

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 14, 2020**

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 14, 2020 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 8:56 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 as presented.

Minutes: The Minutes of the December 10, 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 January 14, 2020 claims represented by check numbers 1244 – 1249 totaling \$16,793.98 and claim Auto-Payments to Denver Water totaling \$17,038.09 and Auto-payments totaling \$369.40 to Four Directors reflecting grand total claims of \$34,201.47 Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the January 14, 2020 claims as presented.

Review Cash Position and Fund Allocation: Ms. Noon reviewed the Cash Position with the Board for the period December 31 2019, adjusted as of January 6, 2020. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position.

Financial Statements: Ms. Noon reviewed the Financial Statements for the period ending December 31 2019. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

DIRECTORS ITEMS

Update on GIS: Mr. Sekera stated that he has not completed his research on a third GIS firm but plans to do so in the next month. He will then bring a recommendation to the Board for the Board's consideration on entering into a contract with one of the GIS software service providers.

MANAGEMENT ITEMS

Review Consumption Report: The Board noted that consumption for 2019 was down from 2018 just under 11%. Mr. Sekera pointed out that "leakage" between water that was purchased and what was billed was approximately 4% in 2019. There seems to be a trend of the greatest leakage occurring in September/October billing cycle perhaps due to irrigation and construction uses but the cause is not confirmed.

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MAINTENANCE AND OPERATIONAL MATTERS

Agreement for 2020 Kennedy/Jenks Contract: Mr. Sekera reviewed the agreement with Kennedy/Jenks. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the 2020 agreement.

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes. Of particular note is that following a meeting with Denver Water regarding lead service lines, it was confirmed that the District has no lead service lines and will not be part of the Denver Water Lead Service Line mitigation program. Mr. Sekera also noted that he believes he has located an individual who would be willing to serve as the District's Operator In Responsible Charge and enter into a yearly contract with the District. He will present more information on this matter to the Board at it's February meeting.

LEGAL

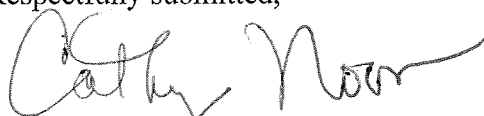
Adoption of Resolution 2020-1-1 Designating the Location for - Posting Open Meeting Law Notices: Mr. Flynn reviewed the resolution presented. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board adopted resolution 2020 -1 -1.

OCCT/Denver Water Orthophosphate Matter: Mr. Flynn updated the Board that Denver Water has received a three year variance from the EPA regarding lead service line mitigation. Conditions are for an accelerated replacement of lead service lines, public education programs and home filters. The Board held discussion on the cost of the lead mitigation and how it would be distributed across Denver Water customers.

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 10:20 a.m.

Respectfully submitted,



Secretary for the Meeting

January 8, 2020

Memorandum

To: Cathy Noon, District Manager
From: Greg S. Sekera, P.E.
Subject: Engineering Report for Board of Directors Meeting on January 14, 2020
Cherry Creek Village Water District
KJ Job No. 2046003*GENW

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

1. Operator in Responsible Charge (ORC) – I am meeting with Ger Whelan with Colorado Water Systems on January 9 to provide him information and hopefully get a verbal commitment from him to be the District's ORC. I will update the Board at the meeting.
2. Denver Water Lead Survey – Cathy and I met with Denver Water on December 18 as a follow up to the lead survey questionnaire we completed at their request. The result of the meeting was that Denver Water concurs with us that the District has no lead services. Denver Water will not pursue further action in the District relative to filter kits or service line replacements.
3. GIS Implementation – I am still reviewing options and checking references and not ready to make a final recommendation on a vendor. I will plan to have a recommendation for the February meeting.
4. Capital Improvement Plan – Based on discussions at the previous two meetings I am preparing a long-term capital improvement plan for the District. The plan will allow the District to develop a vision and financial plan for the replacement of the water system. I hope to have this complete for the March meeting.
5. 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 7% of the flow and the Dayton meter delivered 93%. Total water supplied to the District was 3.4 MG for the December period (0.7 MG less than the prior period). Note that the December meter read was on the 23rd.
 - PRVs – There are currently no issues or concerns with the PRVs.
 - Meter Transponders – There were no transponder replaced in December.
 - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
 - a. C&L responded to requests for leak investigation at two residences. Leaks at both locations were past the meter pits.

Memorandum

Cathy Noon, District Manager

January 8, 2020

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- Fire Hydrant and Valve Maintenance – C&L was unable to address most of the repair and replacement items identified for 2019. We will begin coordinating with them for beginning maintenance work in the spring.
- Fire Hydrant Meter – The following fire hydrant permits were issued:
 - a. None.
- Water Line Breaks – There were no water line breaks this past period.
- Facility Locates – Locate requests were lower in December.
- 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	\$3,400
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	\$550
	Subtotal				\$7,075	\$3,950
	Contingency @	10%			\$1,000	\$0
	Total Routine Maintenance				\$8,000	\$3,950
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	\$3,510
13	Emergency Repairs (water line breaks)	1			\$30,000	\$11,250
	Subtotal				\$122,545	\$14,760
	Contingency @	15%			\$18,000	\$4,631
	Total System Repairs and Replacements				\$141,000	\$19,391
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	\$4,536
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$2,808
17	Service Shut-offs (estimated)	16			\$2,400	\$512
18	Meter Transponder Repairs/Replacements (Labor Only)	16			\$8,000	\$3,084
19	Utility Locates (field)	24			\$3,600	\$6,755
	Subtotal				\$20,300	\$17,694
	Contingency @	20%			\$4,000	\$1,988
	Total Contractor Services				\$24,000	\$19,682
	Total Repairs and Maintenance				\$173,000	\$43,023
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.