

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
JUNE 11, 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, June 11, 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
Eric Montag

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 8:59 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 May 14, 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.

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PUBLIC COMMENT

None.

FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Noon reviewed the June 11, 2019 claims represented by check numbers 1198-1203 totaling \$22,291.28 and claim Auto-Payments to Denver Water totaling \$36,243.84 and Auto-payments totaling \$369.40 to Four Directors reflecting grand total claims of \$58,904.52. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the June 11, 2019 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period May 31, 2019, adjusted as of June 6, 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 May 31, 2019. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

CD at Solera Bank: Ms. Noon informed the Board that the CD at Solera Bank matures on June 12, 2019 and renewal rates were not available at the meeting today. Follow a discussion on the interest rates at ColoTrust and the benefits of diversification the District's investment funds, a motion was duly made, seconded and upon vote, unanimously carried by the Board to have Ms. Noon invest \$240,000 in a new CD at the best rate available for a term at or below 24 months.

DIRECTORS ITEMS

There were none.

MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report and noted that usage was typical for non-irrigation season.

Weber / 4288 S. Alton St. Claim for Driveway Damage: Ms. Noon and Mr. Flynn updated the Board on the damage claim. The Pool has almost completed its investigation and findings for the claim. The Board looks forward to an expedient resolution to the claim and has no objection if the matter is settled under the District's no fault coverage where a deductible would be incurred

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by the District, but the District would not admit any liability or fault on its part or on the part of its contractor.

MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes. He also stated he attended a presentation by the District's meter manufacturer (Badger) to gain information about new and upcoming technology. Mr. Sekera informed the Board that to use the technology, the District would need to replace the whole meter not just the transponder which would cost \$300-400 each.

LEGAL


Update on CRS Contract Review: Ms. Noon informed the Board that CRS Legal counsel is reviewing Mr. Flynn's suggested revisions.

OCCT/Denver Water Phosphate Matter: Mr. Flynn reported that the stake holder engagement process regarding Denver Water and the Colorado Department of Public Health and Environment Optimum Corrosion Control Treatment matter is wrapping up insofar as those agencies are currently concerned. The next step he believes will be a public outreach program where the variance request of Denver Water will be put out for public comment. Mr. Flynn will continue to monitor the matter and when the dates and locations for future public comment are established, he will make sure that is communicated to the Board.

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 10:26 a.m.

Respectfully submitted,



Secretary for the Meeting

June 5, 2019

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on June 11, 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 37% of the flow and the Dayton meter delivered 63%. Total water supplied to the District was 7.9 MG for the May period (4.4 MG more than the prior period).
- PRVs – There are currently no issues or concerns with the PRVs.
- Meter Transponders – One (1) meter and transponder was replaced at 5031 S. Fulton Street.

I met with National Meter regarding Badger Meter’s cell technology and Beacon system on May15. I will give a brief update at the meeting.
- Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. 4437 S. Akron Street – C&L assisted homeowner with leak at irrigation connection in meter pit.
- Fire Hydrant and Valve Maintenance – C&L has started the annual fire hydrant inspections and flushing. In addition, we provided a list of maintenance and repairs to C&L for pricing. I anticipate that C&L will begin work on those items in July. The work includes replacement of three (3) fire hydrants in the Village area.
- Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. There were no permits issued in April.
- Water Line Breaks – The final street restoration for the water service leak at the main and in the street at 4286 S. Akron Street is complete. The total cost of the repair including the pavement restoration was \$11,250.
- 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	\$11,250
	Subtotal				\$122,545	\$11,250
	Contingency @	15%			\$18,000	\$0
	Total System Repairs and Replacements				\$141,000	\$11,250
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	\$1,005
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$936
17	Service Shut-offs (estimated)	16			\$2,400	\$326
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$1,500
19	Utility Locates (field)	24			\$3,600	\$1,418
	Subtotal				\$20,300	\$5,184
	Contingency @	20%			\$4,000	\$888
	Total Contractor Services				\$24,000	\$6,072
	Total Repairs and Maintenance				\$173,000	\$17,322
WL Replacement Capital Projects						
20	No Projects Anticipated in 2019				\$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.