

RECORD OF PROCEEDINGS

**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 9, 2021**

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 9, 2021, at 8:45 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
Eric Montag
Dale Heider
Cynthia Dormer

Cathy Noon, Community Resource Services of Colorado, LLC.
By Zoom
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cockrel & Cole P.C By Zoom

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:55 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.

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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 presented.

Minutes: The Minutes of the October 12, 2021, 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. Noon reviewed the November 9, 2021, claims represented by check numbers 1387 - 1396 totaling \$293,725.19. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the November 9, 2021, claims as amended.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period October 31, 2021, adjusted as of November 5, 2021. 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. Noon reviewed the Financial Statements for the period ending October 31, 2021. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Review of Redstone Maturing CD Options: Ms. Noon reviewed this item with the Board. The 7-month CD is up and Redstone has not changed their rates, therefore the Board can roll over the CD for another 7 months at 0.2 percent which is the best option at this time. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted rolling over the CD at Redstone for 7 mos. at .02 percent.

Utility Account Delinquencies: Director Heider reviewed the account delinquencies with the Board. Commercial has zero accounts at 60 days, zero at 90 days and there are no shut offs. Residential has seven accounts over 60 days and four over 90 days. Shut off day normally would have been November 24th, but it has been extended until after the Thanksgiving holiday.

DIRECTORS ITEMS

There were none.

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MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

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

Legal Counsel advised the Board that notice of the District's 2022 Budget Hearing was published in accordance with State law and that the Board had jurisdiction to open the meeting.

Director Forney opened the Public Hearing. There being no public present, the Public Hearing was closed. Ms. Noon reviewed the proposed 2022 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 adopted resolutions 2021-11-1, 2021-11-2 and 2021-11-3 and the 2022 Budget, subject to whatever property tax revenue adjustments are necessary when the District's final assessed valuation is received from Arapahoe County during the first part of December, 2021.

MAINTENANCE AND OPERATIONAL MATTERS

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

Replacement Meter Program: Mr. Sekera let the Board that the meter replacements should be starting on Monday, November 15.

Dayton Master Meter Replacement: Work is scheduled for November 12th.

811 Notification Program: The District's response process is being restructured to allow C&L Water Solutions, Inc. to manage the entire process rather than sharing the work between C&L and Kennedy Jenks. The matter will be discussed in greater detail at a future meeting.

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LEGAL

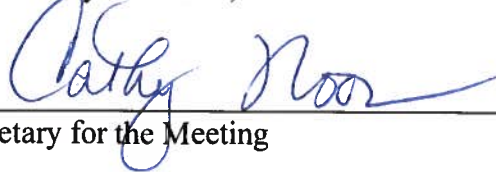
Agreement for Professional Engineering Services between Kennedy/Jenks and the Cherry Creek Village Water District for the Replacement of the District's Cast Iron Pipe in the North Village: Mr. Flynn reviewed this agreement with the Board. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the agreement for professional engineering services between Kennedy Jenks and the District and authorized the President and Vice President to sign the agreement.

Update on Legal Services Provided by Collins Cockrel & Cole: Mr. Flynn gave an update and reviewed the status of the dissolution of Collins Cockrel & Cole. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board authorized the District's files located in Collins Cockrel & Cole to be transferred to Mr. Flynn's new firm. A form of engagement letter will be provided to the Board for consideration at its December meeting.

Is 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 10:22 a.m.

Respectfully submitted,



Secretary for the Meeting

November 4, 2021

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on November 9, 2021
Cherry Creek Village Water District
KJ Job No. 2146003*GENW

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

1. Residential Meter Replacement Project – The District has received all of the 450 endpoints from Badger. With all new equipment now received, KUS plans to start installations on November 15. We continue to coordinate with Badger and Keystone Utility Services (KUS) regularly for status and schedule for the meter installations. I will provide an update at the meeting.
2. North Water Line Replacements – Following approval of our engineering proposal for the design and bidding phase services for the three cul-de-sacs, Tim has prepared the Agreement for Consulting Services. The Agreement is included in the packet for board approval and our authorization to begin the design phase.
3. 2022 Budget – My recommendations for next year's budget for repairs and maintenance and capital projects were presented last month. I have made no changes to them.
4. Emergency Response Plan (ERP) – Following the Risk Assessment that was completed in June the EPA requires that the District complete an Emergency Response Plan (ERP). The ERP needs to be completed by December 30, 2021. We are updating the District's current Plan for conformance with EPA requirements. We will complete the Plan update in the first part of December for Cathy to certify it with the EPA before the end of the year.
5. 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 11.5 MG for the October period (approx. 12.2 MG less than the prior period).
Dayton Master Meter – Denver Water plans to replace the meter on November 8. They are estimating the replacement will take one day and the meter will be off-line for a total of three days. During the shut-down we will be reliant on the Yosemite Meter.
 - PRVs – There are currently no issues or concerns with the PRVs. We are working with C&L for adjustment of the Dayton PRV for better balance of the flows.
 - Meter Transponders – There were no new failures reported for the October readings. There are approximately 60 meters with failed transponders. Manual reads were performed for the two school meters by C&L for the October readings.

