

**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
February 8, 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, February 8, 2022, at 8:45 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
Eric Montag
Dale Heider
Cynthia Dormer By Zoom

Cathy Noon (By Zoom) and Michelle Parker, Community Resource Services of Colorado, LLC.
Greg Sekera, Kennedy/Jenks
Tim Flynn, Esq., Collins Cockrel & Cole P.C By Zoom, By Zoom

**CALL TO ORDER /
PLEDGE OF
ALLEGIANCE**

Director Forney called the meeting to order at 8:51 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.

**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 amendment by adding item VI.B. Swartz Claim.

Minutes: The Minutes of the January 11, 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.

RECORD OF PROCEEDINGS

PUBLIC COMMENT

There were none.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the February 8, 2022, claims represented by check numbers 1412 - 1418 totaling \$32,132.58 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 8, 2022, claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period January 31, 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: Ms. Noon reviewed the Financial Statements for the period ending January 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. Commercial has one account over 60 days and one over 90. Residential has nine accounts over 60 days and seven over 90 days.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Water Damage Claim from 4328 S. Alton St.: Ms. Noon gave an update to the Board on the Colorado Special District Property and Liability Pool's ("the Pool") response to Ms. Swartz' claim for water damage. The Pool's third-party claim administrator, Sedgwick, found the District had no contributing liability with respect to the damage sustained to her residential property and sent a certified letter to her on February 7, 2022. The District's coverage does include No-Fault Water and/or Sewer Back-up coverage with a \$10,000 limit. This coverage is offered for damages and clean up services that occurs regardless of fault and is in excess of any other collectible coverage that may apply and, in this case would be Ms. Swartz' homeowner's insurance.

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.

LEGAL March 3, 2022 Regular Election: Mr. Flynn reviewed the two Self-Nomination forms that have been received. He stated, if the District does not receive any more self-nomination forms by February 25th and no write-in by February 28th, the District can cancel the election.

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 9:44 a.m.

Respectfully submitted,


Secretary for the Meeting

February 4, 2022

Memorandum

To: Cathy Noon, District Manager

From: Greg S. Sekera, P.E.

Subject: Engineering Report for Board of Directors Meeting on February 8, 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. Residential Meter Replacement Project – The same number of meters, 52, remain to be replaced. We have attempted to perform field locates on the 35 that KUS was unable to find but we have been slowed by the snowstorms. There are 3 meters that are inaccessible due to landscape or concrete paving that the homeowners have been notified to rectify. The other meters need different size meters which have been ordered. KUS will return to replace the meters as they are made accessible. We expect the remaining meters to be completed this month and next. I will provide additional updates at the meeting.
2. North Water Line Replacements – We are continuing with preparation of the design plans. Preliminary plans were submitted to the City for their review. We plan to initiate the Denver Water review this month.
3. System Maintenance – We coordinated the following maintenance items during the past month:
 - Master Meters – Meter data for the January period was not available at the time of this update. We will provide an update at the meeting.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no new failures reported of the old transponders for the January readings. Most of the failed transponders have now been replaced. Manual reads were performed for the two school meters by C&L for the January readings.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. No significant issues this past month.
 - Fire Hydrant and Valve Maintenance – No update for this past month. We will coordinate with C&L for valve and fire hydrant repairs scheduled for this year.
 - GIS – Next edits will be performed when all the new meters are installed.
 - Fire Hydrant Meter – There were no fire hydrant permits issued.
 - Emergencies / Water Line Breaks – There were no emergencies or new water line breaks to report.

Memorandum

Cathy Noon, District Manager
February 4, 2022
Page 2



- Facility Locates – Locate requests were typical in January. Dispatch authority for 811 has been transferred to C&L for all locates, normal and emergencies. We are monitoring the 811 and C&L. So far so good.
- 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	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	May-2022	\$4,891	\$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	\$704	\$0
	Subtotal				\$14,520	\$0
	Contingency @	10%			\$1,000	\$0
Total Routine Maintenance					\$16,000	\$0
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	\$0
	Subtotal				\$110,700	\$0
	Contingency @	15%			\$17,000	\$882
Total System Repairs and Replacements					\$128,000	\$882
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	\$0
15	Master Meter Reads (once per month)	12		Monthly	\$3,000	\$205
16	Service Shut-offs (estimated)	12			\$2,100	\$716
17	Meter Troubleshoot/Repairs/Replacements (Labor Only)	24			\$5,400	\$0
18	Utility Locates (field)	48			\$7,200	\$180
	Subtotal				\$28,500	\$1,100
	Contingency @	20%			\$6,000	\$0
Total Contractor Services					\$35,000	\$1,100
Total Repairs and Maintenance					\$179,000	\$1,982

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.