

# RECORD OF PROCEEDINGS

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**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, 2018**

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 (referred to hereafter as "Board") was held on Tuesday, January 9, 2018 at 8:45 a.m., at the offices of Community Resource Services, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado. This meeting was open to the public.

## 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  
Joseph Ryan  
Roger Baer

Absent was Director Phil Viseur whose absent was excused.

Also present were:  
Tim Flynn, Esq.; Collins Cockrel & Cole P.C.  
Greg Sekera; Kennedy/Jenks  
Cathy Noon, CRS of Colorado

## CALL TO ORDER

Director Forney called the meeting to order at 9:03 a.m.

## QUORUM/QUALIFICATIONS/& DISCLOSURES

It was noted that a quorum was present. All of the Directors are qualified and there are no conflicts of interest disclosures required.

## ADMINISTRATIVE ITEMS

Agenda: Upon review and discussion of the Agenda and a motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the agenda as amended to add V.A. Recognition of Director Baer..

Minutes: The minutes of the December 12, 2017 regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote,

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unanimously carried to approve the minutes as presented.

## PUBLIC COMMENT

None.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the January 4, 2018 claims totaling \$25,350.42 represented by check numbers – 1076 - 1085 And Auto-Payments to Denver Water and three Directors totaling \$19,249.22 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 4, 2018 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending January 4, 2018 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the cash position as presented.

Review Financial Statements: Ms. Noon reviewed the financial statements for the period ending January 4, 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.

## DIRECTORS ITEMS

As Director Baer will be selling his home and moving, the Board recognized his service to the Cherry Creek Village Water District for over 20 years. Director Forney presented a gift card to Director Baer.

## MANAGEMENT ITEMS

Review Consumption Report: Ms. Noon reviewed the 2017 Consumption Report and it was noted that the difference between water purchased and billed was 2% which was lower than past years and the industry norm. It was noted that this amount included water loss from a water main break.

## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the engineering report which is made a part of these minutes. The Board also discussed operation and repair cost escalations and the possibility of a new contract structure from C&L Water Solutions. Mr. Sekera and

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Mr. Flynn are exploring alternative providers and pricing. Emergency response is of the utmost concern and Denver Water and other contractors will be contacted for back up service availability.

## LEGAL

Adoption of Resolution 2018-1-1 Designing the Location for Posting Open Meeting Law Notices: The Board moved, seconded, and voted unanimously to approve Resolution 2018-1-1 Designating the Location for Posting Open Meeting Law Notices.

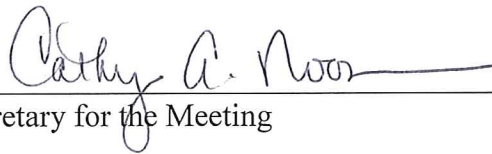
Adoption of Resolution 2018-1-2 Calling the 2018 Regular Election and Appointing a Designated Election Official: The Board moved, seconded, and voted unanimously to approve Resolution 2018-1-2 Calling the District's 2018 Regular Board of Directors Election and Appointing a Designated Election Official.

Discussion on Resolution 2017-12-4, 2018 Water Rates and Fees that was adopted on December 12, 2017. Due to a glitch with posting of the electronic hearing notification in November, the Board will ratify Resolution 2017-12-4 at the February 13, 2018 meeting. Posting of this upcoming action has been properly executed.

## 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 10:30 a.m.

Respectfully submitted,



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Secretary for the Meeting

January 3, 2018

## Memorandum

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on January 9, 2018  
*Cherry Creek Village Water District*  
KJ Job No. 1846003\*GENW

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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:
  - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 2% of the flow and the Dayton meter delivered 98%. Total water supplied to the District was 4.4 MG for the December period (0.0 MG less than the prior period).
  - PRVs – There are currently no major issues or concerns with the PRVs.
  - Meter Transponders – C&L has scheduled the replacement of the 4-inch meter for the High School during the winter break. I will provide an update at the meeting.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. No issues this past month.
  - Fire Hydrant and Valve Maintenance – Based on C&L's availability to address maintenance work in December and their proposal to reprice and restructure their contract, I have decided to hold on valve and hydrant maintenance work until the spring.
  - Fire Hydrant Meter – The following activity relative to fire hydrant use occurred:
    - a. No active permits this past month.
  - Water Line Breaks – Water line break at fire hydrant 4 in South Alton Place on December 10. 6-inch cast iron water line ruptured under the sidewalk and landscaping. Repair required replacement of nine (9) feet of pipe, fire hydrant, sidewalk, and curb and gutter. Total cost of repair was \$12,467.
  - Facility Locates – Reviewed several locate requests for miscellaneous construction in the District.
  - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2017 Water System Maintenance Tracking  
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	017 BUDGET AMOUNT	ACTUAL COST
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
1	Inspect/Operate Valves	145	Once Every 2 Years	March-18	\$0	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	March-17	\$4,015	\$3,168
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	March-17	\$1,100	\$528
	Subtotal				\$7,515	\$3,696
	Contingency @ 15%				\$1,000	\$0
	<b>Total Routine Maintenance</b>				<b>\$9,000</b>	<b>\$3,696</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
5	Replace Dayton PRV (6" PRV valve only)	1			\$10,000	\$0
6	Raise Valve Boxes from Under Asphalt	8			\$4,800	\$0
7	Clean Valve Boxes (vacuum and operate valve)	32			\$2,880	\$0
8	Replace Valve/B.O. (in asphalt)	2			\$16,000	\$0
9	Misc. Valve Repairs (replace valve boxes)	10			\$6,000	\$0
10	Fire Hydrant Repairs	15			\$8,250	\$1,329
11	Fire Hydrant Replacement	5			\$40,000	\$63,256
12	Fire Hydrant Painting	25		May-17	\$1,625	\$0
13	Emergency Repairs (water line breaks)	2			\$20,000	\$41,379
	Subtotal				\$109,555	\$117,052
	Contingency @ 20%				\$22,000	\$0
	<b>Total System Repairs and Replacements</b>				<b>\$132,000</b>	<b>\$117,052</b>
<b>Contractor Services (by C&amp;L Water Solutions)</b>						
14	Operator in Responsible Charge	12			\$0	\$0
15	Customer Service/Response (Investigations, Emergencies)	12			\$1,800	\$2,437
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$2,363
17	Service Shut-offs (estimated)	20			\$1,500	\$1,920
18	Meter Transponder Repairs (Labor only)	6			\$900	\$1,280
19	Utility Locates (field)	24			\$2,040	\$2,050
	Subtotal				\$8,940	\$10,050
	Contingency @ 20%				\$2,000	\$7,600
	<b>Total Contractor Services</b>				<b>\$11,000</b>	<b>\$17,650</b>
	<b>Total Repairs and Maintenance</b>				<b>\$152,000</b>	<b>\$138,398</b>
<b>Capital Projects</b>						
20	No Projects Anticipated in 2017				\$0	\$0
	<b>Total Capital Projects Budget</b>				<b>\$0</b>	<b>\$0</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.