

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
THE CHERRY CREEK VILLAGE WATER DISTRICT AND  
THE BOARD OF DIRECTORS OF ITS WATER UTILITY ENTERPRISE  
HELD  
SEPTEMBER 12, 2023**

The regular monthly meeting of the Board of Directors of the Cherry Creek Village Water District and the Board of Directors of its Water Utility Enterprise (collectively referred to hereafter as “Board”) convened at 7995 E. Prentice Ave, Ste. 103E, Greenwood Village, Colorado 80111 on Tuesday, September 12, 2023, at 8:15 a.m. The meeting could also be attended via Zoom. The login information was listed in the meeting notice posted by the District and the public was able to attend the meeting via Zoom if they so desired.

**ATTENDANCE**

The regular meeting of the Board was called and held, as shown, in accordance with Colorado law. The following Directors were present:

Lou Schroeder  
Dale Heider  
Eric Montag  
Cynthia Domer  
Charlie MacKean

Also in attendance were:

Joel Meggers Community Resource Services of Colorado, LLC.  
Greg Sekera, Kennedy/Jenks  
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer, Via Zoom

**CALL TO ORDER /  
PLEDGE OF  
ALLEGIANCE**

Director Schroeder called the meeting to order at 8:15 a.m. and the Pledge of Allegiance was conducted.

**QUORUM /  
QUALIFICATIONS/  
DISCLOSURE MATTERS**

It was noted that a quorum was present. All the Directors are qualified and there are no conflicts of interest disclosures required. Director Schroeder moved to excuse Director Domer. Upon second by Director Montag, vote was taken and motion carried unanimously.

**ADMINISTRATIVE  
MATTERS**

Agenda: Upon review and discussion of the agenda and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the agenda presented.

Minutes: The Minutes of the August 8, 2023 regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the minutes were approved as presented.

# RECORD OF PROCEEDINGS

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## PUBLIC COMMENT

There was no public comment.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Mr. Meggers reviewed the September 12, 2023, claims represented by check numbers 1457, 1549-01555 totaling \$136,347.11 Auto-Payments to Denver Water totaling \$93,818.30 and Director payments totaling \$461.75 to reflect total claims of \$230,627.16. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the September 12, 2023, claims as presented.

Review Cash Position and Fund Allocation: Mr. Meggers reviewed the Cash Position with the Board for the period ending August 31, 2023. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.

Financial Statements: Mr. Meggers reviewed the Financial Statements for the period ending August 31, 2023. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Utility Account Delinquencies: Director Heider reviewed the account delinquencies with the Board.

## DIRECTORS ITEMS

There were no Director items.

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Adoption of Resolution Opposing Proposition HH: Mr. Meggers reviewed the resolution with the Board. Upon review and discussion of the resolution and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the resolution presented.

# RECORD OF PROCEEDINGS

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## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes.

Update on Water Line Improvement Project: Mr. Flynn updated the Board on this item.

Review and Consideration of Pay Estimate No. 1 – Water Line Replacement Project: Upon review and discussion of the water line replacement project and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the pay estimate.

## LEGAL

Denver Water Rates for 2024: Mr. Flynn updated the Board on this item.

Distributor Forum Breakfast: Mr. Meggers spoke to the Board about this breakfast and invited them to go if they would like too.

## ADJOURNMENT

There being no further business to come before the Board, upon a motion made, seconded and upon vote, unanimously carried, the meeting was adjourned at 9:10 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary for the Meeting

September 6, 2023

## Memorandum

To: Board of Directors  
Cherry Creek Village Water District

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on September 12, 2023  
*Cherry Creek Village Water District*  
KJ Job No. 2346003\*GENW

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Briefly presented below are the items that we have been involved in during the past month.

**I will not be present at the meeting this month due to travel and the SDA conference. Lisa Schwien will attend and present our report on my behalf.**

1. CIP Water Line Replacements – The Contractor, Diaz Construction, began pre-construction potholing on S. Alton Street on August 14. Installation of the new parallel 8-inch water line began the following week. Through September 6 Diaz has completed approximately 800 feet of pipe. Diaz has been able to parallel the existing water main and keep it active and therefore not needing to install temporary water services to the homes. The project so far has proceeded without any major concerns or unexpected costs. However, we are spending more time than expected in the field assisting Diaz and helping the project run smoothly with the City and the homeowners.

