

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
March 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, March 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

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. Roger Baer Replacement.

Minutes: The minutes of the February 13, 2018 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.

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PUBLIC COMMENT

None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the March 13, 2018 claims totaling \$8,294.89 represented by check numbers – 1094 - 1099 And Auto-Payments to Denver Water and three Directors totaling \$19,304.37. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 13, 2018 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending March 8, 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 February 28, 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.

CD Maturing at Redstone Bank: Ms. Noon reported that the current CD at Redstone Bank would mature on March 21, 2018. Following discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board authorized Ms. Noon to take the appropriate action to reinvest the CD funds at the best available rate and terms.

DIRECTORS ITEMS

Roger Baer Replacement: Director Baer resigned from the Board on March 8, 2018, as his home sold and he is not qualified for the Board any longer. The Board discussed timing for filling the vacancy and determined that an appointment will not occur prior to May 9, 2018. Director Ryan indicated that he is aware of a resident who is interested in filling the vacancy created by Mr. Baer's resignation. The Board directed Ms. Noon to contact Dale Heider and ask him to provide a biography that can be distributed to the Board.

MANAGEMENT ITEMS

Review Consumption Report: Ms. Noon reviewed the Consumption Report with the Board.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the engineering report which is made a part of these minutes with an update that one

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transponder was replaced and additional asphalt work will need to be done following the repair to the water main break on S. Akron St. He also presented the Annual Maintenance Log which the Board reviewed. Director Visuer asked that in the future, the location in the District of the maintenance/repairs be recorded in order to track trends.

LEGAL

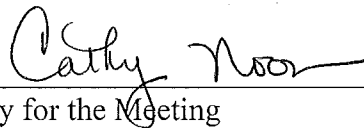
Update on May 2018 Election: Mr. Flynn reported to the Board that as there were no more candidates than openings on the Board, the May 2018 Board Election was cancelled and Candidate Phil Visuer deemed elected to the Board. His Oath of Office will be administered following election day May 8, 2018.

Resolution 2018-3-1 Reaffirming Summer Water Use Rules:
After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved Resolution 2018-3-1 Reaffirming The District's Water Use Rules for the 2018 Irrigation Season.

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 9:50 a.m.

Respectfully submitted,



Secretary for the Meeting

March 8, 2018

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on March 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. 2017 Maintenance Summary – We have prepared our annual letter that summarizes the maintenance work performed on the water system in 2017.
2. 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 less than 1% of the flow and the Dayton meter delivered 99%. Total water supplied to the District was 4.3 MG for the February period (1.0 MG more than the prior period).
 - PRVs – There are currently no major issues or concerns with the PRVs.
 - Meter Transponders – There were no replacements performed in February.
 - 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 – Pavement replacement for the February 5 water line in the 4600 block of South Akron Street has been completed. The cost of the repairs has not been submitted as of this date.
 - 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	\$600
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	\$1,270
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$1,270
	Total Repairs and Maintenance				\$168,000	\$12,179
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.