

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
September 11, 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, September 11, 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,

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 presented.

Minutes: The minutes of the August 14, 2018 Regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the minutes were approved as presented.

PUBLIC COMMENT

None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Mr. Worley reviewed the September 11, 2018 claims including \$8,842.17 represented by

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check numbers 1135 - 1141 and Auto-Payments totaling \$102,303.68 to Denver Water and Auto-payments totaling \$369.40 to four Directors reflecting a grand total claims of \$111,515.25. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the September 11, 2018 claims as presented.

Review Cash Position: Mr. Worley reviewed the cash position with the Board for the period ending August 31, 2018, adjusted to September 6, 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 August 31 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.

Delinquent Accounts: Director Ryan reviewed the District delinquent account reports.

DIRECTORS ITEMS

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 stated that the parties are still working on this important issue and he didn't have any updates.

Mr. Flynn also stated that the State is in a drought and significant mountain snows this winter are critical.

Mr. Flynn recently attended a special showing of the documentary film Denver Water prepared as part of its 100 Year Anniversary Celebration. The documentary is entitled "Written in Water: Reflections on a Century of Service". He noted that the documentary will be aired on Channel 9 on September 16, 2018, and on Sunday, October 7, 2018 at 7:00 p.m. on KTVD Channel 20.

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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 9:47 a.m.

Respectfully submitted,



Secretary for the Meeting

September 5, 2018

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on September 11, 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 54% of the flow and the Dayton meter delivered 46%. Total water supplied to the District was 24.4 MG for the August period (1.3 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no replacements in August.
 - 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 – This year's valve, fire hydrant, and blow-off inspections and flushing are complete. We are reviewing the reports and prioritizing a list of valve and hydrant maintenance work for C&L to begin this fall.
 - 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 construction in the District along Belleview and Dayton. Also continuing to coordinate and provide data to UNCC for the change to a Tier 2 to Tier 1 category.
 - 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	\$1,970
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$1,703
17	Service Shut-offs (estimated)	20			\$2,500	\$930
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$652
19	Utility Locates (field)	24			\$2,040	\$1,650
	Subtotal				\$18,240	\$7,805
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$7,805
	Total Repairs and Maintenance				\$168,000	\$47,219
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.