

**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 11, 2022**

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 11, 2022, 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
Lou Schroeder
Dale Heider
Cynthia Dormer
Eric Montag

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

RECORD OF PROCEEDINGS

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, as presented.

Minutes: The Minutes of the September 13, 2022, 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. Blair reviewed the October 7, 2022, claims represented by check numbers 1470 - 1475 totaling \$15,085.24 and Denver Water totaling \$85,640.94 director checks totaling \$369.40, with a grand total of \$ 101,095.58. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the October 7, 2022, claims as presented.

Review Cash Position and Fund Allocation: Mr. Meggers reviewed the Cash Position with the Board for the period September 30, 2022. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position as presented.

Financial Statements: Mr. Meggers reviewed the Financial Statements for the period ending August 31, 2022. 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.

Draft 2023 Budget: Ms. Blair reviewed the draft budget with the Board. Following discussion, upon a motion duly made, seconded, and upon vote unanimously carried, the Board set the public hearing on the District's 2023 budget for November 14, 2022, at 8:15 a.m. The November meeting will be held in the usual location, which is 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado 80111. Legal counsel was instructed to publish public notice of the meeting as required by the Colorado Local Government Budget Law.

DIRECTORS ITEMS

There were none.

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

There were none.

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 9:21 a.m.

Respectfully submitted,



Secretary for the Meeting

October 5, 2022

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 October 11, 2022
Cherry Creek Village Water District
KJ Job No. 2246003*GENW

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

1. Commercial Meter Replacement Project – We continue to coordinate with Badger and C&L on ordering the equipment for replacement of the irrigation and commercial meters. C&L has inventoried the remaining equipment from the residential meter replacements, and we are waiting for a final purchase order from Badger. We expect that the order will be placed the week of October 10. Badger is indicating lead times are four to six months on most of the equipment.
2. North Water Line Replacements – The plans have been sent to South Metro Fire for their approval and once received we will resubmit for final review by Denver Water. The plan is to bid the project the first quarter of 2023 for construction in spring/summer.
3. 2023 Budget – I prepared my recommendations for next year for repairs and maintenance and capital projects. I will plan to review them with the Board at the meeting.
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 18.0 MG for the September period (approx. 6.0 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – No issues reported in September. Manual reads were performed for the two school meters by C&L for the September readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. There were none performed in September.
 - Fire Hydrant and Valve Maintenance – C&L has completed the annual fire hydrant and bi-annual gate valve inspections. We reviewed the reports and have prioritized needed repairs for the remaining of this year and for next years budget.
 - GIS – We have started the process of updating the meter data for all the new meters installed to date.

Memorandum

Engineering Report – Cherry Creek Village Water District
October 5, 2022
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- Fire Hydrant Meter – The contractor for the Goldsmith Gulch sewer rehab project, Insituform, requested a permit and use of the fire hydrant meter. They will begin the project in October.
- Emergencies / Water Line Breaks – There were no water line breaks this month.
- Facility Locates – The number of locate requests were again high in September due to summer construction activity.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2022 Water System Maintenance Tracking

Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	022 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	May-2022	\$6,525	\$5,847
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$4,241
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	\$704	\$719
	Subtotal				\$14,520	\$10,807
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$16,000	\$10,807
System Repairs and Replacements (by C&L, others)						
5	Raise Valve Boxes from Under Asphalt	6		May-2022	\$6,000	\$0
6	Clean Valve Boxes (vacuum and operate valve)	20		May-2022	\$1,800	\$0
7	Replace Valve/B.O. (in asphalt)	2		May-2022	\$20,000	\$0
8	Misc. Valve Repairs (replace valve boxes)	6		May-2022	\$4,800	\$0
9	Fire Hydrant Replacement	3		July-2022	\$33,000	\$0
10	Fire Hydrant Repairs	4		September-2022	\$2,400	\$0
11	Fire Hydrant Painting	20		May-2022	\$2,700	\$0
12	Emergency Repairs (water line breaks)	2			\$40,000	\$10,745
	Subtotal				\$110,700	\$10,745
	Contingency @	15%			\$17,000	\$882
Total System Repairs and Replacements					\$128,000	\$11,627
Contractor Services (by C&L and ORC)						
13	Operator in Responsible Charge	12			\$6,000	\$0
14	Customer Service/Response (Investigations, Emergencies)	24			\$4,800	\$10,947
15	Manual Meter Reads (once per month)	12		Monthly	\$3,000	\$1,779
16	Service Shut-offs (estimated)	12			\$2,100	\$1,127
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$2,089
18	Utility Locates (field)	48			\$7,200	\$10,387
	Subtotal				\$28,500	\$26,329
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$26,329
Total Repairs and Maintenance					\$179,000	\$48,763

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.