

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
MARCH 12, 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, March 12, 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

Also present were:
Tim Flynn, Esq., Collins Cockrel & Cole P.C.
Greg Sekera, Kennedy/Jenks
Cathy Noon, Community Resource Services of Colorado, LLC

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Director Forney called the meeting to order at 9:00 a.m. and the pledge of allegiance was conducted.

QUORUM / QUALIFICATIONS/ DISCLOSURE MATTERS

It was noted that a quorum was present. All of the Directors are qualified and there are no conflicts of interest disclosures required.

ADMINISTRATIVE MATTERS

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 February 12, 2019 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.

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FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the March 12, 2019 claims represented by check numbers 1181-1187 totaling \$14,844.96 and claim Auto-Payments totaling \$17450.34 and Auto-payments totaling \$277.05 to three Directors reflecting grand total claims of \$32,572.35. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the March 12, 2019 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period ending February 28, 2019, adjusted as of March 7, 2019 as well as the Fund Allocation report. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position and Fund Allocation as presented.

Financial Statements: Ms. Noon reviewed the Financial Statements for the period ending February 28, 2019. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

DIRECTORS ITEMS

There were no Director's items; however, the Board did observe a moment of silence in honor and recognition of Director Joe Ryan, who recently passed away. Joe served with distinction the District and his community for many years. He will be missed by all.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Weber / 4288 S. Alton St. Claim for Driveway Damage: Ms. Noon reported that the insurance claim by Ms. Weber is still being processed. Ms. Weber has increased her claim for damages. Ms. Noon will continue to ask for updates for the Board.

Denver Water Consumer Confidence Report: Ms. Noon reported that she ordered the water quality reports from Denver Water and once received, CRS will mail them to each customer.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes.

LEGAL

Discussion on Board Vacancy: Mr. Flynn reviewed the appointment process for filling the Board vacancy created by Mr.

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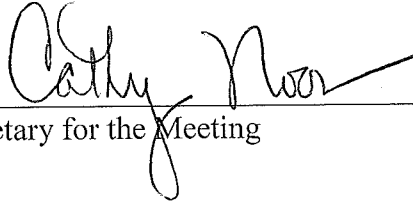
Ryan's passing. Qualified electors interested in serving will be invited to attend the April meeting of the Board.

Report on CRS contract Review: Mr. Flynn informed the Board that the CRS contract should have an indemnification provision added to comply with Colorado State statute.

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 10:02 a.m.

Respectfully submitted,



Secretary for the Meeting

March 6, 2019

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on March 12, 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:
2. Denver Water Listening Session – Attended listening session for master meter districts on February 14. A couple of key updates: Denver Water plans to take over ownership, maintenance, and replacement of the master meters for all districts; and access to Denver Water’s mapping is now available.
3. 2018 Maintenance Summary – We prepared our annual letter that summarizes the maintenance work performed on the water system in 2018. Letter was transmitted on February 27.
 - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 5% of the flow and the Dayton meter delivered 95%. Total water supplied to the District was 3.5 MG for the February period (1.1 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 January. Replacement of the transponder for the 3-inch meter for the Belleview Elementary school was completed.
 - 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 finally received the okay from South Metro Fire to not replace the existing fire hydrant at the School Administration Building. The hydrant will need to be removed this summer when school is out of session. 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. There were no permits issued in January.
 - Water Line Breaks – There were no water line breaks in February. There were no requests for information related to the driveway damage at 4288 S. Alton Street.

Memorandum

Cathy Noon, District Manager

March 6, 2019

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- Facility Locates – Reviewed several locate requests.
- Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2019 Water System Maintenance Tracking
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	019 BUDGET AMOUNT	ACTUAL COST
Routine Maintenance (by C&L Water Solutions)						
1	Inspect/Operate Valves	145	Once Every 2 Years	March-20		\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	March-19	\$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-19	\$660	\$0
	Subtotal				\$7,075	\$0
	Contingency @	10%			\$1,000	\$0
	Total Routine Maintenance				\$8,000	\$0
System Repairs and Replacements (by C&L, others)						
5	Replace Dayton PRV (6" PRV valve only)	1		2019	\$10,000	\$0
6	Raise Valve Boxes from Under Asphalt	8		May-19	\$5,200	\$0
7	Clean Valve Boxes (vacuum and operate valve)	20		May-19	\$1,500	\$0
8	Replace Valve/B.O. (in asphalt)	2		May-19	\$20,000	\$0
9	Misc. Valve Repairs (replace valve boxes)	12		May-19	\$7,200	\$0
10	Fire Hydrant Repairs	13		May-19	\$7,150	\$0
11	Fire Hydrant Replacement	4		May-19	\$40,000	\$0
12	Fire Hydrant Painting	23		May-19	\$1,495	\$0
13	Emergency Repairs (water line breaks)	1			\$30,000	\$0
	Subtotal				\$122,545	\$0
	Contingency @	15%			\$18,000	\$0
	Total System Repairs and Replacements				\$141,000	\$0
Contractor Services (by C&L Water Solutions)						
14	Operator in Responsible Charge	12			\$1,200	\$0
15	Customer Service/Response (Investigations, Emergencies)	12			\$2,400	\$0
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$234
17	Service Shut-offs (estimated)	16			\$2,400	\$186
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$1,314
19	Utility Locates (field)	24			\$3,600	\$150
	Subtotal				\$20,300	\$1,884
	Contingency @	20%			\$4,000	\$0
	Total Contractor Services				\$24,000	\$1,884
	Total Repairs and Maintenance				\$173,000	\$1,884
WL Replacement Capital Projects						
20	No Projects Anticipated in 2019				\$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.