

**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
NOVEMBER 8, 2022**

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, November 8, 2022, 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:

John Forney
Lou Schroeder
Cynthia Dormer

Absent were Directors Heider and Montag whose absence was excused.

Sue Blair, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn Ulmer, By Zoom

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:30 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.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

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

Minutes: The Minutes of the October 11, 2022, 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.

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the November 8, 2022, claims represented by check numbers 1477 - 1482 totaling \$14,650.89 and Denver Water totaling \$40,275.74 director checks totaling \$369.40, with a grand total of \$ 55,296.03. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the November 8, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period October 31, 2022. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.

Financial Statements: Ms. Blair reviewed the Financial Statements for the period ending October 31, 2022. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Utility Account Delinquencies: Ms. Blair reviewed the account delinquencies with the Board. There are 0-60 days, 0-90 days and 2-30 days past due commercial customers. For Residential, there are 16-60 days and 7-90 days past due. Shut offs will be November 18th.

Public Hearing to Approve 2022 Budget, Appropriate Expenditures and Certify the Mill Levy:

RECORD OF PROCEEDINGS

Legal Counsel advised the Board that notice of the District's 2023 Budget Hearing was published in accordance with State law and that the Board had jurisdiction to open the meeting.

Ms. Blair opened the public hearing. There being no public present, the Public Hearing was closed. Ms. Blair reviewed the proposed 2023 Budget with the Board and an in-depth discussion ensued. At the conclusion of the discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board moved to approve the 2023 budget and to adopt the Resolutions related thereto consisting of Resolution 2022-11-1 to adopt the budget, Resolution 2022-11-2 to appropriate the funds contemplated for expenditure by the budget and Resolution 2022-11-3 which approves certification of the District's property tax mill levy. It was noted that adoption of the Resolutions was subject to adjustment based upon the final assessed valuation that the District receives from Arapahoe County.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

MAINTENANCE AND OPERATIONAL MATTERS

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

LEGAL

Mr. Flynn reported that a public hearing will be conducted at the December meeting of the Board to consider water rate increases. The notice is published on the District's website.

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 9:30 a.m.

Respectfully submitted,



Secretary for the Meeting

November 3, 2022

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 November 8, 2022
Cherry Creek Village Water District
KJ Job No. 2246003*GENW

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

1. Commercial Meter Replacement Project – The order for the meter equipment has been placed with Badger. They are indicating delivery windows of April and May. C&L will begin manual reads of the commercial meters beginning in January and will continue those until the meters are replaced.
2. North Water Line Replacements – The plans have been sent to South Metro Fire and Denver Water for final review. The plan is to bid the project the first quarter of 2023 for construction in spring/summer.
3. 2023 Budget – I updated my recommendations based on the discussion last month for the commercial meters and reviewed the draft budget and provided comments to Sue.
4. 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 8.1 MG for the October period (approx. 10.0 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in October. Manual reads were performed for the two school meters by C&L for the October readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were none performed in October.
 - Fire Hydrant and Valve Maintenance – We will work with C&L beginning 1st quarter for addressing the list of repairs that have been identified the past two years and that we have recommended budget for.
 - GIS – We have started the process of updating the meter data for all the new meters installed to date.
 - Fire Hydrant Meter – There is no outstanding fire hydrant use permit.

Memorandum

Engineering Report – Cherry Creek Village Water District
November 3, 2022
Page 2



- Emergencies / Water Line Breaks – There were no water line breaks this month.
- Facility Locates – The number of locate requests were at a normal level in October.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2022 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	022 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$6,525	\$5,847
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$4,241
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	\$704	\$719
	Subtotal				\$14,520	\$10,807
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$16,000	\$10,807
System Repairs and Replacements (by C&L, others)						
5	Raise Valve Boxes from Under Asphalt	6		May-2022	\$6,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	20		May-2022	\$1,800	\$0
7	Replace Valve/B.O. (in asphalt)	2		May-2022	\$20,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	6		May-2022	\$4,800	\$0
9	Fire Hydrant Replacement	3		July-2022	\$33,000	\$0
10	Fire Hydrant Repairs	4		September-2022	\$2,400	\$0
11	Fire Hydrant Painting	20		May-2022	\$2,700	\$0
12	Emergency Repairs (water line breaks)	2			\$40,000	\$10,745
	Subtotal				\$110,700	\$10,745
	Contingency @	15%			\$17,000	\$882
Total System Repairs and Replacements					\$128,000	\$11,627
Contractor Services (by C&L and ORC)						
13	Operator in Responsible Charge	12			\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$10,947
15	Manual Meter Reads (once per month)	12		Monthly	\$3,000	\$1,779
16	Service Shut-offs (estimated)	12			\$2,100	\$1,127
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$2,089
18	Utility Locates (field)	48			\$7,200	\$10,687
	Subtotal				\$28,500	\$26,629
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$26,629
Total Repairs and Maintenance					\$179,000	\$49,063

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.