

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
June 12, 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, June 12, 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
Dale Heider

Also present were:

Tim Flynn, Esq.; Collins Cockrel & Cole P.C.

Greg Sekera; Kennedy/Jenks

Jim Worley, CRS of Colorado, who attended the meeting in lieu of Cathy Noon, who was unable to attend

CALL TO ORDER

Director Forney called the meeting to order at 9:00 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 May 8, 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: Mr. Worley reviewed the June 12, 2018 claims totaling \$10,427.76 represented by check numbers 1113 – 1119 and Auto-Payments to Denver Water and three Directors totaling \$51,034.46. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 12, 2018 claims as presented.

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

DIRECTORS ITEMS

Election of Board Officers: Following a discussion, Board members were elected by consensus to the following offices: John Forney, President; Lou Schroder, Vice President, Phil Viseur, Secretary; Joseph Ryan, Assistant Secretary; and Dale Heider, Treasurer.

MANAGEMENT ITEMS

Review Consumption Report: Mr. Worley reviewed the Consumption Report with the Board.

SDA Conference: Mr. Worley asked if any Directors wanted to attend the SDA Annual Conference this coming September. Director Heider stated that he would like to attend.

MAINTENANCE AND OPERATIONAL MATTERS

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

LEGAL

Mr. Flynn reported that legislation that would have allowed Boards of Directors to permit out-of-state voting for Board members, was vetoed by the Governor. He stated that there was nothing new to report from last month's meeting of the Citizen Advisory Committee. Mr. Flynn reported that longtime legal counsel for the Denver Water Board, Patty Wells, was retiring. He

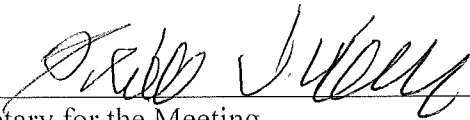
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also stated that the Denver Water Department will have a 100-year celebration on August 6.

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 9:49 a.m.

Respectfully submitted,



Secretary for the Meeting

June 1, 2018

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on June 12, 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 20% of the flow and the Dayton meter delivered 80%. Total water supplied to the District was 11.8 MG for the May period (7.3 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 May. Cathy and I provided Ameresco information relative to the existing meters and water usage history. The information was requested by Ameresco for their development of a proposal for alternative meter technologies.
 - 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 is actively performing 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 – There were no water line breaks this past month.
 - 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	\$16,027
	Subtotal				\$114,985	\$16,553
	Contingency @	15%			\$17,000	\$10,717
	Total System Repairs and Replacements				\$132,000	\$27,270
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	\$1,058
17	Service Shut-offs (estimated)	20			\$2,500	\$549
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$169
19	Utility Locates (field)	24			\$2,040	\$450
	Subtotal				\$18,240	\$4,035
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$4,035
	Total Repairs and Maintenance				\$168,000	\$31,305
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.