

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE CRESTVIEW WATER AND SANITATION DISTRICT
ADAMS COUNTY, COLORADO
NOVEMBER 8, 2023

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

Crystal Schott
Mike Barrett
Mitch Terry

Para-Legal
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.

METRO WATER RECOVERY REPORT- Mike Barrett

- Metro is still having difficulties hiring employees.
- Metro is capturing the methane gas from the Hite treatment facility and selling it to the EU market making approximately \$1.7 million annually. Much of Metro's treatment facility is being heated and cooled with the captured methane.
- Metro is over budget in 2023 due to unplanned equipment replacements
- Metro is studying the feasibility of having wind turbines installed at the MetroGro farm.

MINUTES FOR APPROVAL, OCTOBER 11, 2023

Director Ryszkowski asked if there were any corrections, deletions or additions to the Minutes for the October 11, 2023, meeting of the Board.

There being no corrections, deletions or additions, the Minutes for the October 11, 2023, meeting of the Board were accepted as presented.

MINUTES FOR APPROVAL, OCTOBER 25, 2023 BUDGET PUBLIC HEARING

Director Ryszkowski asked if there were any corrections, deletions or additions to the Minutes for the October 25, 2023 Budget Public Hearing.

There being no corrections, deletions or additions, the Minutes for the October 25, 2023, meeting were accepted as presented.

DISTRICT MANAGER'S REPORT – MITCH TERRY

NOVEMBER BIRTHDAYS-

Happy November birthday to Director Vic Sanchez and Domenick Noffsinger in Pipeline.

TRANSPARENCY NOTICE 2024- In this packet, I have supplied the Board with a copy of the 2024 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.

Ms. Schott stated that a means of contact for Board members is statutorily required to be on the Transparency Notice and suggested that there be an email address on the left side of the notice.

Mr. Terry indicated that he would have the manager@crestviewwater.com email address added to the left column.

LET'S GO WITH PAPERLESS BILLING-

It was brought to me last week by Bob Russell, our billing clerk, that Crestview should consider going to paperless billing for all of our customers. According to Bob's calculations, Crestview would save just over \$50,000 every year by no longer sending out paper bills. Our customers would still be able to pay their bills as they always have but would no longer get a paper bill in the mail. They would receive an email bill instead of a paper bill.

Monthly, we currently provide:

Email only bills	1,018	16% of our bills
Printed and email bills	2,873	46% of our bills
Printed only	2,408	38% of our bills
Printed bills total	5,281	

The savings would come by way of:

Paper invoices – 108,000 annually	\$ 290
Envelopes (outgoing and return) – 108,000 annually	\$ 7,280
Postage – annual	\$ 32,787
Postage ink – annual	\$ 2,104
Leases of stuffing machine and postage meter – annual	\$ 6,843
Printer costs – annual	\$ 600
Personnel costs (Billing clerk, maintenance w/truck)	\$ 1,000
ANNUAL SAVINGS	\$ 50,904

The City of Thornton went paperless on January 1st of this year. They have a webpage in their Utility Billing section of their website detailing their paperless notice and how customers can sign up for e-billing. See the enclosed screenshot.

If the Board chose to go paperless, we could set up our website in a similar way. It seems only appropriate to have our full implementation date be far enough out to allow for flyers to be mailed out over three billing cycles. With the requirement of mailing out the Transparency Notice to each account before the end of December. That would make the implementation date April 1st of 2024.

Director Sanchez asked how customers can access their bill if they don't have internet access.

Mr. Terry indicated that most if not all customers have cell phones and email addresses on them.

Director Sanchez stated that he knows several people that don't have either.

Director Sanchez recommended that Crestview provide the option of email billing that would be printed or email only.

Mr. Terry stated that Crestview already provides the options of paper bills or email bills or both already.

Director Laurienti asked how the customers would sign up for email only if we went paperless.

Mr. Terry said that they could sign up on Crestviewwater.com or call our office to have it set up.

Many of the directors suggested that we create a flyer and have it added to the bills to encourage our customers to switch to paperless bills then revisit the idea at a later date.

WATER BREAK US 36 & ZUNI STREET BORE-

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.

UPDATE: The project is moving along but has run into a bit of an issue. It hasn't been determined how it happened yet, but the bore has hit the bottom of a storm drain vault and an associated 24" storm sewer pipe. These should have been addressed during the alignment of the bore. Adams County will allow the bore to be located under the box if the site was flow-filled. BTrenchless potholed all of the facilities and engineered the bore to miss the utilities including the storm sewers.

The Board indicated that they would not pay a change order due to this misalignment.