Memorandum

Cathy Noon, District Manager
November 4, 2021
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- Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues this past month.
- Fire Hydrant and Valve Maintenance – No update for this past month. Due to the impact of the water line breaks on the maintenance budget this year I am recommending that we delay some of the valve and fire hydrant repairs scheduled for this year until next. I have updated the list of valve and fire hydrant repairs to be performed next year and have included line items in my budget recommendations.
- GIS – Next edits will be performed when the new meters are installed to add meter data.
- Fire Hydrant Meter – There were no fire hydrant permits issued.
- Emergencies / Water Line Breaks – There were no emergencies or new water line breaks to report.
- Facility Locates – Locate requests were above typical again in October. I would like to discuss at a future meeting, the responsibilities for locate requests beginning next year.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2021 Water System Maintenance Tracking

Cherry Creek Village Water District

| ITEM | DESCRIPTION | NO. OF UNITS | FREQUENCY | SCHEDULED DATE | 021 BUDGET AMOUNT | ACTUAL COST |
|---|---|--------------|--------------------|----------------|-------------------|------------------|
| Routine Maintenance (by C&L Water Solutions) | | | | | | |
| 1 | Inspect/Operate Valves | 145 | Once Every 2 Years | May-2022 | \$0 | \$0 |
| 2 | Inspect/Operate Fire Hydrants | 73 | Once/Year | May-2021 | \$4,015 | \$3,840 |
| 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-2021 | \$660 | \$660 |
| | Subtotal | | | | \$7,075 | \$4,500 |
| | Contingency @ | 10% | | | \$1,000 | \$0 |
| Total Routine Maintenance | | | | | \$8,000 | \$4,500 |
| System Repairs and Replacements (by C&L, others) | | | | | | |
| 5 | Replace Dayton PRV (6" PRV valve only) | 1 | | 2021 | \$10,000 | \$11,944 |
| 6 | Raise Valve Boxes from Under Asphalt | 8 | | May-2021 | \$6,000 | \$0 |
| 7 | Clean Valve Boxes (vacuum and operate valve) | 20 | | May-2021 | \$1,800 | \$3,035 |
| 8 | Replace Valve/B.O. (in asphalt) | 2 | | May-2021 | \$20,000 | \$18,238 |
| 9 | Misc. Valve Repairs (replace valve boxes) | 8 | | May-2021 | \$4,800 | \$0 |
| 10 | Fire Hydrant Replacement | 3 | | July-2021 | \$33,000 | \$9,815 |
| 11 | Fire Hydrant Repairs | 6 | | May-2021 | \$3,600 | \$0 |
| 12 | Fire Hydrant Painting | 15 | | May-2021 | \$1,950 | \$0 |
| 13 | Emergency Repairs (water line breaks) | 2 | | | \$40,000 | \$89,311 |
| | Subtotal | | | | \$121,150 | \$132,342 |
| | Contingency @ | 15% | | | \$18,000 | \$7,224 |
| Total System Repairs and Replacements | | | | | \$139,000 | \$139,566 |
| Contractor Services (by C&L and ORC) | | | | | | |
| 14 | Operator in Responsible Charge | 12 | | | \$6,000 | \$1,000 |
| 15 | Customer Service/Response (Investigations, Emergencies) | 24 | | | \$4,800 | \$3,887 |
| 16 | Master Meter Reads (once per month) | 12 | | Monthly | \$3,000 | \$2,734 |
| 17 | Service Shut-offs (estimated) | 12 | | | \$2,100 | \$334 |
| 18 | Meter Transponder Repairs/Replacements (Labor Only) | 36 | | | \$8,100 | \$160 |
| 19 | Utility Locates (field) | 48 | | | \$7,200 | \$6,675 |
| | Subtotal | | | | \$31,200 | \$14,790 |
| | Contingency @ | 20% | | | \$6,000 | \$2,136 |
| Total Contractor Services | | | | | \$37,000 | \$16,926 |
| Total Repairs and Maintenance | | | | | \$184,000 | \$160,991 |

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.