

RECORD OF PROCEEDINGS

**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 13, 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, February 13, 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
Phil Viseur
Joseph Ryan

Absent was Director Baer whose absence 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 presented.

Minutes: The minutes of the January 9, 2017 regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried to approve the minutes as presented.

RECORD OF PROCEEDINGS

PUBLIC COMMENT	None.
FINANCIAL MATTERS	<p><u>Review and Approve Payment of Claims:</u> Ms. Noon reviewed the February 13, 2018 claims totaling \$24,019.47 represented by check numbers – 1086 - 1093 And Auto-Payments to Denver Water and two Directors totaling \$15,317.52. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 8, 2018 claims as presented.</p> <p><u>Review Cash Position:</u> Ms. Noon reviewed the cash position with the Board for the period ending February 8, 2018 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the cash position as presented.</p> <p><u>Review Financial Statements:</u> Ms. Noon reviewed the financial statements for the period ending January 31, 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.</p>
DIRECTORS ITEMS	There were none.
MANAGEMENT ITEMS	<p><u>Review Consumption Report:</u> Ms. Noon reviewed the Consumption Report with the Board.</p> <p><u>Denver Water Summer Watering Rules Brochure:</u> Denver Water produces a Summer Watering Rules Brochure for use by Denver Water and Distributor and Master Meter Customers. The Board instructed Ms. Noon to mail the Denver Water provided hard copies of this to all the District's customers.</p>
MAINTENANCE AND OPERATIONAL MATTERS	<p><u>Engineering Report:</u> Mr. Sekera reviewed the engineering report which is made a part of these minutes.</p>
LEGAL	<p><u>Ratification of Resolution 2017-12-4 Establishing Rates and Fees for 2018:</u> Director Viseur moved that the Board approve the ratification of this resolution. Upon a second by Director Schroeder, a vote was taken and motion carried unanimously.</p> <p><u>Update on May 2018 Election:</u> Mr. Flynn updated the Board regarding the number of self-nomination forms received to date. Deadline for forms to be returned is March 2, 2018 and if there are not more candidates than openings on the Board, the election</p>

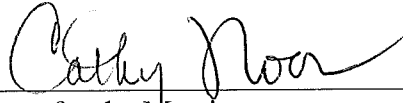
RECORD OF PROCEEDINGS

could be cancelled on March 6, 2018.

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 9:38 a.m.

Respectfully submitted,



Secretary for the Meeting

February 7, 2018

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on February 13, 2018
Cherry Creek Village Water District
KJ Job No. 1846003*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:
 - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 0.2% of the flow and the Dayton meter delivered 99.8%. Total water supplied to the District was 3.4 MG for the January period (1.0 MG less than the prior period).
 - PRVs – There are currently no major issues or concerns with the PRVs.
 - Meter Transponders – C&L completed the replacement of the 4-inch meter for the High School during the winter break on December 27. The total cost was \$10,384.
 - 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 – I am preparing the list of valve and hydrant maintenance work for C&L to perform this year. These are items identified in this year's budget. I expect C&L will begin the work in April.
 - Fire Hydrant Meter – The following activity relative to fire hydrant use occurred:
 - a. No active permits this past month.
 - Water Line Breaks – On February 5 the water line in the 4600 block of South Akron Street ruptured at a service saddle. C&L repaired the leak the evening it was reported. The leak was reported early which hopefully reduces the street restoration requirements. I will provide an update at the meeting.
 - Facility Locates – Reviewed several locate requests for miscellaneous construction in the District.
 - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2018 Water System Maintenance Tracking
 Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	018 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	March-18	\$5,800	\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	March-18	\$4,015	\$0
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-18	\$660	\$0
	Subtotal				\$12,875	\$0
	Contingency @	10%			\$1,000	\$0
	Total Routine Maintenance				\$14,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Replace Dayton PRV (6" PRV valve only)	0		2019	\$0	\$0
6	Raise Valve Boxes from Under Asphalt	8			\$4,800	\$0
7	Clean Valve Boxes (vacuum and operate valve)	24			\$2,160	\$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	8			\$4,400	\$526
11	Fire Hydrant Replacement	5			\$50,000	\$0
12	Fire Hydrant Painting	25		May-18	\$1,625	\$0
13	Emergency Repairs (water line breaks)	1			\$30,000	\$0
	Subtotal				\$114,985	\$526
	Contingency @	15%			\$17,000	\$10,384
	Total System Repairs and Replacements				\$132,000	\$10,910
Contractor Services (by C&L Water Solutions)						
14	Operator in Responsible Charge	12			\$1,200	\$0
15	Customer Service/Response (Investigations, Emergencies)	12			\$1,800	\$0
16	Master Meter Reads (once per month)	12	Monthly		\$2,700	\$416
17	Service Shut-offs (estimated)	20			\$2,500	\$254
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$0
19	Utility Locates (field)	24			\$2,040	\$0
	Subtotal				\$18,240	\$670
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$670
	Total Repairs and Maintenance				\$168,000	\$11,579
WL Replacement Capital Projects						
20	No Projects Anticipated in 2018				\$0	\$0
	Total Capital Projects Budget				\$0	\$0

NOTES:

1 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.