

**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
June 13, 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, June 13, 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 Schroder
Eric Montag
Dale Heider
Cynthia Dormer
Charlie MacKean

Also in attendance were:

Sue Blair and Molly Couture, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer, Via Zoom
Paul Oppegaral, Village North Customer

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Schroder 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 Dormer. Upon second by Director Montag, vote was taken and motion carried unanimously.

RECORD OF PROCEEDINGS

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 May 9, 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.

PUBLIC COMMENT

There was no public comment.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Blair reviewed the June 13, 2023, claims represented by check numbers 1522-1528 totaling \$28,429.65 Auto-Payments to Denver Water totaling \$36,937.98 and Director payments totaling \$369.40 to reflect total claims of \$65,829.38. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 13, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending May 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: Ms. Blair reviewed the Financial Statements for the period ending May 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.

SDA Conference: Ms. Blair noted that the SDA conference is in September.

RECORD OF PROCEEDINGS

MAINTENANCE AND OPERATIONAL MATTERS

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

Discussion Regarding High Readings: Ms. Couture reviewed this item to the Board had said this item has been fixed and complete.

LEGAL

Update on Denver Water's Current Water Supply Situation: Mr. Flynn gave an overview of Denver Water's supply and collection systems. He spoke about the management agreements that are in place for the Colorado River. He noted that if the lower basin states place a call on the Colorado River, it will be very costly to residents in the upper basin states, especially Denver Water customers in the metropolitan area.

Recent Property Tax Legislation: Mr. Flynn gave a brief overview of Senate Bill 2023-303 which is labeled as a property tax reduction measure. It will place on the ballot in November 2023 Proposition HH for the voters of the State of Colorado. It was noted that if Proposition HH passes, most likely the District will need to adopt two different budgets. One based upon the preliminary assessed valuation the assessor provides in August of 2023 and the second based upon the updated assessed valuation the assessor will need to provide before the end of December 2023. Additional information regarding the impacts of Senate Bill 2023-303 will be provided at future meetings.

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 9:33 a.m.

Respectfully submitted,



Secretary for the Meeting

June 8, 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 June 13, 2023
Cherry Creek Village Water District
KJ Job No. 2346003*GENW

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

1. Commercial Meter Replacement Project – C&L replaced 14 commercial and irrigation meters in May. There are now 15 meters that need to be replaced. They are mostly the retail meters that require after business hour installations. We are coordinating with C&L for their schedule to replace the meters. C&L is performing manual reads of the 15 commercial meters until the meters are replaced. In addition, we have been working to resolve the large meter read discrepancies between water registered at the customer meters and the water supplied to the District by Denver Water. The issue appears to be the commercial and irrigation meters that were recently installed, and the meter data and software not being updated. We are working with Badger and CRS to resolve the issue. We will further discuss the issue and provide an update at the meeting.
2. CIP Water Line Replacements – The Contractor, Diaz Construction, has not been able to confirm material delivery and provide a firm start date. We are anticipating that construction will begin next month. We will conduct the pre-construction meeting prior to them starting to coordinate with the City on their requirements. We have drafted the project notification to be mailed to the affected homeowners. The notification is attached and we hope that the board can review it and provide comments at the meeting.
3. CDPHE Sanitary Survey – Our bi-annual CDPHE sanitary survey was conducted on May 16. We attended the site meeting with the District's ORC and provided the requested data to the State's engineer. There were no issues or violations found or discussed.
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 7.2 MG for the May period (approx. 3.0 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in May. Manual reads were performed for approximately 11 meters by C&L for the May readings.

Memorandum

Engineering Report – Cherry Creek Village Water District
June 8, 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 two (2) residents that requested leak investigations in May. Both were not related to the water system.
- Fire Hydrant and Valve Maintenance – C&L 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 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.
- 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 May.
- 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
Routine Maintenance (by C&L Water Solutions)						
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
Total Routine Maintenance					\$10,000	\$11,674
System Repairs and Replacements (by C&L, others)						
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
Total System Repairs and Replacements					\$145,000	\$0
Contractor Services (by C&L and ORC)						
13	Operator in Responsible Charge	12	Monthly		\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24	Year		\$7,200	\$1,967
15	Manual Meter Reads	12	Monthly		\$6,000	\$9,381
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$285
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$3,413
18	Utility Locates (field)	6	Monthly		\$14,400	\$2,998
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$18,044
	Contingency @	20%			\$8,000	\$0
Total Contractor Services					\$49,000	\$18,044
Total Repairs and Maintenance					\$204,000	\$29,718

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.