

**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 14, 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, November 14, 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 Dormer
Charlie MacKean

Also in attendance were:

Sue Blair, Community Resource Services of Colorado, LLC.
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 Dormer. 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 October 10, 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

PUBLIC COMMENT	There was no public comment.
FINANCIAL MATTERS	<p><u>Review and Approve Payment of Claims:</u> Ms. Blair reviewed the November 10, 2023, claims represented by check numbers 1564-1572 totaling \$157,755.12 Auto-Payments to Denver Water totaling \$43,968.29 and Director payments totaling \$370.60 to reflect total claims of \$202,092.81 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the November 10, 2023, claims as presented.</p> <p><u>Review Cash Position and Fund Allocation:</u> Ms. Blair reviewed the Cash Position with the Board for the period ending October 31, 2023. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.</p> <p><u>Financial Statements:</u> Ms. Blair reviewed the Financial Statements for the period ending October 31, 2023. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.</p> <p><u>Utility Account Delinquencies:</u> Director Heider reviewed the account delinquencies with the Board</p>
DIRECTORS ITEMS	There were no Director items.
MANAGEMENT ITEMS	<p><u>Review Consumption Report:</u> The Board reviewed the Consumption Report.</p>
MAINTENANCE AND OPERATIONAL MATTERS	<p><u>Engineering Report:</u> Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes.</p> <p><u>Update on Water Line Improvement Project:</u> Director MacKean told the Board about CDOT's pricing and Diaz Construction was very favorable about this improvement.</p>
LEGAL	<p><u>Public Hearing to Approve 2024 Budget, Appropriate Expenditures and Certify the Mill Levy:</u></p>

RECORD OF PROCEEDINGS

Legal Counsel advised the Board that notice of the District's 2024 Budget Hearing was published in accordance with Local Government Budget law and that the Board had jurisdiction to open the hearing.

Ms. Blair opened the public hearing. There being no public present, the Public Hearing was closed. Ms. Blair reviewed the proposed 2024 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 budget, appropriate the funds for the budget, and certify the District's property tax mill levy for tax year 2023, all subject to whatever adjustments are necessary when the District receives the final assessed property values from Arapahoe County which may not occur until late December 2023 or early January 2024. Sue Blair was authorized to make whatever adjustments are necessary due to any changes that may occur in the District's final assessed valuation.

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 9:11 a.m.

Respectfully submitted,



Secretary for the Meeting

November 9, 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 November 14, 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. CIP Water Line Replacements – For the October period, Diaz Construction, completed asphalt paving for the trenches on S. Alton Place and S. Akron Court and final abandonment of the existing water lines. The remaining work primarily consists of concrete sidewalk repairs and final street restoration (milling and asphalt overlay). We expect the project to be fully completed this month.

Progress Pay Estimate No. 3 has been prepared for payment of work completed through October 31. The total amount due the Contractor is \$111,064.50. We will review the pay application with the Board at the meeting.

2. Commercial Meter Replacement Project – C&L has been unable to replace any of the remaining commercial meters this past month. There are 12 meters that remain to be replaced. These are mostly the retail meters that require after business hour installations and smaller irrigation meters. C&L is attempting to schedule dates and times with the property owners for the replacements and outages. Manual reads of the 12 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 8.7 MG for the October period (approx. 8.7 MG less 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 October. Manual reads were performed by C&L for several meters for the October readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no investigations performed in October.
 - Fire Hydrant and Valve Maintenance – C&L raised and replaced a valve box in S. Alton Street. The work was required so that the main in Alton could be isolated for final completion of the North water line replacements. We are reviewing the

Memorandum

Engineering Report – Cherry Creek Village Water District
November 9, 2023
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inspection reports from C&L for the annual valve maintenance and flushing of the fire hydrants and blow-offs. We will coordinate with C&L for addressing the list of repairs that have been identified in this and previous year reports.

- GIS – *No update for this past month.* We are reviewing most efficient method for updating the meter data.
- 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 October.
- Backflow Prevention Device Conformance – Denver Water will end management of the District's backflow devices at the end of 2024. We will need to explore options next year for the District taking back management of the program in 2025.
- 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	\$3,341
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	\$3,341
	Contingency @	15%			\$19,000	\$0
Total System Repairs and Replacements					\$145,000	\$3,341
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	\$3,264
15	Manual Meter Reads	12	Monthly		\$6,000	\$12,636
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$733
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$6,381
18	Utility Locates (field)	6	Monthly		\$14,400	\$8,790
19	811 Locate Clears	24	Monthly		\$5,760	\$3,420
	Subtotal				\$41,400	\$35,224
	Contingency @	20%			\$8,000	\$1,969
Total Contractor Services					\$49,000	\$37,193
Total Repairs and Maintenance					\$204,000	\$52,208

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.