

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
April 10, 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, April 10, 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 9:01 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 Discussion regarding Greenwood Village Public Works staff attend a District Board meeting.

Minutes: The minutes of the March 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.

RECORD OF PROCEEDINGS

PUBLIC COMMENT

None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the April 10, 2018 claims totaling \$12,020.65 represented by check numbers – 1101 - 1106 And Auto-Payments to Denver Water and three Directors totaling \$20,097.70. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the April 10, 2018 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending March 31, 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 March 31, 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.

DIRECTORS ITEMS

Greenwood Village Staff Attend Meetings: Director Viseur asked the Board to consider having Public Works staff attend to discuss the requirements for asphalt paving following water line repairs in City streets. Following discussion of the City's paving restoration regulations, it was determined that the Greenwood Village Staff does not have to attend a meeting at this time.

MANAGEMENT ITEMS

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

Update on Customer Account on Akron Ct: The Board reported that the customer's bill was adjusted for year 2016 -2018 for the usage costs and was paid in full.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed the engineering report which is made a part of these minutes.

LEGAL

Recent Changes in Election Laws: Mr. Flynn informed the Board there is proposed legislation that would allow special district property owners who are non-Colorado residents to vote in special district elections. He will continue to monitor the legislation. There is also legislation regarding moving special

RECORD OF PROCEEDINGS

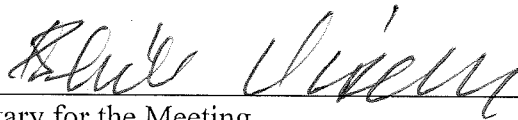
district elections to May of odd years instead of the current May of even years. The move would provide County Clerks and the Secretary of State's office relief from conflicts with primary election work.

Denver Water System Update: Mr. Flynn reviewed Denver Water's report on the status of snowpack and reservoir levels. Even with snowpack lower than normal, Denver Water reservoirs are at 88% of capacity. This compares to 84% in at this time in 2017.

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 9:40 a.m.

Respectfully submitted,



Secretary for the Meeting

April 4, 2018

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on April 10, 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 3% of the flow and the Dayton meter delivered 97%. Total water supplied to the District was 4.3 MG for the March period (same as the prior period).
 - PRVs – There are currently no major issues or concerns with the PRVs.
 - Meter Transponders – There was one (1) replacement performed in March.
 - 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 – C&L has begun this year's valve and fire hydrant inspections and flushing. I will prepare a list of valve and hydrant maintenance work for C&L to perform this year following completion of their inspections.
 - Fire Hydrant Meter – The following activity relative to fire hydrant use occurred:
 - a. No active permits this past month.
 - Water Line Breaks – The City informed the District that a rotomill and overlay of the patch area needs to be performed at the water line break location in the 4600 block of South Akron Street. C&L has scheduled the work with their paving subcontractor. 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	\$626
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	\$12,645
	Subtotal				\$114,985	\$13,170
	Contingency @	15%			\$17,000	\$10,384
	Total System Repairs and Replacements				\$132,000	\$23,555
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	\$1,209
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$844
17	Service Shut-offs (estimated)	20			\$2,500	\$254
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$169
19	Utility Locates (field)	24			\$2,040	\$300
	Subtotal				\$18,240	\$3,375
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$3,375
	Total Repairs and Maintenance				\$168,000	\$26,930
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.