

**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
March 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, March 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:

John Forney
Eric Montag
Dale Heider
Cynthia Dormer

Absent was Director Lou Schroeder. Upon motion duly made, seconded, and a vote taken, Mr. Schroeder was excused.

Also in attendance were:

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

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney 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 February 14, 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 March 14, 2023, claims represented by check numbers 1504– 1510 totaling \$25,490.33, Auto-Payments to Denver Water totaling \$17,052.38, and Director payments totaling \$369.40 to reflect total claims of \$42,912.11. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 14, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending March 9, 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 February 28, 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. There are zero commercial accounts delinquent, one residential account that is 90-days delinquent, and eleven residential accounts that are 60-days delinquent.

Ms. Blair reviewed the 2022 calls that required C&L to respond. Discussion ensued regarding whether or not these charges should be billed back to the customers if the issue was not the responsibility of the District, i.e., residential water line break. Ms. Blair stated that a majority of the utility districts that CRS manages does bill the customer back for such charges. Discussion was tabled to a future meeting of the Board.

DIRECTORS ITEMS

There were no Director items.

RECORD OF PROCEEDINGS

- 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 Update on May 2, 2023, Election: Mr. Flynn reported that the election will be canceled, and the newly elected directors will take their oaths of office after the election date. The Board discussed options to get word out on the Board vacancy.
- Mr. Flynn requested that the Board adopt the summertime water rules. Director Montag moved to approve the rules as presented by Dener Water. Upon second by Director Heider, vote was taken and motion carried unanimously. Mr. Flynn will provide a formal resolution for execution. Ms. Blair will check with Denver Water for information on the brochure that will be distributed.
- 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 9:40 a.m.

Respectfully submitted,



Secretary for the Meeting

March 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 on March 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. Commercial Meter Replacement Project – We are continuing to coordinate with C&L to replace the $\frac{3}{4}$ and 1-inch meters using the excess equipment that was purchased with the residential replacements. The new 4-inch meters have been shipped to the District. C&L will replace the District's three (3) 4-inch meters this month. The 1.5-inch to 3-inch meters will be replaced when that equipment is received in April and May. C&L began manual reads of the active commercial meters this month and will continue those until the meters are replaced.
2. North Water Line Replacements – Denver Water granted final approval of the plans. We are advertising the project for bids beginning March 10 with the bid opening scheduled for April 4. We will have the bid results for review at the April Board meeting.
3. 2022 Maintenance Summary Letter – As I do every year, I have prepared the summary of maintenance and repairs that were completed in 2022. The summary letter is attached and should be added to the District's archive records.
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 3.0 MG for the February period (approx. 0.10 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in February. Manual reads were performed for approximately 24 meters by C&L for the February readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were no issues that required investigations in February.
 - Fire Hydrant and Valve Maintenance – We have started coordination with C&L for addressing the list of repairs that have been identified the past two years and that we have recommended budget for. The immediate focus will be on commercial meter replacements.

Memorandum

Engineering Report – Cherry Creek Village Water District
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- 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 beaks this month.
- Facility Locates – The number of locate requests were at a normal level in February.
- 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	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2023	\$5,840	\$0
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	\$0
	Subtotal				\$9,120	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$10,000	\$0
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	\$1,239
15	Manual Meter Reads	12	Monthly		\$6,000	\$3,854
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$117
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$0
18	Utility Locates (field)	6	Monthly		\$14,400	\$1,978
19	811 Locate Clears	24	Monthly		\$5,760	\$0
	Subtotal				\$41,400	\$7,188
	Contingency @	20%			\$8,000	\$0
Total Contractor Services					\$49,000	\$7,188
Total Repairs and Maintenance					\$204,000	\$7,188

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.