

# RECORD OF PROCEEDINGS

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**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  
November 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, November 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  
Dale Heider

Also present were:

Tim Flynn, Esq., Collins Cockrel & Cole P.C.  
Greg Sekera, Kennedy/Jenks  
Sue Blair and Cathy Noon ,CRS of Colorado,

## CALL TO ORDER

Director Forney called the meeting to order at 8:57 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 October 9, 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: Ms. Noon reviewed the November 13, 2018 claims including \$14,351.31 represented by

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check numbers 1151 - 1157 and Auto-Payments totaling \$42,066.16 to Denver Water and Auto-payments totaling \$369.40 to four Directors reflecting a grand total claims of \$42,435.52. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the November 13, 2018 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending October 31, 2018, adjusted to November 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 October 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 Heider reviewed the District delinquent account reports.

After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the Colorado Special District and Property Liability Pool Insurance invoice for 2019 coverages along with the T. Charles Wilson Agency Fee for a total of \$4,066.63 with check numbers 1158-1159.

## DIRECTORS ITEMS

### MANAGEMENT ITEMS

None.  
Review Consumption Report: Ms. Noon reviewed the Consumption Report with the Board.

Public Hearing to Adopt the 2019 Budget, Appropriate Expenditures and Certify the Mill Levy: Director Forney opened the Public Hearing at 9:10 a.m. There being no public present, the Public Hearing was closed. Ms. Noon reviewed the proposed 2019 Budget with the Board and an in-depth discussion ensued. At the conclusion of the discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board adopted, through Resolution 2018-11-1, the 2019 Budget subject to whatever adjustments are necessary when the District's final assessed valuation is received from Arapahoe County during the first part of December, 2018.

Legal counsel then discussed the need to appropriate the funds contemplated for expenditure in the 2019 Budget. Upon a motion duly made, seconded and, upon vote, unanimously carried, the

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Board voted to appropriate the funds contemplated for expenditure in the 2019 Budget by adoption of Resolution 2018-11-2.

Ms. Noon then noted the need for the District to certify a property tax mill levy for the revenues that are required in the District's general fund. After a brief discussion, and upon a motion duly made, seconded and, upon vote, unanimously carried, the Board adopted Resolution 2018-11-3 which authorizes the certification of a property tax mill levy to the Arapahoe County Treasurer's Office once the final AV is received.

Because the District's final assessed valuation has not yet been received from the Arapahoe County Assessor's Office, as noted earlier, the numbers in the Budget and related Resolutions may change slightly. Legal counsel and CRS of Colorado were authorized to substitute appropriate pages in the Budget Resolutions and the Budget itself, provided the overall Budget is not materially affected.

Schilling and Company Proposal: Following review and upon a motion duly made, seconded and upon vote, unanimously carried, the Board approved the proposal for Schilling and Company to perform the 2018 Audit.

## 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 he did not have any significant news to report with regard to the Stakeholder meetings and discussions that the Colorado Department of Public Health and Denver Water are conducting with respect to alternatives to the use of phosphates for corrosion control in Denver Water's distribution system. Based on feedback that had been received from some of the recent Stakeholder meetings it appears that the Health Department may not be willing to modify the Order that is currently in place and that in 2020 Denver Water will be required to utilize orthophosphates as a means of corrosion control. It was noted that this would increase both Denver Water's cost and the cost of the wastewater treatment plant operators.

Discussion of Consumer Data Privacy Act: This item was moved to the December meeting.

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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 10:12a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cathy Noor". The signature is written in black ink and is positioned above a horizontal line.

Secretary for the Meeting



November 7, 2018

## Memorandum

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on November 13, 2018  
*Cherry Creek Village Water District*  
KJ Job No. 1846003\*GENW

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Briefly presented below are the items that we have been involved in during the past month.

1. 2019 Budget – We prepared our recommendations for engineering and repairs and maintenance for 2019. Our recommendations were provided to Cathy on November 7. We will discuss our recommendations with the Board at the meeting.
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 48% of the flow and the Dayton meter delivered 52%. Total water supplied to the District was 9.7 MG for the October period (11.3 MG less than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were no replacements in October.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. Irrigation Meter at Bonefish Grill – C&L was called out to perform shut-off for an irrigation system leak on October 26. After investigation, C&L believes that the irrigation system for the shopping system is not metered. We plan to investigate further.
  - Fire Hydrant and Valve Maintenance – We have completed our review and prioritization of the valve and hydrant maintenance work recommended by C&L from this year's inspection reports. Our review is the basis for next year's recommended repairs and maintenance budget.
  - Fire Hydrant Meter – The following activity relative to fire hydrant use occurred:
    - a. Contractor for Goldsmith Gulch sewer rehabilitation project has requested a permit for use of multiple hydrants in the north area.
  - Water Line Breaks – There were no water line breaks this past month.
  - Facility Locates – Reviewed several locate requests. Requests have increased with Tier 1 status.
  - 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
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
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
	<b>Total Routine Maintenance</b>				<b>\$14,000</b>	<b>\$7,944</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
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
	<b>Total System Repairs and Replacements</b>				<b>\$132,000</b>	<b>\$31,470</b>
<b>Contractor Services (by C&amp;L Water Solutions)</b>						
14	Operator in Responsible Charge	12			\$1,200	\$1,200
15	Customer Service/Response (Investigations, Emergencies)	12			\$1,800	\$3,152
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$2,345
17	Service Shut-offs (estimated)	20			\$2,500	\$1,056
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$906
19	Utility Locates (field)	24			\$2,040	\$2,400
	Subtotal				\$18,240	\$11,059
	Contingency @	20%			\$4,000	\$0
	<b>Total Contractor Services</b>				<b>\$22,000</b>	<b>\$11,059</b>
	<b>Total Repairs and Maintenance</b>				<b>\$168,000</b>	<b>\$50,473</b>
<b>WL Replacement Capital Projects</b>						
20	No Projects Anticipated in 2018				\$0	\$0
	<b>Total Capital Projects Budget</b>				<b>\$0</b>	<b>\$0</b>

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.