

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
July 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, July 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:

Lou Schroeder
Phil Viseur
Joseph Ryan
Dale Heider

Absent was Director John Forney, whose absent was excused.

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

Neil Schilling, Schilling & Company, the District's Auditor

CALL TO ORDER

Director Schroeder called the meeting to order at 8:58 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 June 12, 2018 Regular Board meeting were presented to the Board. Following review and

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discussion, upon a motion duly made, seconded and, upon vote, unanimously carried to approve the minutes as presented.

PUBLIC COMMENT FINANCIAL MATTERS

None.

Review and Approve Payment of Claims: Mr. Worley reviewed the July 10, 2018 claims totaling \$26,583.96 represented by check numbers 1120 - 1126 and Auto-Payments to Denver Water and four Directors totaling \$102,264.08. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the July 10, 2018 claims as presented.

Review Cash Position: Mr. Worley reviewed the cash position with the Board for the period ending June 30, 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 June 30, 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.

2017 Financial Audit – Neil Schilling: Neil Schilling reviewed the 2017 draft Financial Audit with the Board. Following review and discussion, upon motion duly made and seconded and upon vote, unanimously carried, the Board accepted the 2017 Financial Audit as presented and authorized it to be filed with the State Auditor's office, subject to review by legal counsel.

DIRECTORS ITEMS

There was none.

MANAGEMENT ITEMS

Review Consumption Report: Mr. Worley 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.

LEGAL

Update on Lead and OCCT/Denver Water Phosphate Matter: Mr. Flynn reported that Denver Water gave a presentation at a recent meeting of the Citizens Advisory Committee about the water phosphate matter. Denver will do more studies on this issue with the expectation that the Colorado Department of Public Health and Environment Compliance Order that Denver Water is currently operating under can be modified before March of 2020 to provide for an alternate solution to the presence of lead and copper in drinking water that is acceptable to all interested parties and is less

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environmentally damaging.

Denver Water – Water Efficiency Plan and Marketing Plan: Mr. Flynn reported that Denver Water, in seeking to promote efficient water use and, is changing its slogan from “Use Only What You Need,” to “Water, It Connects Us All”.

The goal is to avoid inflexible and somewhat arbitrary percentage reductions in water use over the years in favor of a more flexible approach that focuses on the efficient use of water. It was noted that in some areas of the Metro area outside irrigation use has been cut back to levels that may be having adverse effects on air quality and temperature.

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 10:00 a.m.

Respectfully submitted,



Secretary for the Meeting

July 3, 2018

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on July 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 38% of the flow and the Dayton meter delivered 62%. Total water supplied to the District was 24.3 MG for the June period (12.5 MG more than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There was one (1) replacement performed in June. There was no activity relative to the proposal from Ameresco 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 has completed this year's valve, fire hydrant, and blow-off inspections and flushing. I am reviewing their reports and will prepare a list of valve and hydrant maintenance work for C&L to begin this summer.
 - 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. UNCC is requiring that the District change from a Tier 2 to Tier 1 category. The change is required for 2019. We will coordinate the change. I will explain the reasons why and the implications for this change at the meeting.
 - 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	\$4,200
2	Inspect/Operate Fire Hydrants	73	Once/Year	March-18	\$4,015	\$3,216
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	\$528
	Subtotal				\$12,875	\$7,944
	Contingency @	10%			\$1,000	\$0
	Total Routine Maintenance				\$14,000	\$7,944
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	\$4,200
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	\$20,753
	Contingency @	15%			\$17,000	\$10,717
	Total System Repairs and Replacements				\$132,000	\$31,470
Contractor Services (by C&L Water Solutions)						
14	Operator in Responsible Charge	12			\$1,200	\$900
15	Customer Service/Response (Investigations, Emergencies)	12			\$1,800	\$1,358
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$1,276
17	Service Shut-offs (estimated)	20			\$2,500	\$930
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$296
19	Utility Locates (field)	24			\$2,040	\$450
	Subtotal				\$18,240	\$5,210
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$5,210
	Total Repairs and Maintenance				\$168,000	\$44,624
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.