

**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
OCTOBER 10, 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, October 10, 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 (Via Telephone)
Charlie MacKean (Via Telephone)

Absent was Cynthia Dormer, whose absence 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 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.

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 September 12, 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 October 10, 2023, claims represented by check numbers 1556- 1562 totaling \$280,502.91 Auto-Payments to Denver Water totaling \$84,926.06 and Director payments totaling \$461.75 to reflect total claims of \$365,890.72. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the October 10, 2023, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending September 30, 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 September 30, 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. Director Montag questioned the accounts that were delinquent due to the report provided to the Board at the July meeting. Ms. Blair will have billing staff review and report back to the Board.

DIRECTORS ITEMS

There were no Director items.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

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.

Update on Water Line Improvement Project: Mr. Sekera updated the Board on this item. He said that the project is going very well. The water line is complete in all the 3 streets. A resident on South Alton Place was not pleased with the location of the hydrant on his property. Mr. Sekera approved a change to the location.

LEGAL

Presentation – Notice of Budget & Rate Increase: Mr. Flynn reported that the 2024 budget hearing will be held at the November meeting. In addition, the Board will consider increasing the District's water rates and fees. Notice of the Board's intent to consider increasing rates, fees, and charges will be provided to all residents as required by law. If adopted, any rate increase will be effective January 1, 2024.

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 9:10 a.m.

Respectfully submitted,



Secretary for the Meeting

October 4, 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 October 10, 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 – The Contractor, Diaz Construction, has completed the new water lines in all three cul-de-sacs. The water lines are active and all residential services are connected to the water lines. Diaz was able to parallel the existing water mains without needing to setup temporary water services to the homes. The remaining work primarily consists of replacing asphalt paving for the trenches on Alton Place and Akron Court, concrete sidewalk repairs, and then final street restoration (milling and asphalt overlay). The project so far has proceeded without any major concerns. The only issue has been the proposed location of the new fire hydrant on S. Alton Place. The homeowner did not like the location of it being in his front yard. We agreed to move it further south which will add additional costs for fittings and sidewalk repairs.

Pay Estimate No. 2 has been prepared for payment of work completed through September 30. The total amount due the Contractor is \$257,535.00. We will review the pay application with the Board at the meeting.

2. Commercial Meter Replacement Project – C&L has replaced three meters recently. However, 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 3% of the flow and the Dayton meter delivered 97%. Total water supplied to the District was 17.4 MG for the September period (approx. 1.9 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 September. Manual reads were performed by C&L for several meters for the September readings.

Memorandum

Engineering Report – Cherry Creek Village Water District
October 4, 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 no investigations performed in September.
- Fire Hydrant and Valve Maintenance – *No update for this past month.* C&L has 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 – *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 beaks this month.
- Facility Locates – The number of locate requests were higher than normal in September due to Xcel activity.

The 811 ticket management portal software transition to subscription has been completed. The software became fully active for C&L's use on September 22 in time for the October 1 termination date. The cost of the first-year software subscription was a total of \$487 which included \$150 for the one-time set up.

- Backflow Prevention Device Conformance – We understand that 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 Cul-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	\$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	\$8,228
19	811 Locate Clears	24	Monthly		\$5,760	\$3,160
	Subtotal				\$41,400	\$34,401
	Contingency @	20%			\$8,000	\$0
	Total Contractor Services				\$49,000	\$34,401
	Total Repairs and Maintenance				\$204,000	\$46,075

NOTES:

1 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.