

**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  
JANUARY 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, January 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  
Charlie MacKean

Absent was Director Dormer, whose absent 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

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## 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 December 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 January 9, 2024, claims represented by check numbers 1580 - 1585 totaling \$221,872.44, auto-payments to Denver Water totaling \$17,915.34 and Director payments totaling \$461.75 to reflect total claims of \$240,250.03. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 9, 2024, claims as presented.

Review Cash Position and Fund Allocation: Ms. Blair reviewed the Cash Position with the Board for the period ending December 31, 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 December 31, 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.

## DIRECTORS ITEMS

iamGIS Renewal Contract: Upon review and discussion of the renewal contract and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the contract presented with a 3-year renewal.

Amendment for 2024 General Engineering Services Agreement: Upon review and discussion of the amendment and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Second Amendment to the Agreement with Kennedy/Jenks for General Professional Engineering Services, which Second Amendment approves Kennedy/Jenks 2024 rate increase.

# RECORD OF PROCEEDINGS

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## 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.

Update on Water Line Improvement Project: Greg Sekera reported that he will be taking care of any maintenance and concerns.

## LEGAL


Adoption of Resolution Designating Location for Posting Open Meeting Law Notices: Upon review and discussion and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved Resolution 2024-1-1.

Consider Adoption of a Resolution Increasing the District's 2024 Rates: Upon review and discussion and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved Resolution 2023-12-1 which memorializes the action taken by the Board at its December 2023 meeting wherein the Board increased certain District rates, fees and charges.

## 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 9:14 a.m.

Respectfully submitted,

  
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Secretary for the Meeting

January 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 January 9, 2024  
*Cherry Creek Village Water District*  
KJ Job No. 2446003\*GENW

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

1. CIP Water Line Replacements – Diaz Construction completed the concrete sidewalk repairs and the final street restoration (milling and asphalt overlay) in December. All work is complete and there is no remaining punch list work. The only remaining items is confirmation from the City that they have accepted the street restoration. We have prepared the final two Pay Estimates for Diaz. Pay Estimate No. 4 is for the work completed in November and December in the amount of \$147,938.75. Pay Estimate No. 5 is for release of retained earnings in the amount of \$32,815.75. We are requesting approval of both pay estimates at the meeting with the understanding that payment of the retained earnings be held by the District until January 30 when the period of Notice of Final Settlement has been completed.
2. Commercial Meter Replacement Project – C&L replaced two (2) meters at Belleview Square last month. These were replaced in conjunction with the replacement of the damaged fire hydrant. There are now 10 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 10 commercial meters are being performed at CRS's request until the meters are replaced.
3. 2024 Agreement for KJ General Engineering – Our 2024 billing rates are attached that were sent to the District in November. Tim has prepared an Amendment to our Standard Agreement that includes the new rates and extends the term of the agreement for 2024. We respectfully request approval of it.
4. System Maintenance – We coordinated the following maintenance items during the past month:
  - Master Meters – *No update for December due to the holidays and not having meter reads from Denver Water.* 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 3.2 MG for the November period (approx. 5.4 MG less than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.

## Memorandum

Engineering Report – Cherry Creek Village Water District  
January 4, 2024  
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- Meter Transponders – There were no issues with meters or transponders in December. Manual reads were performed by C&L for 10 meters for the December 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 December.
- Fire Hydrant and Valve Maintenance – C&L completed the replacement of the damaged fire hydrant in Belleview Square. The cost was \$18k which included the pavement and concrete. Also, a nearby valve was raised to grade that had been previously paved over. We are reviewing the inspection reports from C&L for the annual valve maintenance and flushing of the fire hydrants and blow-offs. We will coordinate with C&L for addressing the list of repairs that have been identified in this and previous year reports.
- 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 past month.
- Facility Locates – The number of locate requests were higher than normal in December due to Xcel and fiber being installed.
- Lead Service Line Inventory – 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. I am reviewing the requirements that are needed and the effort to complete it and will report back next month.
- Backflow Prevention Device Conformance – No update. 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
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 Cui-de-sacs (Blow-Offs)	11	Once/Year	May-2022	\$880	\$814
	Subtotal				\$9,120	\$11,674
	Contingency @	10%			\$1,000	\$0
<b>Total Routine Maintenance</b>					<b>\$10,000</b>	<b>\$11,674</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
5	Raise Valve Boxes from Under Asphalt	7		May-2023	\$7,000	\$10,961
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	\$921
11	Fire Hydrant Painting	24		May-2023	\$3,240	\$0
12	Emergency Repairs (water line breaks)	2			\$44,000	\$20,203
	Subtotal				\$125,840	\$32,085
	Contingency @	15%			\$19,000	\$0
<b>Total System Repairs and Replacements</b>					<b>\$145,000</b>	<b>\$32,085</b>
<b>Contractor Services (by C&amp;L and ORC)</b>						
13	Operator in Responsible Charge	12	Monthly		\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24	Year		\$7,200	\$3,432
15	Manual Meter Reads	12	Monthly		\$6,000	\$12,972
16	Service Shut-offs (estimated)	12	Year		\$2,400	\$733
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24	Year		\$5,400	\$7,881
18	Utility Locates (field)	6	Monthly		\$14,400	\$10,645
19	811 Locate Clears	24	Monthly		\$5,760	\$4,680
	Subtotal				\$41,400	\$40,343
	Contingency @	20%			\$8,000	\$1,969
<b>Total Contractor Services</b>					<b>\$49,000</b>	<b>\$42,312</b>
<b>Total Repairs and Maintenance</b>					<b>\$204,000</b>	<b>\$86,071</b>

**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.