Pay Estimate No. 1 has been prepared for payment of work completed through August 31. The total amount due the Contractor is \$106,960.50. We will review the pay application with the Board at the meeting.

2. Commercial Meter Replacement Project – *No update for this past month.* There are 15 meters that remain to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. C&L has been unable to get these done due to crew availability. We are coordinating with C&L for their schedule to replace the meters. Manual reads of the 15 commercial meters are being performed at CRS's request until the meters are replaced.
3. System Maintenance – We coordinated the following maintenance items during the past month:
  - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 19.3 MG for the August period (approx. 3.5 MG more than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were no issues with meters or transponders in August. Manual reads were performed by C&L for several meters for the August readings.

## Memorandum

Engineering Report – Cherry Creek Village Water District  
September 6, 2023  
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- Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
  - a. There were no investigations performed in August.
- Fire Hydrant and Valve Maintenance – *No update for this past month.* C&L has completed the annual valve maintenance and flushing of the fire hydrants and blow-offs. We are reviewing the inspection reports. We will coordinate with C&L for addressing the list of repairs that have been identified in this and previous year reports. However, the immediate focus for C&L will be on commercial meter replacements.
- GIS – We are reviewing most efficient method for updating the meter data and are planning to complete the updates this year.
- Fire Hydrant Meter – There is no outstanding fire hydrant use permit.
- Emergencies / Water Line Breaks – There were no water line beaks this month.
- Facility Locates – The number of locate requests were at a normal level in August.  
811 is discontinuing providing the WebTMS Ticket Management Portal. This has been free to utilities until now. To keep the portal active for C&L's use the District needs to pay an annual software subscription. We are assisting with the transition of the portal this month to have it completed by the October 1 termination date. The cost of the first year software subscription is \$575.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

## 2023 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	023 BUDGET AMOUNT	ACTUAL COST
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2024	\$0	\$5,754
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2023	\$5,840	\$5,106
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$2,400	\$0
4	Flush Dead End Cui-de-sacs (Blow-Offs)	11	Once/Year	May-2022	\$880	\$814
	Subtotal				\$9,120	\$11,674
	Contingency @	10%			\$1,000	\$0
<b>Total Routine Maintenance</b>					<b>\$10,000</b>	<b>\$11,674</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
5	Raise Valve Boxes from Under Asphalt	7		May-2023	\$7,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	12		May-2023	\$1,200	\$0
7	Replace Valve/B.O. (in asphalt)	4		May-2023	\$28,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	5		May-2023	\$4,000	\$0
9	Fire Hydrant Replacement	3		July-2023	\$33,000	\$0
10	Fire Hydrant Repairs	9		September-2023	\$5,400	\$0
11	Fire Hydrant Painting	24		May-2023	\$3,240	\$0
12	Emergency Repairs (water line breaks)	2			\$44,000	\$0
	Subtotal				\$125,840	\$0
	Contingency @	15%			\$19,000	\$0
<b>Total System Repairs and Replacements</b>					<b>\$145,000</b>	<b>\$0</b>
<b>Contractor Services (by C&amp;L and ORC)</b>						
13	Operator in Responsible Charge	12	Monthly		\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24	Year		\$7,200	\$2,886
15	Manual Meter Reads	12	Monthly		\$6,000	\$10,826
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$733
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$5,779
18	Utility Locates (field)	6	Monthly		\$14,400	\$6,290
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$26,514
	Contingency @	20%			\$8,000	\$0
<b>Total Contractor Services</b>					<b>\$49,000</b>	<b>\$26,514</b>
<b>Total Repairs and Maintenance</b>					<b>\$204,000</b>	<b>\$38,188</b>

### NOTES:

- Actual Cost column is summation of C&L Invoices received and approved in current year. Costs do not include material and equipment costs paid to others by District for repairs.