANCE PROPERTY SURVEY-

I requested that our property and liability insurance provider have a reviewer come to Crestview to survey our properties for potential issues. Paul Fisher, from Glatfelter, met with Jessen Eckert and me on July 13th at the District's office. Mr. Fisher asked many questions from fire and tornado drills to Emergency Response Plans. He asked if Crestview acquires annual driving records for all employees that drive Crestview's vehicles also.

After the interview, Mr. Fisher asked for a tour of the main office, the water storage tank property and the maintenance facilities at 64th & Pecos.

On July 21st, we received the results of the survey which noted three items of concern:

- No smoke detectors at the maintenance facilities
- No driver histories acquired annually
- No defensive driving training annually

We have purchased and installed networked smoke detectors at the maintenance facility

I am currently obtaining permission forms from the employees and will obtain driving records afterward and Jessen is setting up defensive driving training.

Other than these three items, Mr. Fisher had no other concerns of note.

CRESTVIEW'S 75TH ANNIVERSARY-

Crestview's 75th anniversary is Sunday, June 30, 2024. The celebration should be held on Friday, June 28th from 11:00 to 2:00 at the maintenance facility at 64th & Pecos. We can have the District's maintenance vehicles on display and have one of the garages open for tours.

The staff at the office came up with a suggestion to contract with In-N-Out Burger to have their Cookout Truck provide our food. The cost for the truck is a minimum of \$2,000 with \$500 being a trip charge. The remaining \$1,500 would be for food. In-N-Out does not sell from this truck so the food is

only provided by tickets that we would hand out to the attendees of the event. The In-N-Out Cookout Truck is reserved on a first come, first served basis up to a year in advance.

If we invited Board members (both current and former), employees, Attorney (3), Auditor, consulting engineers (3), Denver Water (3), Metro (3), other water and sewer districts (3 each), vendors... we could have 70 guests to start and provide more tickets if needed. Thoughts?

The Board agreed to contract with In-n-out for Friday, June 28th from 11:00 to 2:00.

2023 WATER MAIN REPLACEMENT PROJECT-

The 2023 Water Main Replacement Project will consist of Alan Drive from 68th avenue north to 72nd avenue, Raritan Street from Jordan Drive north to 72nd avenue and Quivas Street from Raritan Street north to 72nd avenue. The water main replacements in Alan Drive, Raritan Street and Quivas Street are 100% complete. The total cost of the project came to \$790,980 for 4,622 linear feet calculating to \$171.13 per linear foot.

After completion of this project, the pipeline crew will be replacing the water main in Julian Street from 68th avenue north to Mosko Court on an emergency basis due to the numerous water breaks over the years that have caused flooding of some houses downhill of the water breaks.

The pipeline crew is also going to be replacing the water main in 70th avenue from Pecos Street east to Lipan Street then north on Lipan Street to 70th Place as part of the Adams County 70th avenue rehabilitation project this year.

WATER BREAK US 36 & ZUNI STREET-

Nothing new to report.

As we have discussed in several of the last Board meetings, Crestview had a large water main break on a 10" water main in Zuni Street at the south sound wall of US 36 on November 16, 2022

On December 1st, Crestview's maintenance crew replaced a 45" section of 10" pipe to make the repairs. A 14" X 12" hole blew out of the east side of the water main. The 10" pipe has been returned to service.

During the January 25th meeting of the Board, Crestview's Board adopted a resolution to have BTrenchless bore a new 24" casing pipe under US 36 and insert a new 12" pvc water main inside the casing pipe for the bid price of \$420,261.00. Crestview's pipeline crew will perform the tie-ins at each end of the bore and will replace approximately 100 to 200 linear feet of water main to both the south and north of the new bore to eliminate old pipe from valve to valve in Zuni Street.

Crestview has received our contract documents from BTrenchless that includes the bid price and required performance bond, 5% retention and warranty period.

Denver Water was contacted to gain authorization for an emergency repair. Denver Water authorized the emergency replacement of both the 10" and 14" existing water mains under US-36.

Potholing has been performed and a corridor for the bore has been determined.

CDOT permit applications have been provided to CDOT and plans are being reviewed. This process is taking longer than expected.

Since the summer irrigation season is now upon us, we may need to decide to delay the project until October 2nd. The risk is that we will be utilizing the 10" main that we are replacing for a few more months. The bigger risk is running out of water if the 10" is taken offline during irrigation season.

ADAMS COUNTY 70TH AVENUE, BROADWAY TO PECOS RECONSTRUCT PROJECT-

Nothing new to report.

Adams County hosted a progress meeting on May 4, 2023 to discuss the project. Adams County's engineers have provided their 60% plans to Crestview. Crestview staff is planning on designing the replacement of the water main sections within 70th avenue that will need to be replaced prior to the start of the Adams County project. There are two 8" water mains that will be impacted by this project. One water main runs in 70th avenue from Pecos Street east to Lipan Street and the other segment runs from Huron Street east to Kidder Drive of which both will need to be replaced prior to the

commencement of construction of the Adams County project. Clarice O'Hanlon is designing the replacement and our pipeline replacement crew will be performing the replacements. The Adams County project is to start construction in June of 2024.

CLEAR CREEK VILLAGE-

Nothing new to report

The developer, Crestview staff and representatives of Denver Water met on January 27, 2022 to discuss the horizontal location of a proposed twelve-inch water main and new 10-inch master meter to be constructed in Lowell Blvd. from 58th avenue north to 62nd avenue to create a third source of water into Crestview from Denver Water.

The engineers for the project have provided a Union Pacific Crossing Agreement naming Crestview as the Licensee. Naming Crestview as the Licensee is common as the crossing will ultimately belong to Crestview. By naming Crestview as the Licensee, there are fees and insurances needed to be paid for the project to proceed. Crestview's attorney, Allison Ulmer is reviewing the agreement and will be supplying Crestview with a Hold Harmless Agreement to have between the developer and Crestview. This Hold Harmless Agreement should keep Crestview from having to pay any of the fees required by Union Pacific.

DENVER WATER JULY PURCHASE-

65,705,000 gallons

10-year average is 75,652,000 gallons makes for a 13% drop in water purchase over the last 10-year avg.

WATER SOLD IN JULY-

47,850,000 gallons

10-year average is 63,033,000 gallons makes for a 24% drop in water sales over the last 10-year avg.

LEGAL REPORT – ALLISON ULMER

Ms. Ulmer stated that she had nothing new to report

BILLS –

Director Laurienti made a motion to adopt the following resolution:

RES # 23 - 23 – BE IT RESOLVED THAT Bills be paid.

Director Sanchez seconded the motion.

AYES: Directors Ryszkowski, Sweeney, Sanchez and Laurienti

NAYS: None.

The resolution was unanimously adopted

OFFICE DATA -

The July Office Data was accepted as presented.

FINANCIAL REPORT -

The July Financial Report was accepted as presented.

NEW BUSINESS –

No new business

There being no further business, the meeting was adjourned at 6:56 PM.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer