

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
January 8, 2019**

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, January 8, 2019 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
Dale Heider

Absent was Director Ryan, whose absence was excused.

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 9:03 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. Shut off/Turn on charges, V.B. Discussion on split vote on Out-of-District Residential Rates at the December 11, 2018 meeting and V.C. GWV Newsletter Article on Water Rates.

Minutes: The minutes of the December 11, 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.

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PUBLIC COMMENT

None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the January 8, 2019 claims including \$34,839.33 represented by check numbers 1166 - 1174 and Auto-Payments totaling \$19,882.00 to Denver Water and Auto-payments totaling \$369.40 to four Directors reflecting a grand total claims of \$20,251.40. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 8, 2019 claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending December 31, 2018, adjusted to January 3, 2019. 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 December 31, 2018. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the financial statements as presented.

A motion was duly made to move an additional \$120k to the Line Replacement Reserve but with no second, the motion failed.

A motion was duly made to move an additional \$100k to the Line Replacement Reserve. Upon a second, a vote was taken and the motion carried unanimously.

DIRECTORS ITEMS

Turn on and Off Charges: Director Forney asked to revisit the amount charged to customers for shut-off/turn-on service. Ms. Noon and Mr. Sekera explained that the charge from C&L Water Service is not always constant depending on which level of employee goes to the physical location and whether there are multiple stops on a trip (which reduces each location charge). Following discussion, the Board asked Ms. Noon and Mr. Sekera to monitor costs for shut off/turn on costs for 2019 in order to revisit this issue during 2020 Budget/Rate discussions.

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3-2 Vote on Out of District Residential Rate: The Board had a discussion on whether there should have been more work towards reaching an unanimous vote on the Out of District Residential Rates approved at the December 11, 2018 meeting. The consensus of the discussion was that there was adequate debate in December and having a difference of opinion in voting often reflects in depth discussion and varying points of view of not only the Directors but their constituents.

GWV Newsletter: Director Forney shared the Greenwood Village Newsletter article that explained Denver Water's methodology for tiered rates, the first tier of which is based on each customer's average winter water consumption, which tiered rates apply to most residents residing within GWV. The article did not address the CCVW District water rates as a Master Meter District. There was discussion on whether that type of pricing should be considered for the District in the future however the Board has not indicated support for tiered rates in the past.

MANAGEMENT ITEMS

Review Consumption Report: Ms. Noon 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

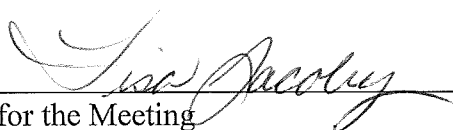
Adoption of Resolution 2019-1-1 Designating the Location for Posting Open Meeting Law Notices: After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board adopted Resolution 2019-1-1.

Consumer Data Privacy Act: Mr. Flynn briefly reviewed the Consumer Data Privacy Act. A more detailed memorandum will be provided to the Board at its February meeting.

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 10:22.m.

Respectfully submitted,


Secretary for the Meeting

January 3, 2019

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on January 8, 2019
Cherry Creek Village Water District
KJ Job No. 1946003*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 6% of the flow and the Dayton meter delivered 94%. Total water supplied to the District was 4.3 MG for the December period (0.6 MG less than the prior period).
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no new issues with transponders in December.
 - 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 – We will initiate the annual inspections, repairs, and replacements as identified in the 2019 budget in April.
 - Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. The permit for Granite Construction for the Goldsmith Gulch sewer rehabilitation project has been closed. All sewer rehabilitation work in the north area is complete.
 - Water Line Breaks – Pavement replacement for the November 29 water line break at 4288 S. Alton Street has been completed. The total cost for the pipe repair and street replacement was \$21,217.17.
 - Facility Locates – Reviewed several locate requests.
 - 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	\$37,245
	Subtotal				\$114,985	\$41,970
	Contingency @	15%			\$17,000	\$10,717
	Total System Repairs and Replacements				\$132,000	\$52,687
Contractor Services (by C&L Water Solutions)						
14	Operator in Responsible Charge	12			\$1,200	\$1,500
15	Customer Service/Response (Investigations, Emergencies)	12			\$1,800	\$6,617
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$2,772
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	\$2,700
	Subtotal				\$18,240	\$15,551
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$22,000	\$15,551
	Total Repairs and Maintenance				\$168,000	\$76,182
WL Replacement Capital Projects						
20	No Projects Anticipated in 2018				\$0	\$0
	Total Capital Projects Budget				\$0	\$0

NOTES:

- 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.