The 12" pvc pipe has been fused and is waiting to be installed once the bore is complete. Once the new pipe is installed in the carrier pipe, Crestview's pipeline team will make the connections to our system on both ends of the new pipe.

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

Adams County's head of engineering emailed us a notice that the alignment of the proposed storm sewer will stay as designed by Adams County's consulting engineers. Xcel Energy will need to relocate a 4" gas main in 70th avenue from Huron to Kidder Drive to provide a corridor for Crestview's new water main.

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 starting date is now on a temporary hold until Right of Way acquisitions are completed.

The plans for the water main replacement in 70th avenue from Pecos Street to Lipan Street and Lipan Street from 70th avenue north to 70th Place are at Denver Water for final review and should be approved anytime.

CRESTVIEW'S 75TH ANNIVERSARY-

Nothing new to report.

Crestview's 75th anniversary is Sunday, June 30, 2024. The celebration will be held on Friday, June 28th from 11:00 to 1:00 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.

We have contracted 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 contract minimum is for 153 meals for a total cost of \$2,106.50.

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.

The pipeline crew has replaced the water mains in Julian Street from 68th avenue north to Mosko Court, 68th place from Julian street to Knox Court, Knox Court from 68th to Mosko Court and Mosko Court from Julian Street to Knox Court on an emergency basis due to the numerous water main breaks over the years that have caused flooding of some houses downhill of the water breaks. Denver Water has approved the emergency replacement of these mains.

On an emergency replacement basis, the pipeline crew will be replacing the existing 6" water main in 66th avenue from Lowell Blvd. west to Newton street due to the many water breaks this year. This section of water main is part of our scheduled replacement of 66th avenue from Lowell Blvd. to Tennyson Street in 2024.

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 either this year or next year when school is out for a period of time for safety reasons.

AWWA ACE 2024 ANNUAL CONFERENCE-

The 2024 AWWA conference is going to be in Anaheim, California June 10-13. I have requested our office clerk, who moonlights as a travel agent, to make the arrangements. There was a \$7,396.74 deposit payment made on September 13th with the balance for the remaining \$13,274.76 due by April 20, 2024.

These costs are only for air and hotel. It does not include the AWWA conference registration fees, food or any incidentals.

The conference registrations will be set up and paid for in January of 2024. Travel days are June 9th and June 14th. No rental cars will be required as taxi or Uber will be a less expensive option.

DENVER WATER OCTOBER PURCHASE-

47,237,000 gallons
10-year average is 43,462,000 gallons

WATER SOLD IN OCTOBER-

54,803,000 gallons
10-year average is 53,778,000 gallons

LEGAL REPORT – CRYSTAL SCHOTT

Ms. Schott updated the Board regarding a court motion from the Northgate Water District requesting dissolution of the district. Crestview signed an IGA with Northgate in 2015 to have Crestview provide water to all of Northgate's customers and that Northgate would sign over its system to Crestview. Crestview began providing water to Northgate's customers in August of 2018.

Northgate's Board has decided to dissolve the district and filed a motion with the Adams County courts to do so.

Northgate still has money and it will have to go to Crestview, \$310,000. Many times when this is done, there is an agreement between both districts as to how this will happen then they file the motion and Order for Dissolution, then the Court would issue the order for the dissolution election and inclusion. This situation is not like that since Northgate is already entirely within Crestview.

Northgate has already obtained resolutions from Adams County and the City of Westminster approving of the dissolution.

Crystal's office has filed an entry of appearance that has been accepted. Crestview's legal firm was served the notice that the hearing is scheduled for November 29th for the actual dissolution.

The question now is, what happens to the \$310,000 that Crestview will receive from Northgate.

State statute says that we must apply it to the bills of the customers that were formerly Northgate customers to reduce their rates, fees, tolls and charges.

Mr. Terry indicated that he and Crestview's staff are desiring to use the money to replace the 60+ year old asbestos concrete (AC) water main with new pvc water main.

Ms. Schott suggested that she contact the Northgate attorney and work with him to write the Order of Dissolution inserting wording allowing the money to be used for maintenance and replacement.

BILLS –

Director Sweeney made a motion to adopt the following resolution:

RES # 30 - 23 – BE IT RESOLVED THAT Bills be paid.

Director Laurienti seconded the motion.

AYES: Directors Ryszkowski, Sweeney, Sanchez and Laurienti

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.

NEW BUSINESS – No new business

There being no further business, the meeting was adjourned at 6:35 PM.

Respectfully submitted,

Danny Sweeney, Secretary/Treasurer
