

**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
APRIL 9, 2024**

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, April 9, 2024, 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 and Kayla Blair, Community Resource Services of Colorado, LLC
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cole Flynn Winn & Ulmer

**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 no conflicts of interest disclosures are required.

**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 as presented.

Minutes: The Minutes of the March 12, 2024, 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

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 8:52 a.m.

Respectfully submitted,



Secretary for the Meeting

April 4, 2024

Memorandum

To: Board of Directors
Cherry Creek Village Water District

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting April 9, 2024
Cherry Creek Village Water District
KJ Job No. 2446003*GENW

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

1. Commercial Meter Replacement Project – C&L was able to change out one meter, Dairy Queen, in March. There are 8 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 8 commercial meters are being performed at CRS's request until the meters are replaced.
2. 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 100% of the flow and the Dayton meter delivered 0%. Total water supplied to the District was 3.4 MG for the March period (approx. 0.2 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no meter or transponder issues this past month. Manual reads were performed by C&L for 9 meters for the March 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 March.
 - Fire Hydrant and Valve Maintenance – C&L initiated work on the list of repairs and maintenance for this year. They completed in March the following:
 - ✓ Cleaned and painted 20 fire hydrants in the North area
 - ✓ Performed annual fire hydrant inspections of all hydrants
 - ✓ Repaired/replaced four (4) valve boxes
 - ✓ Replaced two fire hydrants in the Village on the Lake
 - GIS – We are in the process of updating the meter data including reviewing the most efficient method for updating the data without having to enter it by hand.
 - Fire Hydrant Meter – There is no outstanding fire hydrant use permit.

Memorandum

Engineering Report – Cherry Creek Village Water District
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- Emergencies / Water Line Breaks – There were no water line breaks this past month.
- Facility Locates – The number of locate requests were normal in March.
- Lead Service Line Inventory – *No update*. The EPA has mandated that all water utilities develop a service line inventory that documents material of all service lines. This needs to be prepared and completed by October of this year. We believe that Denver Water will handle the EPA reporting on behalf of all the distributors. However, we will still want to have our inventory in the GIS.
- Backflow Prevention Device Conformance – *No update*. Denver Water will end management of the District's backflow devices at the end of 2024. We will continue to explore options with CRS for the District beginning management of the program in 2025.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2024 Water System Maintenance Tracking
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	ANTICIPATED DATE	EST COST PER UNIT (BUDGET)	024 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)							
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2025		\$0	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2024	\$85	\$6,205	\$4,524
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$1,200	\$2,400	\$0
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	May-2024	\$85	\$935	\$0
	Subtotal					\$9,540	\$4,524
	Contingency @	10%				\$1,000	\$0
Total Routine Maintenance						\$11,000	\$4,524
System Repairs and Replacements (by C&L, others)							
5	Raise Valve Boxes from Under Asphalt	10		May-2024	\$1,000	\$10,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	12		May-2024	\$100	\$1,200	\$2,203
7	Replace Valve/B.O. (in asphalt)	2		May-2024	\$7,000	\$14,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	4		May-2024	\$1,200	\$4,800	\$1,500
9	Fire Hydrant Replacement	3		July-2024	\$12,000	\$36,000	\$0
10	Fire Hydrant Repairs	5		July-2024	\$600	\$3,000	\$0
11	Fire Hydrant Painting	24		May-2024	\$135	\$3,240	\$2,500
12	Emergency Repairs (water line breaks)	2			\$22,000	\$44,000	\$0
	Subtotal					\$116,240	\$6,203
	Contingency @	15%				\$17,000	\$0
Total System Repairs and Replacements						\$133,000	\$6,203
Contractor Services (by C&L and ORC)							
13	Operator in Responsible Charge	12	Monthly		\$500	\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	12	Monthly		\$300	\$3,600	\$317
15	Manual Meter Reads	6	Monthly		\$175	\$12,600	\$2,765
16	Service Shut-offs	12	Year		\$200	\$2,400	\$295
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$250	\$6,000	\$3,837
18	Utility Locates (field)	4	Monthly		\$200	\$9,600	\$1,818
19	811 Locate Clears	24	Monthly		\$22	\$6,336	\$988
20	811 Ticket Management Portal Subscription	1	Year		\$500	\$500	\$286
	Subtotal					\$47,036	\$10,305
	Contingency @	20%				\$9,000	\$0
Total Contractor Services						\$56,000	\$10,305
Total Repairs and Maintenance						\$200,000	\$21,032

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.