

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
THE CHERRY CREEK VILLAGE WATER DISTRICT AND
THE BOARD OF DIRECTORS OF ITS WATER UTILITY ENTERPRISE
HELD
May 21, 2024**

The special 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, May 21, 2024, at 8:15 a.m. This special meeting was held in lieu of the Board’s regular May 14, 2024 meeting that was canceled due to scheduling conflicts. 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 special 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
Charlie MacKean

Absent was Director Dormer whose absence was excused.

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
ALLEGIANC**

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.

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 as presented.

Minutes: The Minutes of the April 9, 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.

PUBLIC COMMENT

There was no public comment.

Review and Approve Payment of Claims: Ms. Blair reviewed the May 21, 2024, claims represented by check numbers 1608 - 1616 totaling \$75,089.83 auto-payments to Denver Water totaling \$28,393.28 and Director payments totaling \$461.75 to reflect total claims of \$104,026.13. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the May 21, 2024, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending April 30, 2024. 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 April 30, 2024. 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.

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.

RECORD OF PROCEEDINGS

LEGAL

Review and Approve Cross Control Connection Regulation Resolution 2024-5-1: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved resolution 2024-5-1.

Review and Approve a Resolution Adopting an ADA Website Accessibility Policy: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the resolution as presented.

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 9:00 a.m.

Respectfully submitted,



Secretary for the Meeting

May 16, 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 May 21, 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. System Maintenance – We coordinated the following maintenance items during the past month:
 - Commercial Meter Replacements – 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.
 - 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 5.1 MG for the April period (approx. 1.6 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 8 meters for the April readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There was one homeowner request for an investigation performed in April. The issue turned out to be internal plumbing.
 - Fire Hydrant and Valve Maintenance – C&L continues work on the list of repairs and maintenance for this year. They completed in April the following:
 - ✓ 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.
 - Emergencies / Water Line Breaks – There were no water line breaks this past month.
 - Facility Locates – The number of locate requests were normal in April.

Memorandum

Engineering Report – Cherry Creek Village Water District
May 16, 2024
Page 2

- 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	\$316
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	May-2024	\$85	\$935	\$0
	Subtotal					\$9,540	\$4,840
	Contingency @	10%				\$1,000	\$0
Total Routine Maintenance						\$11,000	\$4,840
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	\$47,302
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	\$53,505
	Contingency @	15%				\$17,000	\$0
Total System Repairs and Replacements						\$133,000	\$53,505
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	\$553
15	Manual Meter Reads	6	Monthly		\$175	\$12,600	\$2,765
16	Service Shut-offs	12	Year		\$200	\$2,400	\$472
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$250	\$6,000	\$6,328
18	Utility Locates (field)	4	Monthly		\$200	\$9,600	\$3,708
19	811 Locate Clears	24	Monthly		\$22	\$6,336	\$988
20	811 Ticket Management Portal Subscription	1	Year		\$500	\$500	\$572
	Subtotal					\$47,036	\$15,385
	Contingency @	20%				\$9,000	\$0
Total Contractor Services						\$56,000	\$15,385
Total Repairs and Maintenance						\$200,000	\$73,730

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.